



An All-through Co-operative School  
Carton Avenue East, Wembley HA9 8NA  
**Head: Mr Matthew Lantos**

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July 2014

Dear Families

At this time of year we look forward to our BTEC, GCSE, AS and A2 results in August. I am confident that the commitment and hard work of students, families and staff will be reflected in further success this summer. It's been a very busy and successful year at Preston Manor.

### **School Website**

Please visit at [www.preston-manor.com](http://www.preston-manor.com) for school information and all up-to-date news on activities and events. You will be able to access a number of key documents including the school newsletter giving details of the many other activities that have taken place this term, the Summer Term PE newsletter on the school's sporting achievements and detailed reminders of the school's expectations of all students. Please ensure that you read the reminders carefully so that your children are absolutely clear about arrangements for next term and arrive on time every day with the correct uniform and equipment.

If you have any suggestions that you would like to make that would improve your experience of using the website, then please email [d.graham@preston-manor.com](mailto:d.graham@preston-manor.com).

### **End of Summer Term arrangements**

The Summer Term finishes on Friday 18 July 2014. There will be a phased departure for Years 7-11 up to 12pm. Lunch will be available in the dining hall at break time for those students who would like it.

### **Year 11 and Sixth Form Saturday, Easter and Summer Half Term Revision Classes**

Another exam season has come and gone, and I am pleased to report that our students showed admirable maturity, diligence and stamina in tackling an ever increasing range of examinations. Many students had the opportunity to complete 'walking, talking mocks' prior to their exams, where teachers talked them through a past paper in real time, and many reported that this was a big confidence boost and a very useful exercise. All departments laid on a comprehensive revision programme, designed to complement students' own private study, and ensure that all our young people had the best possible chance of success. On behalf of the whole school community, I would like to thank staff for the enormous effort they put in to supporting students in the run up to exams, and to wish all those collecting results in the summer the very best of luck. We wish all those who are leaving Preston Manor this term every success in their endeavours, and look forward to following their achievements in the future.

### **University Applications/ Oxbridge success**

The vast majority of our Year 13 students have already received conditional offers of places and many of them have offers from all five choices. A number of students have been offered places to study Medicine and two have made successful applications to Oxford and Cambridge Universities. Charith Perera has been offered a place at Hertford College, Oxford to read Bio-Chemistry while Zain Kapadia will be reading Mathematics at Gonville and Caius College, Cambridge. This is the thirteenth year running that at least two students from our Sixth Form have gained places at Oxford and Cambridge universities in subjects including Medicine, Law, English, Chemistry, Economics, PPE (Philosophy, Politics & Economics) and Natural Sciences.





An All-Through Co-operative School

I am sure you will join with me in congratulating all our students on these great achievements and in wishing them the very best for the future.

### **Yr 11 and Sixth Form Results Days**

#### AS and A2 Level: Thursday 14 August 2014

- Yr 13 - 9.30am
- Yr 12 - 11.00am

#### GCSE: Thursday 21 August 2014

- All students- 9.30am

### **ICT Support Service**

The decision to move to an ICT Managed Service has been vindicated as the use of digital learning and new technologies to enhance teaching and learning and administration across the school continues to go from strength to strength. Our ICT infrastructure really has been transformed through this investment. The speed of machines, fantastic new desktops, monitors and projectors and the increased access to and use of mobile devices by students aided by the excellent wireless coverage at the school are just some of the benefits students and staff are now experiencing.

### **Parent Association**

The Lower School association organised a very successful Summer Fair on 5 July which raised over £1,400. The Parent Association is a valued forum for parents/carers to share initiatives and discuss concerns with invited and key members of the school community. Importantly, the Parent Association works to both engage as well as inform our parents/carers. Please use the following link if you would like to send a message to the Parent Association, or would like to raise issues that you think would be useful to discuss at our next meeting. [ParentCouncil@pmanor.brent.sch.uk](mailto:ParentCouncil@pmanor.brent.sch.uk)

### **Alumni Association**

As part of our vision that Preston Manor School is supported by a thriving, engaged alumni community that helps it to do more for its students, we have begun to work alongside Future First, an organisation expert in setting up formal Alumni Associations. We already have over 800 former students or 'Old Manorians' signed up, some of whom left the school in the 1940s, others as recent as 2014. Our aim is to reach the one thousand mark by the end of the summer term. If you attended this school when you were a student then please sign up! It doesn't matter when you left school, whether you're in further education or employment, whether you still live nearby or have moved further away, we still hope you will consider to be part of this exciting project. 'Old Manorians' will receive termly updates from the school and we hope to run a number of events in the future.

Please sign up at the link <https://networks.futurefirst.org.uk/former-student/prestonmanor>

You can also sign up at link from main school website page – see tab for 'Old Manorians'. Please also see our inaugural Alumni Association newsletter which can also be viewed on our website (see link found on page titled 'Old Manorian Alumni Association - click on PDF file at bottom of page):

<http://www.preston-manor.com/page/?title=%27Old+Manorians%27+Alumni+Association&pid=96>

If you have any further queries or ideas on how the Alumni Association can develop in the future, then please email [d.graham@preston-manor.com](mailto:d.graham@preston-manor.com)



An All-Through Co-operative School

### **Art, Design and Graphics Exhibition**

Another successful exhibition of GCSE and A Level students' work was held in June. The standard of work produced by all students was truly outstanding and a pleasure to view. Photos are available to view on the school website.

### **Summer Concert**

The Preston Manor Music Academy held its annual summer concert for a packed audience showcasing a diverse range of high quality musical pieces. The Music Academy runs on most Saturdays during term time and is open to the local community as well as Preston Manor students. Please encourage your children or those from other local families to take advantage of this excellent opportunity.

### **Prefects Assembly**

Our new prefects were presented with their Prefects ties in front of their peers and family members in a special assembly last week. It was a very proud moment for all concerned, particularly the students themselves who underwent a rigorous selection process to achieve the honour. The students collected their ties to rapturous applause and then posed for photos in the Quad garden with their families. The new Prefects are currently in Year 10 and will take on their duties in earnest in September. Congratulations to them all on a wonderful achievement.

### **Sports Day**

The school's House System continues to go from strength to strength and Sports Day on 11 July provided an excellent opportunity for some healthy competition between the different Houses. It was a wonderful day and in spite of the rain the students were very active. Their contributions to its success made the day fun and enjoyable for all. At the time of writing we are waiting to see which House has won the 2013-14 House Award and the ultimate prize of a trip to Thorpe Park next term!

### **One World**

The famous Preston Manor 'One World' event made a welcome return this year! The event was held on the evening of 16 July to a packed and appreciative audience. It was especially gratifying to see our children from the Lower School performing alongside those from the Upper School and the range of talents seen was a real joy to behold.

A huge thank you to all of the staff involved in both the Summer Concert and One World but in particular to Mr Crawley (Director of Music and Performing Arts Faculty) who made it all possible.

### **Enrichment/ Trip and Visits Academic Year 2013-14**

Students have benefited from a huge number of additional educational and fun opportunities organised by staff this year. I am sure you will join with me in thanking staff for organising and running these trips, a selection of which are listed below.

#### Lower School

Aquarium, London Zoo, Fire Brigade Museum, Legoland, National Gallery, Kew Gardens

#### Upper School

KPMG, BT Centre, Kingsbury High School (Debate), London School of Economics, Andorra (Ski Trip), Wembley Arena, Cumbria (Outward Bound), House of Lords, Hyde Park, Finchley Vue Cinema, Wembley Stadium, Institute of Education, Tricycle Theatre, London Transport Museum, RADA(Euston Square), Uxbridge College, Sadlers Wells Theatre, New Loom, Tate Modern, Queen Mary's University of London, Avonmouth House, WW1 Battlefields, St Omer-France, West London



An All-Through Co-operative School

Synagogue, Real Business Challenge, Brent Civic Centre, Sky Academy, Paris (French GCSE), Excel Centre (Big Bang Fair), Epping Forest Field Centre, Maltings Arts Theatre, Royal College of Art, Mount Vernon Hospital.

### **Whole School Read**

This summer all students and staff have been asked to commit to reading *Ghost Hawk* by Susan Cooper. The Whole School Read is based on an American High School tradition and I would urge Families to join us and make the commitment.

### **Summer Holiday Independent Study tasks - Year 10 and Sixth Form students**

If your child is currently in Year 10 or the Sixth Form some teachers may provide them with independent study tasks to complete over the Summer break to help keep them 'hit the ground running' in September. Please support the school by asking your child if this is the case for them and by ensuring that they complete the work set.

### **Staff Leaving**

A number of staff are sadly leaving us at the end of term to move onto pastures and challenges new. A special mention must go to Mr Varsani who has given 25 years of excellent service to the school. Another must go to Mr Patel who is retiring this year after 37 years of committed and excellent service. I am sure you will join with me in thanking all of those staff leaving for their contributions to the school. I would like to take this opportunity to wish them all the very best in their future careers and in Mr Patel's case, his contented retirement.

I am happy to report that the school is fully staffed for September 2014 and that we have been able to make a number of excellent new appointments to our team of teachers and support staff. I would also like to take this opportunity to congratulate Mr Wilson, Ms Airey, Ms Dareve and Mr Wallman who were appointed as Assistant Heads at the Upper School in June.

I am sure you will join me in thanking both students and staff for an excellent year's work and once again I would like to thank you for your continued help and support. Summer is finally here and I am sure you and your children are looking forward to a well-earned rest over the school holiday. I wish you and your family an enjoyable and restful break and look forward to seeing your children refreshed and ready to learn on Wednesday 3 September 2014.

Yours sincerely

Matthew Lantos  
Head



An All-Through Co-operative School

## REMINDERS

### Entitlement to Free School Meals (FSM)

We are keen to ensure that all students receive the support to which they are entitled and are having nutritious food at lunchtime. Full details of who is entitled to apply and where you can access the forms are available in reception or from our website. In addition the school receives the Pupil Premium element of its funding according to the number of students eligible for FSM.

## START OF AUTUMN TERM ARRANGEMENTS – September 2014

### Monday 1 September 2014

- Staff training day – **Upper and Lower School**
- No students in school
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### Tuesday 2 September 2014

- Staff training day - **Lower School only**
- 8.40 am - Year 7 start
- 9.00 am – 10.45am - Year 13 re-enrolment
- 11.20 am – 1.00pm - Year 12 induction
- School closed for Lower School and Years 8-11

### Wednesday 3 September 2014

- 8.40 am - Year 10 meet in Tutor rooms and Year 11 meet in the Hall
- 9.30 am - Year 8 meet in the Gym and Year 9 meet in the Hall
- Normal lessons for Years 8-11 from Period 3
- Arrangements for the Lower School will be advised by the Lower School team.

### Thursday 4 September 2014

- Normal timetable begins for Years 7-11

### Monday 8 September 2014

- Sixth Form - normal lessons begin with registration at 8.40am

### Key Dates for the Autumn Term 2014

- Tuesday 23 September - Year 7 Tutors Evening 6.00 to 7.00pm
- Wednesday 1 October - Year 6 Open Evening 6.00 to 8.30pm
- Thursday 2 October - Year 6 Open Morning 9.30 to 11.00am
- Thursday 9 October - Year 11 Parents Evening 4.30 to 7.00pm
- Thursday 16 October - Year 9 Parents Evening 4.30 to 7.00pm

**For further information please find attached the term dates for 2014-2015 on Page 14. All details are also on our website.**



An All-Through Co-operative School

### **Parking outside school**

Families are reminded that for health and safety reasons and a lack of available space there is no parking provided on the school site at the beginning and end of the school day, unless by prior arrangement. I encourage all Upper School students to walk, cycle or use public transport when travelling to or from school and ask that if parents do choose to use their cars they show consideration for our neighbours and respect the yellow zigzag lines and residents driveways.

Residents in Holycroft Avenue have asked that students are dropped off at the main entrance as their road is so narrow. A reminder that the back gate into Holycroft Avenue is closed at the end of the day.

### **Equipment and Student Planners**

As part of our commitment to develop them as independent learners, all students are expected to come to school each day with the necessary equipment to take an active part in their lessons. As well as essential equipment such as a pen, pencil and ruler, students should have their planner and a reading book with them at all times. Student planners are a vital means of communication between home and school and should be checked and signed by parents once a week. They should also be used for any routine communication between home and school.

### **Home Learning**

Home Learning activities are set on a regular basis at Preston Manor and should be recorded by all students in their planner. Home Learning gives individuals the opportunity to develop their skills as independent learners. In addition, Home Learning is provided for students to practise applying the skills they have learned in lessons. Without this practice, students do not progress and reach their potential. Therefore we ask that you monitor that Home Learning is set and recorded in your child's planner. If there are any queries or issues regarding Home Learning, please communicate this with form tutors through the Student Planner in the first instance. We appreciate your support in ensuring the best progress for your son or daughter.

### **School Uniform**

The Preston Manor uniform is an important part of the culture and ethos of our school. It is important that all students present themselves in an appropriate way that contributes to a disciplined and well-ordered environment for learning. High standards of dress are expected at all times and students must come to school every day in neat, clean uniform as an indication that they take pride in belonging to the Preston Manor School community. Whenever the school uniform is worn, it must be complete and not mixed with non-uniform clothing.

A summary of expectations is provided elsewhere on our website; please check this before making any purchases over the holidays.

Please can I ask for your support in ensuring your child is dressed properly by **not sending** them to school with a note to cover items of missing clothing/ footwear for any period of time beyond **one day**. **Any period of time beyond one day will not be authorised.**



An All-Through Co-operative School

A summary of expectations is provided below

#### For all students

- school shoes must be plain black leather or leather look (no canvas or shiny patent materials). Kicker **shoes** are permitted as long as they are black and do not have contrasting stitching, laces or soles. **No boots (including Kicker boots) of any description, no canvas or patent leather shoes.**
- top buttons must be fastened and shirts must be tucked in
- ties should be knotted conventionally and worn to the waist
- navy blue blazers with the school badge must be worn at all times
- outdoor coats must be navy blue or black and have no logos, patterns or markings.
- a plain black or blue simple woollen hat may be worn in outside spaces in cold weather at the discretion of senior staff **(no other headwear of any kind is permitted)**
- hair must be worn in an appropriate style that would not undermine the ethos or discipline of the school (eg markings cut into the hair or eyebrows, brightly dyed hair or any other extreme of fashion)
- jewellery is restricted to one pair of small, plain stud earrings and a watch **(no nose or other facial piercings of any kind)**
- make-up or nail varnish may not be worn

#### For girls

- navy blue or black knee length or longer school skirt, or navy blue or black **tailored** school trousers **(no jeans, 'skinny-fit' trousers or leggings)**
- plain navy blue or black religious headscarf

#### For boys

- dark grey or black school trousers **(no jeans or any other style)**

We expect families to support the school in these high expectations and I have asked the Directors of Student Development for Years 7-11 to send home any students to change into proper uniform when this is necessary.

**The PE department would like to remind all students and parents of the compulsory PE kit required for participation in every PE lesson**

#### Boys' PE Kit

- Blue Preston Manor PE polo top
- Plain Navy or black jogging trousers
- Blue Preston Manor round necked sweatshirt
- Navy or Black shorts
- Blue football socks
- Training shoes
- Football Boots

#### Optional

- Blue Rugby Shirt



An All-Through Co-operative School

### Girls' PE Kit

- Blue Preston Manor PE polo top
- Plain Navy or black jogging trousers
- Blue Preston Manor round necked sweatshirt
- Navy or Black shorts
- Training shoes

### Attendance, Punctuality and Registration

Parents are reminded that the school should be informed promptly of any absence known in advance. **Holidays must not be arranged during term time.** Requests for emergency absences during term time should only be made in exceptional circumstances and should be made using a *Request for Exceptional Leave of Absence during Term Time* form available in reception and normally **at least four weeks in advance.** The request will be considered by Ms Airey, Assistant Head and you will be advised of the decision.

**All students should arrive in school by 8.35am at the latest ready for registration at 8.40am. Please ensure your child is in school on time with the correct uniform and equipment so that lessons can commence with the minimum of disruption.**

The school has a dedicated absence line and if your child is absent for any reason or has to leave school to attend an appointment please call on **0208 385 4042** and leave a message. Please do not call the main switchboard. If your child has a dental appointment during the school day, please ensure that they bring an appointment card so that they can be allowed to leave school. If this is not possible please call the absence line on the morning of the appointment and give details of the time of the appointment and when they may leave school. Your continued co-operation is much appreciated.

The school uses *Keep Kids Safe*, a system to help improve communication with families which includes the facility to text parents of any student who has not been marked present in registration. It is vital that students are in school on time so texts will be sent home during lesson one. Parents can also contact the school using the new service, if their child is going to be absent or late for school. **Please telephone 08442 39 33 60 or text to 07624 811254.**

Please can we take this opportunity to congratulate the following students on their excellent attendance and punctuality to school. These students have been on time and in school every day this school year:

Kirusanth Thirukumaran 7N, Siddhima Gupta 7A, Michael Huang 7S, Tharanika Selvapragash 8M, Aaron Khatri 8E, Morgane Lapeyre 8R, Tia Cutts 9M, Sharvini Gnanakumaran 10R and Radhika Patel 11T.

### Behaviour in School and the Wider Community

The vast majority of our students exhibit excellent and courteous behaviour at all times and are a credit to their families. However some staff and students have raised concerns about rude, disrespectful and uncooperative behaviour from a small number of individuals. In order to ensure that the school remains a harmonious community where all students and staff are able to develop and fulfil their potential, I will continue to treat any behaviour of this kind as a serious breach of



An All-Through Co-operative School

school discipline. Students who repeatedly behave in this way will place themselves at risk of fixed term or possibly permanent exclusion from Preston Manor.

The school has high expectations of the way that students behave in the local community. In particular students

- **must** go straight home at the end of the day unless they are taking part in an organised school activity supervised by a member of staff
- **must not** congregate by the school gates after 3.30pm and if they need to meet younger siblings they should wait in the playground by the Art and Design Block
- **must not** arrange to meet friends who do not attend Preston Manor under any circumstances
- **must not** behave in an anti-social or inconsiderate way near local bus stops and shops, particularly near the school or in Preston Road

Due to the potential risk to the health, safety and welfare of all members of the school community, as well as possible damage to the school's reputation, any incidents when students fail to heed these instructions will be dealt with as a very serious matter.

### **Offensive Weapons**

I would like to remind Families that any student found in possession of an offensive weapon, regardless of whether it is used to threaten or injure, **will be excluded permanently from Preston Manor**. Please support the school by emphasising to your children that research demonstrates that carrying a weapon makes young people more vulnerable to attack rather than providing security.

### **Drugs**

I would like to remind families that any student found in possession of **any amount** of drugs will place themselves at risk of **being excluded permanently from Preston Manor**.

### **Mobile phones**

Mobile phones, ear-pieces and MP3 or MP4 players are not appropriate in a school setting and are **banned** from the Preston Manor site. The school cannot accept responsibility for any such items that are lost on site. Use of mobile phones to make calls or send texts during the school day will continue to be treated as **serious** breaches of the behaviour policy.

Staff will continue to confiscate these items if it is apparent that they have been brought to school, including at break, lunchtime and the beginning and end of the day; they will arrange for them to be collected by parents rather than returned to students themselves. For students who repeatedly ignore this policy, items may not be returned for a longer period of time at the discretion of the Director of Student Development.

Parents should contact the school in advance to arrange a time to collect items from their child's Director of Student Development as items will not be returned without an appointment.

If mobile phones are used offsite in a way that breaks the school code of conduct and it is brought to our attention, there will be serious consequences for this behaviour. There are telephones in school that students can ask to use to contact home in an emergency.

**The school appreciates and expects the support of parents/carers in upholding this policy.**



An All-Through Co-operative School

### **Student Birthdays**

Although we recognise that young people wish to share birthday celebrations with their friends, this often disrupts learning and creates additional mess in classrooms and the canteen. If students bring birthday cakes and helium balloons into school they will be confiscated and parents will be asked to collect them from reception. Thank you for your support



An All-Through Co-operative School

### **Emergency Contact Numbers**

It is a legal requirement for parents to inform the school of any changes to their home address, telephone number or of any change in circumstances which the school should know about. **Please complete the attached form (Pages 11 and 12) and return it to the General Office immediately with any changes to your contact details.**

### **Change of Address and Contact Phone Number**

Parents/ carers are asked to inform the school immediately of any change in address and/ or contact telephone numbers. ***Please pass this form to the General Office***



An All-Through Co-operative School

### STUDENT EMERGENCY CONTACT DETAILS

Student SURNAME

Student FIRST name:

Form:

Home Telephone no.:

Mother Work no.:

Mother Mobile no.:

Mother Email address:

Father Work no.:

Father Mobile no.:

Father Email address:

### OTHER EMERGENCY CONTACT DETAILS

Please give details of any other person to contact in case of emergency

Name:

Telephone no.

Relationship to child:

Name:

Telephone no.:

Relationship to child:



An All-Through Co-operative School

## SCHOOL TERM & HOLIDAY DATES 2014/2015

<b>AUTUMN TERM 2014</b>	
INSET day	Monday 1 September 2014
Year 7 start	Tuesday 2 September 2014
Term starts	Wednesday 3 September 2014
INSET day	Thursday 23 October 2014
INSET day	Friday 24 October 2014
Half Term	Monday 27 October to Friday 31 October 2014
Term Ends	Friday 19 December 2014
Christmas Holidays	Monday 22 December 2014 to Friday 2 January 2015
<b>SPRING TERM 2015</b>	
Term starts	Monday 5 January 2015
Half Term	Monday 16 February to Friday 20 February 2015
Term Ends	Friday 27 March 2015
Good Friday	3 April 2015
Easter Monday	6 April 2015
Easter Holidays	Monday 30 March 2015 to Friday 10 April 2015
<b>SUMMER TERM 2015</b>	
INSET day	Monday 13 April 2015
Term starts	Tuesday 14 April 2015
May Day	Monday 4 May 2015 – SCHOOL CLOSED
Half Term	Monday 25 May to Friday 29 May 2015
Term finishes	Friday 18 July 2014
INSET day	Monday 21 July 2015