



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

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www.preston-manor.com

March 2015

Dear Families

Spring is finally here and I am sure you and your children are looking forward to a well-earned rest over the school holiday.

Brent residents travelling to Syria

Schools, the council and the police have a safeguarding duty not to reveal the identities of anyone under 18 who may have travelled to Syria or the school they attend. However the London Borough of Brent has issued the following statement for schools to pass on to families:



Dear parent(s)/carer(s)

There has been speculation in the media recently about young people from Brent travelling to Syria.

Keeping our children and young people safe is a key priority for Brent Council, all local schools and the police and we work closely together to look after their wellbeing through the Brent Safeguarding Children Board and the Safer Brent (community safety) Partnership.

All Brent's schools have trained, designated safeguarding staff who know how to respond to any issues affecting pupils. In particular, they know which other agencies to contact if the issue is complex and requires a range of support.

We want to reassure you that support is available if you have any concerns about your child, notice any change in their behaviour or become worried about who may be influencing them. If this happens, please contact your child's school in the first instance, or the police on the 101 number.

If you, or your children, have any serious concerns you wish to bring to the attention of the police, call the Anti-Terrorism hotline on 0800 789 321.

If you would like some general information, the following websites are suggested by the police:

www.familiesmatter.org.uk

www.preventtragedies.co.uk

We will continue to work together with our partners to keep our children safe.

Yours sincerely

Gail E Tolley

*Strategic Director Children and Young People
London Borough of Brent*

I am particularly concerned that some young people are exposed to misleading and dangerous views on YouTube and other social media. It is vital that families are vigilant and minimise unsupervised access to the internet, especially during the school holidays.





An All-Through Co-operative School

Preston Manor School one of the best in the country for student progress at GCSE

Preston Manor has received national recognition for the value it adds to students' achievements at GCSE. The Schools, Students and Teachers Network (SSAT), recently undertook its annual in-depth analysis of official Department for Education data on all state-funded schools in England and identified Preston Manor School's success. The school has qualified for an SSAT Educational Outcomes Award by being in the top 20% of schools nationally for progress made by pupils between their Key Stage 2 results at primary school and their GCSE results at age 16.

The school has been invited to receive the award at a regional celebration ceremony hosted by SSAT on 12 May. Sue Williamson, Chief Executive of SSAT said: "Preston Manor School should be congratulated for their exceptional achievement. They have proved themselves to be leading the field in improving GCSE outcomes for their students. There is so much good practice that this school could share, and I hope they will join us at the celebration evening for the chance to network and share strategies with award-winning schools. These results are testament to the commitment and hard work of the students, teachers and leadership team at Preston Manor School, and show what can be achieved when skilled teachers have high expectations and ambition for every young person. I am proud that this school is a member of the SSAT network."

End of Spring Term arrangements

The Spring Term finishes on **Friday 27 March 2015**. There will be a phased departure for Years 7-11 up to **12 noon**. Lunch will be available in the dining hall at break time for those students who would like it.

Start of Summer term arrangements

The school is closed for the Easter holidays from Monday 30 March to Friday 10 April 2015 inclusive and for staff training on Monday 13 April (with the exception of **Year 11 GCSE PE** students who have been informed about their practical exam on **Monday 13 April**). Students will return to school for normal lessons on **Tuesday 14 April** and should arrive in school by **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.

Supervised after school and Saturday morning ICT facilities for private, silent study

As part of our commitment to help your child achieve the best possible grade in their exams, we are offering after school and Saturday morning ICT facilities for private, silent study to Year 10, Year 11 and Sixth Form students. All sessions will be supervised by school staff and will run every weekday and every Saturday during Term Time.

After school facilities

- 4.00- 6.00pm in C Block

Saturday facilities

- 9.00am- 1.00pm in C Block

We do hope to see your child at these sessions as they provide a fantastic opportunity for disturbance free study time supported by super fast ICT facilities. If you have any questions please do not hesitate to contact the relevant Director of Student Development at the school.



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Year 11 Easter Revision Classes

Preston Manor staff have organised an extensive revision programme for Year 11 students over the Easter period. Once again, our committed staff have demonstrated their willingness to do that little bit extra in order to give your child every possible chance of success this summer. I would ask that families make themselves familiar with the Easter revision schedule and that you continue to support your child during this most crucial time. I take this opportunity to thank the Year 11 teaching staff for their generous commitment, and ask that your child shows their appreciation to staff by taking this opportunity and embracing it fully.

The Easter revision timetable has been given to all students and is available on the school website. For any queries or clarification, please contact Ms Browning (Director of Student Development for Year 11).

Public Examination Information

All students in Years 11, 12 and 13 will receive information on rules and regulations that must be followed during the public exams. A final exam timetable will be issued at the beginning of the Summer Term. Please familiarise yourselves with the contents of this information in order to support your child through this important time.

Year 11 and 13 Leaving Arrangements

Full details of these arrangements will be provided in the summer term. For both year groups we will be aiming to ensure students have access to their subject teachers in lesson time, wherever possible, right up to their examinations in each subject. We believe that this, coupled with a programme of independent study undertaken in students' own time, will give them the best possible chance of success in these vital public exams

Year 13 University Applications

Students have now made their university applications and we are delighted to report that the vast majority of our students have already received conditional offers of places and many of them have offers from all five choices. There are so many success stories that it is hard to pick just a few but particular credit goes to Ramya Gocouladasse who beat off heavy competition for a well deserved place to study Chemical Engineering at Imperial. She is an excellent role model to other girls who are under-represented in this field. Renae Prince has also won an unconditional offer from Birmingham University, reflecting the quality of her application. Many other students who have applied for other specialist courses are still waiting for decisions from their chosen universities.

After a great deal of preparation and hard work, ten of our Year 13 students made it through to the interview rounds for highly competitive Medicine and Dentistry university courses. So far, Adil Sheikh and Deputy Head Boy, Nerugen Sivasothirajah have been made offers to study at Imperial and St George's respectively, Dwayne Counsel has an offer to study from UCL and Melody Shirazi from Queen Mary's. At the time of writing we are currently awaiting the outcome of other applicants for these fields.

Congratulations to all our students on these significant achievements.



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Equipment and Student Planners

To help them develop 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.

Parent Association

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. parentassociation@preston-manor.com

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. If you need further guidance or support in applying for Free School Meals for your child please contact the Finance Office at the school.

School Meal Debts

We would like to remind you that school meals must be paid for in advance via Parentpay (www.parentpay.com). Please could you ensure that Parentpay is accessed regularly to check for outstanding balances. If the account has a negative balance, a home packed lunch **must** be provided until the balance is cleared. **We will now be passing any long standing debts to the Brent Debt Recovery Unit.**

If you are experiencing problems making payments, please contact the Finance Office on 020 8385 4075 or email parentpay@preston-manor.com and we will make every effort to help you.



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Alumni Association

We already have over 950 former students or 'Old Manorians' signed up to our Alumni Association, some of whom left the school in the 1940s, others more recent.

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.

If you are a former student or member of staff, then please sign up today at the link below:
<https://networks.futurefirst.org.uk/former-student-search>

You can also sign up at link from main school website page – see tab for 'Old Manorians'. Students who will be leaving at the end of this academic year (2014-2015) can also sign up at: <https://networks.futurefirst.org.uk/student-search>

If you have any further queries or ideas on how the Alumni Association can develop in the future, then please contact Daniel Graham, Assistant Head, at d.graham@preston-manor.com

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 Hollycroft 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 Hollycroft Avenue is closed at the end of the day.

Registering to vote in the General Election

The Council has recently introduced a voter registration system and, ahead of the upcoming general election, is seeking residents' views on registering to vote to try and understand attitudes and opinions of different communities towards registering.

They are currently running a survey online and are offering a incentive of a £200 shopping voucher to spend at London Designer Outlet in Wembley Park. <http://dotmailer-surveys.com/d92k3u2f-3014y898>

Spring Term Enrichment/ Trip and Visits

I would like to thank all of the staff who have undertaken trips and visits with our students this term in order to enrich their educational experience.



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Lower School		
Reception		Natural History Museum
Year 1		Princess Diana Memorial Playground
Year 1		Museum of Childhood
Year 3		Wembley Stadium
Upper School		
Year 7	Citizenship/PHSE	SSE Wembley Arena
Year 7	Science	Science Museum
Years 7-12	Music	St Albans Church
Year 8	Careers	Queen Mary University
Year 8	RE	Jewish Museum
Years 8 and 10	Art and Design	Convent of Jesus & Mary Language College
Years 8 and 11	SEN	Brent Civic Centre
Years 8 and 9	Mentoring	Chalkhill BMX Track
Years 8 and 9	Drama	London Palladium
Year 9	More Able	Cambridge University
Year 9	RE	JFS
Years 9 - 11	Drama	Kensington Olympia
Years 10-13	Art	National History Museum
Year 10	Geography	Juniper Hall Field Centre
Year 10 - 11	PE	Wembley Stadium
Years 10-11	Music	Institute of Education
Year 11	English	The John Lyon School
Years 11 and 13	Science	Bayfordbury Observatory
Years 12-13	Drama	Lyric Hammersmith Theatre
Year 13	Science	Epping Forest

Staff leaving

Hannah Middleton joined the staff of Preston Manor School in September 2012 as a newly qualified teacher of English. She quickly marked herself out as a superb teacher and has been instrumental in the establishment of our Year 7 Literacy and Numeracy College. Hannah is moving to The City Academy to be Deputy Subject Leader of English and Literacy and we wish her all the best for her future career.

I am sure you will join me in thanking both students and staff for an excellent term's work and once again I would like to thank you for your continued help and support. I hope you and your family have an enjoyable and restful break and look forward to seeing your children refreshed and ready to learn on Tuesday 14 April.

Yours sincerely

Matthew Lantos
Head



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.

We fully expect families to support the school in these high expectations without condition 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.

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.**

A summary of uniform expectations is provided below. **Please check this before making any purchases over the holidays.**



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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 whilst on the school site 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 head scarves must not conceal any part of the face)**

For boys

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

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



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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.

School Website

Upper School website address is www.preston-manor.com

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.

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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.



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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.

SCHOOL TERM AND HOLIDAY DATES 2014/2015

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



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SCHOOL TERM & HOLIDAY DATES 2015/2016

AUTUMN TERM 2015	
INSET day	Tuesday 1 September 2015
INSET day	Wednesday 2 September 2015
Year 7 start	Thursday 3 September 2015
Term starts	Friday 4 September 2015
INSET day	Thursday 22 October 2015
INSET day	Friday 23 October 2015
Half Term	Monday 26 October to Friday 30 October 2015
Term Ends	Friday 18 December 2015
Christmas Holidays	Monday 21 December 2015 to Friday 1 January 2016
SPRING TERM 2016	
Term starts	Monday 4 January 2016
Half Term	Monday 15 February to Friday 19 February 2016
Term Ends	Thursday 24 March 2016
Easter Holidays	Friday 25 March 2016 to Friday 8 April 2016
SUMMER TERM 2016	
INSET day	Monday 11 April 2016
Term starts	Tuesday 12 April 2016
May Day	Monday 2 May 2016 – SCHOOL CLOSED
Half Term	Monday 30 May to Friday 3 June 2016
Term finishes	Wednesday 20 July 2016



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STUDENT EMERGENCY CONTACT DETAILS

Please pass this form to the General Office

STUDENT 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 <u>other person</u> to contact in case of emergency		
Name:		
Telephone no.		
Relationship to child:		
Name:		
Telephone no.:		
Relationship to child:		