



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

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July 2015

Dear Families

I am writing to you in the last few days of my nine years as Head of Preston Manor School. I am very proud to have been given the opportunity to lead the school during some very varied years in British education. The energy of children and students, support from families and commitment of staff have made this a really rewarding professional and personal experience and I will be leaving the school with some very happy memories. I would like to send my best wishes to Ms Kobel who will be Acting Head from September 2015 and everyone in the Preston Manor community and will follow your continuing achievements with great interest. Ms Kobel has asked to include the following message as she looks forward to leading the school in the next phase of development.

Dear families

It is with great pleasure and enthusiasm that I will be taking up the role of Head at Preston Manor School in September. It is my aim to ensure all of our students enjoy their education, perform well academically, develop a love of learning, develop personally and be active citizens in our community. I am proud of our students and am passionate about ensuring everyone achieves their own 'personal best'. This starts with having the highest of expectations and standards for all members of our community. I am confident that I will have your full support in ensuring every student arrives to school on time, prepared and ready to learn. It is going to be an exciting year ahead and I am looking forward to working together to achieve.

*Kind regards
Ms Beth Kobel
Acting Head*

I hope to be able to visit the school over the next months and years. In particular I am looking 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.

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

Now that the exam season has come and gone, 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.





An All-Through Co-operative School

University Applications

We are delighted to report that almost all of our students have received conditional offers of places and many of them have offers from all five choices. Particular credit goes to Ramya Gocoulasse 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 won an unconditional offer from Birmingham University, reflecting the quality of her application. 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. Congratulations to all our students on these significant achievements.

Summer Concert and One World

The Preston Manor Music Academy held its annual summer concert on 4 July 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.

The famous Preston Manor 'One World' event was held on the evening of 15 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. We were also treated to a special guest performance from our former student, Vikesh Champaneri, who many of you will have seen performing in the BBC music show *The Voice*.

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.

Art, Design and Graphics Exhibition

Another successful exhibition of GCSE and A Level students' work was held on 19 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.

Sports Day

The school's House System continues to go from strength to strength and Sports Day on 25 June provided an excellent opportunity for some healthy competition between the different Houses. It was a wonderful day and the weather was perfect. Their contributions to its success made the day fun and enjoyable for all. The overall winner was Earth.

Prefects Assembly

Our new prefects were presented with their Prefects ties in front of their peers and family members in a special assembly on 13 July. 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.



An All-Through Co-operative School

Enrichment/ Trip and Visits Academic Year 2014-15

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		
Year 1		Ruislip Lido
Year 2		National Portrait Gallery
Year 4		Woburn Safari Park
Year 5		Science Museum
Upper School		
Year 8 - 12	Music	Institute of Education
Year 8 - 13	Citizenship	Trip to Wembley Primary School(Anti Bullying Workshop)
Year 9	ASDAN	Vale Farm Sports centre
Years 9-13	Science	IWM DUXFORD
Years 9-13	Music	Westminster Central Hall (Music)
Year 10	English	Dominion Theatre
Year 10	Drama	Theatre in Covent Garden
Years 10 & 11	Citizenship	Brent Civic Centre
Years 10-13	Art	Clothesow Live Exhibition- NEC Birmingham
Years 11 & 12	ICT	National Museum of Computing
Year 12	Science	Chiswick Brewery
Year 12	Science	Thorpe Park
Year 12	Careers	Wembley Arena Skills London 2104
Year 12	Science	Woburn Safari
Years 12 & 13	Drama	New Ambassadors Theatre
Years 12 & 13	RE	British Library Workshop(RE)
Years 12 & 13	Art	The Wallace Collection

Cost of School Meals

Given the increase in food prices and employee costs, with effect from **September 2015** the cost of a school meal will be raised to **£2.25** a meal. This will not affect students in receipt of a Free School Meal as the student's account will be credited to reflect the new charge.

Parent Association

The Lower School association organised a very successful Summer Fair on 13 June which raised approximately £2,000. 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

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 1,000 former students or 'Old Manorians' signed up, some of whom left the school in the 1940s, others as recent as 2015. 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



An All-Through Co-operative School

you still live nearby or have moved further away, we still hope you will consider being 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 the 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

Whole School Read

This summer all students and staff have been asked to commit to reading *Maggot Moon* by Sally Gardner. 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.

Facility Hire

I would like to draw your attention to the facilities which are available to the public for hire in both the Upper and Lower Schools:

Upper School: Main Hall (functions), Sports Hall (contains 4 Badminton Courts), Gymnasium, Floodlit MUGA (3 x 5 aside pitches - AstroTurf), 4 x tennis courts (Asphalt)

Lower School: Gymnasium (1 Badminton Court), Floodlit MUGA (1 x Netball Court – asphalt)

Catering facilities can be provided at either venue. For further assistance please contact our Site and Facilities Manager on 020 8385 4086 or email: site@preston-manor.com

Yr 11 and Sixth Form Results Days

AS and A Level - Thursday 13 August 2015

- Year 13 students should collect their A2 results from the School Hall between 9 and 10am.
- Year 12 students should collect their AS results between 11am and 12pm from the School Hall. (Please note that the standard minimum entry requirements to progress to Year 13 is three D grades at AS Level).

GCSE: Thursday 20 August 2015

- All students- 10.00 – 11.45am
- All Year 11 students must confirm their place in the Sixth Form from 12pm by Friday 21 August or risk losing their place



An All-Through Co-operative School

Geraldine Burke 5 May 1956 – 16 April 2015

I wrote to you in April with sad news of the death of Geraldine Burke who worked in our Welfare Room and Student Reception as Attendance Officer for 11 years and played an essential role in the day to day running of the school.

Geraldine will be remembered for her warm and caring manner, great sense of humour and for being a friend to all. She offered support, advice and encouragement to students and staff on a daily basis. On Wednesday 15 July Geraldine's husband Liam and son and daughter visited the school to view the bench that has been bought in her memory. The family were very grateful for this gesture from the school community and were moved by the poems read out by our students. They are pictured below with Muna Nour who donated her Jack Petchey award as a contribution towards buying the bench.



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 Ms Kossari who has given 22 years of excellent service to the school and is leaving her post as Head of Modern Languages, although I am pleased to report that she will continue to work part time over the next year. Another must go to Mrs Vanderpoorten who is retiring this year after 28 years of commitment to our Economics and Business Studies department. I am sure you will join with me in thanking all of those staff leaving for their



An All-Through Co-operative School

contributions to the school. I would like to take this opportunity to wish them all the very best in their future careers and in Mrs Vanderpoorten's case, her contented retirement.

I wrote to you earlier this year to explain that Ms Butler will be moving on from her post as Associate Head to take up her own headship at Cotham School in Bristol. Ms Butler has played a critical role in raising standards across the school and many students will remember her for encouraging them to have self-respect and to expect the very best of themselves. I would like to wish Ms Butler and her family the very best in their move to the south-west to face what will be an exciting and rewarding challenge.

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 I am sure that your children will return refreshed and ready to learn in September 2015.

Yours sincerely

Matthew Lantos
Head



An All-Through Co-operative School

REMINDERS

START OF AUTUMN TERM ARRANGEMENTS – September 2015

Tuesday 1 September 2015

Staff training day – **Upper and Lower School**

No students in school

Wednesday 2 September 2015

Staff training day – **Upper and Lower School**

No students in school

Thursday 3 September 2015

8.40 am - Year 7 start

9.00 am – 11.00am - Year 13 re-enrolment

11.20 am – 1.20pm - Year 12 induction

School closed for Years 8-11

Arrangements for the Lower School will be advised by the Lower School team.

Friday 4 September 2015

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.

Monday 7 September 2015

Normal timetable begins for Years 7-11

Wednesday 9 September 2015

Sixth Form - normal lessons begin with registration at 8.45am

Key Dates for the Autumn Term 2015

Thursday 10 September: Sixth Form 'Meet the Tutor Evening' from 6pm in the School Hall

Thursday 1 October - Year 6 Open Evening 6.00 to 8.30pm

Friday 2 October - Year 6 Open Morning 9.30 to 11.00am

Thursday 15 October Year 11 Parents Evening 4.30 to 7.00pm

Thursday 19 November - Year 9 Parents Evening 4.30 to 7.00pm

For further information please find attached the term dates for 2015-2016.

All details are also on our website.

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 Mr Evans, Assistant Head and you will be advised of the decision.



An All-Through Co-operative School

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 has now started to use *In Touch* 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. Further details will be sent out in September.

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.**

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**)



An All-Through Co-operative School

- 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

Kit, or a lack of it, has been identified as the major factor affecting students' progress in PE. It is school policy that every child must change for PE, regardless of illness or religious reasons as they will be able to be more involved either as a participant, leader or coach. This aids the department to ensure that health and safety procedures can be adhered to even when students are acting within another role in PE. This policy is compulsory for all Key Stage 3 and 4 students. Failure to follow this policy will result in students facing a sanction in line with the school's behaviour policy. We are providing students with the summer break to ensure that they have a correct PE kit ready for the new academic year.

Boys PE kit	Girls PE kit
Blue Preston Manor PE polo shirt Navy or Black jogging bottoms Navy or black shorts Blue football socks Trainers-Participation in school shoes is not permitted. Football Boots for outdoor/winter activities Gum shield for Rugby <u>Optional</u> Shin Pads Blue Preston Manor PE sweatshirt Blue Preston Manor rugby shirt	Blue Preston Manor PE polo shirt Navy or Black jogging bottoms- <u>Leggings of any kind are not permitted in PE lessons</u> Navy or black shorts Trainers-Participation in school shoes is not permitted. <u>Optional</u> Blue Preston Manor PE sweatshirt Shin pads



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

School Website

The 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.

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. Home Learning activities are also recorded on Show My Homework. All parents/carers and students have been provided with usernames and passwords. This valuable tool and App allows parents and carers to view their child's home learning activities, and provides guidance on how long should be spent on each activity. In addition, resources to support your child's learning are often provided by the teacher. If you wish to find out more about this product, there is a 'Show My Homework – A Parent's Introduction' video that can be viewed from the Parent's Area of the website.

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.

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.



An All-Through Co-operative School

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.

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. Section 1 of the Prevention of Crime Act 1953 provides that "an offensive weapon is any article made or adapted for use for causing injury to the person, or intended by the person having it with him for such use by him or by some other person".

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**.



An All-Through Co-operative School

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



An All-Through Co-operative School

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:	