



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

Tel: 020 8385 4040 Fax: 020 8908 2607 Email: info@preston-manor.com
www.preston-manor.com

December 2014

Dear Families

Proposed Sixth Form Expansion

The school has submitted a bid to the Education Funding Agency for funding to build a new three storey Sixth Form Centre next to the Sports Hall allowing us to expand numbers by 25% from 300 to 375 from September 2016. The proposed design specifically allows additional A-Level science and mathematics groups to be taught in modern, purpose-built labs and classrooms and for students to undertake independent study in an appropriate environment. The expansion builds on the school's strengths as a specialist Science & Maths college and also supports national policy to increase the uptake of STEM (Science, Technology, Engineering and Maths) subjects.

Judged 'outstanding' in three consecutive Ofsted inspections, the sixth form has been oversubscribed for a number of years with the largest waiting lists for science subjects. In summer 2014 the school's A-level results achieved ALPS 2 (outstanding) whilst the Department for Education's own measure for value-added, L3VA, showed progress to be significantly above average across the board and specifically for the sciences and mathematics.

Local students unable to enrol on these courses have often taken up college places outside Brent. The significant reduction in the number of sixth form places at, for example, Ark Elvin Academy (formerly Copland Community School) means there will be far fewer places for Brent residents in Brent sixth forms. This will put an increasing pressure on sixth form places when combined with the Raising Participation Age (RPA) which, from 2015, means that all young people need to continue in education or training until they are 18 or until they gain a Level 3 qualification.

The school has already secured planning permission for the proposed building, but if you have any comments, objections or feedback please contact me by letter or telephone at the school or by email to consult@preston-manor.com by Friday 30 January. The formal consultation period will run for four school weeks from Monday 5 to Friday 30 January 2015.

2014 Summer Exams

Students and staff celebrated an excellent set of GCSE results this summer. Overall 77% of entries were awarded the crucial A*-C grade, way above the national average of 68.8%. 67% of our students achieved 5 A*-C grades including English and Maths and, despite government warnings of 'volatility' in this year's results, this key measure equals the outstanding achievement of last year's cohort. These results reflect extremely well on many years of very hard work by students and staff alike, and I congratulate all those who have collected their results this summer.





An All-Through Co-operative School

Attendance Celebration

Congratulations to all students invited to the Christmas 'brunch' on Thursday 11 December in recognition of their excellent attendance during the autumn term. There were also a number of students present whose attendance had improved dramatically this term. The event was organised by Ms Airey, Assistant Head and Miss Kadiwar, Attendance Manager, and included cakes, doughnuts, drinks, music and prize giving in the school hall. We hope to invite other students to a similar event at the end of next term.

Little Shop of Horrors

Preston Manor School students successfully staged their own version of '*Little Shop of Horrors*', the (in)famous parody of 1960s B-movies, to packed audiences on three separate nights and a special matinee performance for local primary schools including our own Lower School. There were plenty of laughs, one or two gasps and lots of catchy tunes with musical accompaniment from Mr Crawley and his high voltage band.

WOW Talks

WOW Talks for Schools was launched at Preston Manor on Thursday 27 November. An invited audience enjoyed a truly inspirational evening listening to speakers who included the Digital Artist, Karen Palmer, Simon Hays, a founding partner of Firefly Solutions, the singer Lilac Sheer and Preston Manor's very own Colin Hegarty. You can find out more about *WOW Talks* and the first *WOW Talks for Schools* by going to <http://www.wowtalks.tv/about/> or <http://www.wowtalks.tv/events/>

Upper School Awards Evening

Earlier this month we enjoyed our annual Awards Evening when we recognised the achievements of a number of our students. We were treated to a number of live performances including extracts from our hugely successful school musical *Little Shop of Horrors* and a very unexpected drumming session on dustbins and brooms! Our guest of honour was Tunde Banjoko (OBE), Chief Executive of social mobility charity Making the Leap. Tunde gave a personal and motivational speech encouraging students, parents and staff to set their aspirations high and reminding us all that hard work is essential for everyone in achieving our dreams. I look forward to the school's continued partnership with Making the Leap who support us with our Yr10 'suited and booted' preparation for employment programme as well as our Yr12 work experience.

ACES Youth Project

Over the last seven years Preston Manor has developed a highly successful working relationship with ACES, an organisation firmly committed to celebrating the achievements of past and present African Caribbean students. During Black History month Angel Panford in Yr11 accepted the "*Outstanding contribution to ACES*" on behalf of the school. The presentation was made by founder Doniah Narh at a special event held at Central Hall, Westminster, with special guest Darcus Beese from Island Records. Former Preston Manor student, Jeziah Sinclair, spoke eloquently and confidently about the positive impact ACES has had on his academic journey and eventual acceptance into university, "*I am grateful to Preston Manor for allowing myself and other students the opportunity to work with ACES during our time at school*".



An All-Through Co-operative School

Staff Achievements

I am very pleased to tell you that Mr Carboo, Lead Learning Mentor, and Mr Hegarty, Lead Practitioner in Mathematics, have both been recognised for their contributions to education.

Mr Carboo was nominated by his colleagues for the Brent Innovation in Education Staff Achievement Award for his work in developing students' sense of self-esteem and achievement. He motivates young people through educational trips to places that they might otherwise not have the opportunity to visit such as the Houses of Parliament. Mr Carboo has set up a Black Boys Council and STARS scheme where participants are encouraged to have a voice, share their views and develop a positive attitude to their education.

Mr Hegarty was the award winner in the National Teaching Awards in the category for Outstanding Use of Technology in Education. The Prime Minister surprised Mr Hegarty with his award when he accompanied students on a visit to 10 Downing Street on 21 October. Photos of the visit and the Teaching Awards event which aired on BBC2 on 2 November are on our website.

Parking outside school



The School has purchased several signs in an effort to deter dangerous and illegal parking at both the Upper and Lower School sites. These eye-catching signs have improved safety outside the school and encouraged road safety laws being adhered to. The signs have had a very positive impact and several residents have voiced their support of the signs. Thank you to all those parents who have shown more consideration this term.

Start of Spring term arrangements

Students will return to school for normal lessons on **Monday 5 January 2015** and should arrive in school **before 8.35am** ready for registration at the usual time of **8.40 a.m.** 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.

Once again I would like to thank you for your continued help and support and I hope you and your family have an enjoyable and restful break. I look forward to seeing your children refreshed and ready to learn in January.

Yours sincerely

Matthew Lantos
Head



An All-Through Co-operative School

REMINDERS

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 **at least four weeks in advance.** The request will be considered by Miss Airey, Assistant Head and you will be advised of the decision.

All students should arrive in school **before 8.35am** ready for registration at the usual time of 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.

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.**

REMINDERS continued

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 **(hoods should be kept down in school and must not conceal any part of the face)**
- 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 and woollen hats must not conceal any part of the face)**
- 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 **(no other headwear of any kind is permitted and headscarfs must not conceal any part of the face)**

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.



REMINDERS continued

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

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

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 and return it to the General Office as soon as possible with any changes to your contact details.

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.



An All-Through Co-operative School

REMINDERS continued

Mobile phones

Mobile phones, personal stereos, 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 mobile phones, personal stereos, ear-pieces and MP3 or MP4 players 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. The school appreciates the support of parents/carers in upholding the mobile phone policy.

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.

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 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 3.20pm 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 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.



An All-Through Co-operative School

REMINDERS continued

Entitlement to Free School Meals

We are keen to ensure that all students receive the support to which they are entitled and are having nutritious food at lunchtime. We have previously written to families giving full details of who is entitled to apply and where you can access the forms. Copies of this letter 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.

SCHOOL TERM & HOLIDAY DATES 2014/2015

SPRING TERM 2015	
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
SUMMER TERM 2015	
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 17 July 2014
INSET day	Monday 20 July 2015



An All-Through Co-operative School

STUDENT EMERGENCY CONTACT DETAILS

Please pass this form to the General Office

STUDENT DETAILS

Student SURNAME	<input type="text"/>
Student FIRST name:	<input type="text"/>
Form:	<input type="text"/>
Home Telephone no.:	<input type="text"/>
Mother Work no.:	<input type="text"/>
Mother Mobile no.:	<input type="text"/>
Mother Email address:	<input type="text"/>
Father Work no.:	<input type="text"/>
Father Mobile no.:	<input type="text"/>
Father Email address:	<input type="text"/>

OTHER EMERGENCY CONTACT DETAILS

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

Name:	<input type="text"/>
Telephone no.	<input type="text"/>
Relationship to child:	<input type="text"/>
Name:	<input type="text"/>
Telephone no.:	<input type="text"/>
Relationship to child:	<input type="text"/>