



# PRESTON MANOR

An All-through Co-operative School  
Carlton Avenue East, Wembley HA9 8NA  
Head: Ms Beth Kobel

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July 2016

Dear Families

What a fantastic year! I would like to take this opportunity to thank the students for their diligence, good behaviour and achievements this year. I would also like to thank the staff for their dedication and hard work, as well as parents and carers for your continued support of Preston Manor School and our students.

We have so many positive role models, success stories and good news items to celebrate together this year. The school has also gone through a successful Ofsted inspection this term. It was the very first time the school had a full inspection as an all-through school and it is with great pleasure that I draw your attention to the Ofsted letter published on our website: <http://www.preston-manor.com/page/?title=OFSTED+Reports&pid=58> . I am so proud to be leading such a fantastic school and it is extremely rewarding that an external body has recognised our strengths as a learning community. You can read more about these stories in the attached pages and in our *End of Term Newsletter* on our website at: <http://www.preston-manor.com/page/?title=End+of+Term+Newsletter&pid=103>

This summer all students and staff have been asked to commit to reading *The Edge of Me* by Jane Brittan. Please support this whole school read by ensuring your son or daughter reads a copy from their local library. You may also enjoy a very good read. 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 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.

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 Wilmot who is retiring after 19 years of excellent service to the school most recently as Manager of the Speech and Language Base. Other long serving members of staff leaving us this year are Mr Taylor and Mr Sisulu leaving after 11 years, Mr McLoughlin and Ms Vishnuram after 9 years. We would also like to say a special goodbye to Mr Holmes, our current Head of Lower School. 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 Ms Wilmot's case, her well-deserved retirement.

We are also very happy to announce that Mr Atkinson has been appointed as Acting Head of the Lower School. Many of you will know Mr Atkinson already as our Deputy Head. He is now looking forward to this new position and in leading the lower school through the next phase of development. Ms Airey has also been appointed to the substantive role of Deputy Head at the Upper School. I'm sure you will want to join me in congratulating them both on these positions.



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We continue to value your support and active involvement in our learning community. In order to ensure you do not miss out on valuable information, please inform the school as soon as possible with any changes to your personal email address or mobile number. 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 wish your family an enjoyable, restful break. I am sure that your children will return refreshed and eager to continue learning in September 2016.

Yours sincerely

A handwritten signature in black ink that reads "Beth Kobel". The signature is written in a cursive style with a large initial 'B'.

Beth Kobel  
Headteacher

## **Good News Stories**

### **Excelling in Learning**

We continue to develop our **ACE Teaching Identity** (Autonomy, Challenge, Effective feedback). These are the 3 key aspects of teaching and learning we are prioritising this year - developing students' ability to *take more ownership* of their learning, to *embrace challenge* and to *respond to teacher's feedback*. I believe strongly that all children should enjoy learning, be actively engaged and have high expectations of what they can achieve - always challenging themselves to realise their personal best. Our learning identity continues to be effective at developing student **autonomy**. At Key Stage 3, we began reporting to parents on the *four learning dispositions* so that progress in these areas can be tracked. We have now introduced the learning identity to our Lower School students too, to support them in developing as independent learners, by becoming more resilient, active, collaborative and reflective in their learning. Please feedback with any queries.

### **Student honours**

Jaiden Aaron, after achieving a bronze medal in the under 15s National Championship for 200m, has been called up to attend warm weather training in Tenerife. We are also pleased to report that Micah McLeod has obtained a place at the highly prestigious *The Brit School*.

### **Staff Honours**

Ms Bardsley has published a novel called *Nanoball*. The Young Adult novel considers what happens when people are no more than commodities. The main character, Daniel, gets super football powers after being injected with experimental nanobots. Publishing a book is a fantastic achievement - so well done to Ms Bardsley.

### **Student Events:**

#### **Preston Manor's One World Event – 'Shakespeare Lives in 2016'**

On Wednesday 13 July Preston Manor's Faculty of Performing Arts performed the ninth 'One World' to a sell-out audience. This year's show saw the students celebrating and exploring the 400 hundred year anniversary of William Shakespeare's death through music and dance. Students from Year 5 in the Lower School contributed a song, 'Will's Wonderful Words' and a number of students in Year 6 performed a group dance in Tudor style. The Preston Manor Project gave us a 1980's themed percussive version of 'The Merchant of Venice' and the dance company explored 'Romeo and Juliet' and 'A Midsummer Night's Dream'. The Preston Manor Singers gave us a spirited rendition of Ralph Vaughan Williams' complex setting of 'Full Fathom Five'. The Year 10 GCSE Music group performed 'Cry Havoc' on massed drums with a guest appearance from Mr Ward and the Year 10 BTEC Performing Arts class also showcased coursework from their Unit 3 exam. Since 2005 'One World' has raised £16, 000 for a range of charitable causes and this year's show added £338 to that total.

### **Music Academy**

The Music Academy held it's highly acclaimed annual Summer Concert on Saturday 2nd July. Befitting of the hard work from staff and students, the repertoire was as eclectic and diverse as the musicians themselves. KS2 - KS5 performers treated the enthusiastic audience to an uplifting program of both classical and contemporary interpretations e.g. a wonderful madrigal adaptation of Vaughan Williams. It was fantastic to see so many of our students perform with such expression and technique. Mr Crawley's self-penned composition was a beautiful tribute to the staff and students who are now leaving Preston Manor. For the many families and friends in attendance, it was truly an impressive and memorable event.

### **Art Exhibition**

This year's ART exhibition was a great success with extraordinary work on display from GCSE, AS and A2 students in an impressive range of media. This area continues to go from strength to strength. We were well supported by students, staff and families and attendance at the opening was the best for a number of years and students were able to discuss what they had produced. Some of the work in both Art and Graphics was outstanding and some pieces were sold. Thank you to everyone who came along. The whole exhibition can be viewed on the school's website under Departments - Art and Design - Exhibition 2016.

### ***HOUSE UPDATE - a week of fundraising:***

The aim this year is to raise money for the Nainokanoka Primary school in Tanzania to buy essential bedding items for students who board at the school. Here are some of the activities students were involved with:

**Year 9 Challenge** - To make a marble travel the furthest distance using newspaper...

**Year 8 Challenge** - To make a tall structure that could support the heaviest weight...

**Year 7 Challenge** - To build the tallest structure with just spaghetti and marshmallows...

Students from Year 7 and the Year 9 Business Studies also made their own accessories, bracelets and bookmarks and sold them at lunch-times; it was a great success. We also had a successful and very creative 'Bake-Off' of cakes decorated on the theme of the Tanzanian flag. We had KS3 Basketball and Dodgeball tournaments and to end the week the VI Form challenged the staff to a cricket match. Though the match was for charity, there had to be a winning team. This year it was the teachers...though there was a fantastic performance from the VI Formers too, namely Saqib, Junaid and Akshat. Well done to the House Captains for organising a fun packed week with a great variety of events. So far they have managed to raise **£1714.53**.

### **Brent Safer Neighbourhood Board Project 2016 - School Conflict Mediators**

Twelve Year 8 students have been trained as part of this worthwhile project which is funded by the Mayor of London's Office for Policing and Crime. The project works with groups of champions in three secondary schools (Preston Manor, Claremont and Kingsbury High Schools) to develop their resilience in supporting fellow students in avoiding violence and bullying. The project aims to engage responsible young people and support them in making their community safer. By reducing the escalation of conflict to violence or other serious outcomes it will reduce crime. The Project has been delivered by the charity, Leap Confronting Conflict. Students have attended several training sessions and workshops held at Claremont and Preston Manor schools and will now be planning how they will implement training with school over the forthcoming year. A special thank you to Ms Maria Brown who has led on this.

### **London Fire Brigade LIFE Course**

Fifteen students from Year 10 completed this challenging course during the summer half term break. Staff and trainers on the course were highly complementary about the students, saying they were the best group to have ever complete the course.

### ***Debate:***

At Preston Manor we have hosted two rounds of the Urban Debate League tournament and, from our two teams' successes at these leagues, we were ranked in the top 15 nationally. From this, we were entered into the top 15 heats in Central London and, whilst we did not get to the national final, we got through to the semi-final stage for the *first time in our debating*

*history.* Our 2 debating teams also went to the London Debate Mate tournament in which teams across London compete for a debating trophy. Preston Manor Team B got as far as the final, however we were beaten by Prendergast Vale and came second on the day, which again, was a Preston Manor record. **We have also taken debating to the primary school where we coached pupils from Years 4, 5 and 6 in debating over 10 weeks.** Finally, we hosted a teachers vs pupils debate this summer in which teams were given an unprepared motion to debate on. Both teams were incredibly strong and highly competitive. On this occasion the teachers won, but by a close margin.

### **Political Literacy AQA Course- *Stretch and Challenge***

Twelve year 10 students have completed a Political Literacy AQA Course and were awarded their certificates this half-term. Three students achieved an A\* grade and are now eligible for work experience placements at the *House of Commons*.

### **Maths news**

*Maths Challenges:* Junior Maths Challenge took part this term: 118 students took part and 36 students won certificates. One year 8 student, Shiyong Wei, did well enough to enter the Junior Kangaroo Olympiad.

*STEMettes:* Ten year 7 and 8 girls are taking part in an Ernst and Young sponsored STEMettes event later this month to encourage girls into the STEM industries.

*UKMT Team Challenge:* Once again we hosted the UKMT junior team challenge. 25 schools from around London joined us in the hall to take part in this event run by the UKMT.

*Exam prep:* 140+ year 11 students came into school on a Saturday for live revision session run prior to the Maths GCSE and another 120+ completed a walking, talking mock in the hall during half term to prepare for the second paper. Over 80 Sixth Form students attended revision sessions in the Easter holidays.

### **Careers Information Advice Educational Guidance (CIAEG)**

It has been another busy year in the Careers Information Advice and Educational Guidance Office. Ms. Nyakeru has organised a number of excellent events for students. These include:

*Raising Aspiration sessions with year 8:* Male and female students were introduced to the Careers room, allowed to talk about their aspirations and how they can achieve them. Using the resources in the Careers room they researched their chosen career path. They then found out what qualifications and skills are needed in order to be successful in the role.

*'Suited and Booted' Mock interviews:* Year 10 students arrived to school in interview attire. They were given advice and information on how to interview successfully. Students were then interviewed by an outside professional who gave them feedback and insight of the job interviewing process.

*'People Like Me':* Year 9 girls completed the 'People Like Me' programme that allowed them to evaluate what kind of STEM personality they are by using adjectives and matching it to a career profile of a woman currently working in STEM. The programme also allowed the girls to understand that STEM could be used in other careers like media or architecture. This excellent programme was run by professors and lecturers from Royal Holloway (University of London).

'Bridge The Gap' Medicine and Dentistry programme for years 9 and 10: Preston Manor students who have shown an interest in studying either Medicine or Dentistry at university were given the chance to participate in a programme run by Queen Mary University of London. The programme director and some medical students have visited the students to give more information on the experience and course.

'Future Lives': Year 8 Boys careers event: This event aims to give the students information on the different routes into different careers. Preston Manor Alumni are invited to the school to give the students an insight into their careers. Skills that are encouraged for this event are listening, team work and creativity

Year 11 Careers interviews have taken place with an Independent Careers Adviser.

Post – 16 applications sessions: This gave year 11s a chance to apply for a course if they had not done so. All students in year 11 have now made applications for courses or apprenticeships to start in September 2016. Drop in sessions with year 11 also took place and discussions about applying to sixth forms and colleges.

### **PE News**

All year groups have competed well in the cricket with some good victories over Alperton and Capital City to name but a few. The commitment to training both in the Wednesday morning sessions and after school has been brilliant. The u15 team reached the final of the McKinsey Cup Final which was played in July.

Athletics: eleven of our students were asked to represent Brent at the Middlesex athletics in early June. It was not surprising to hear that one student, Dominique Olaniyi, now holds the 200m Brent record - one we really hope we can retain next year.

Middlesex Athletics: two of our Year 9 athletes were asked to attend the London Youth Games. This was the first year we have seen athletes from Preston Manor compete at a National level- a fantastic achievement and well deserved.

*Sports Day:* This year was very different as the Upper School had full support from students at the Lower School who came out to watch our students in action. *This was the first time Preston Manor had been together as an All-through school* making this year's Sports Day even more special. With the fantastic support given to them from the Lower School, many of our Upper School students were keen to do the same. Twenty Sport Ambassadors attended the Lower School Sports Day to help run stations and ensure all students were gaining as many points as possible for their houses.

### **E-Safety**

It is important for all parents and carers to keep up to date on this ever changing area. Please see the E-safety section under the Parent tab from the main page of our website for information, videos and guidance to support you in ensuring that your child is safe when on-line. This area of the website is updated throughout the school year and therefore worth checking regularly. Click on link below:

<http://www.preston-manor.com/page/?title=E-Safety&pid=68>

Also, please note that Parent Zone have introduced a new online training course for parents to help them get to grips with concerns they may have when their children go online. The videos are titled 'Resilient Families' and explore such challenging topics as grooming and sexual exploitation, radicalisation and extreme content, and how to use your offline parenting skills to help your child stay safe online. Please click on link below to access videos or from Parent Zone Videos tab:

<http://parentzone.org.uk/training/resilient-families-episode-1>

### **GCSEPod – Students going into Year 11**

As a good doctor or nutritionist would advise you to have a minimum of five portions of fruit and vegetable a day, we highly recommend that students going into year 11 view five (or more) *GCSEPod* podcasts each day during the summer break. These award winning podcasts will ensure that students make good progress over the summer, reinforcing and deepening earlier learning and understanding, as well as gaining new subject knowledge which will benefit them in their GCSE examinations. On average, each podcast lasts between three and six minutes – so one is only looking at a half an hour of work each day. However, this time will have been well spent and will help your child achieve to their fullest potential in their GCSE exams which are now less than a year away.

### **School Travel Plan**

Our School Travel Plan is a document that has been produced by the school in partnership with Brent and Transport for London (TFL). The plan promotes sustainable ways for the whole school community to travel to and from school. It encourages walking, cycling, car sharing and public transport use and aims to reduce the number of car journeys to and from school. We urge all parents to please consider not driving to school, but allowing their children to walk, cycle or take public transport. If it is absolutely necessary to drive, then we ask that you are respectful of the road laws (e.g. no parking on double yellow lines or in other restricted places) and that you ensure that the driveways of local residents are in no way blocked at any time.

We have worked closely with Ms Valerie Springer, the Senior School Travel Planning Officer from Brent during the course of this school year and have made great progress in our plan. Successes include the creation of a new zebra crossing on Forty Avenue which has greatly enhanced student safety. We have also continued our work with TFL with twelve new Travel Ambassadors being trained this year. They have spearheaded a project on safe and responsible travel and have been involved in making a film with The Riot Act film company, which we expect to premier in September.

### **Brent Active Lifestyle Team**

We are pleased to report that the Whole School Council has agreed to work with Brent's Active Lifestyle Team during the next academic year. As part of this relationship, a number of students will be trained as Health Champions and in borough 'activators'. The Team are promoting The Healthier Catering Commitment Award by fast food and take away restaurants to help improve the diet and health of the local population. For further information about this project please click on following link:

<http://www.preston-manor.com/page/?title=brent+active+lifestyle&pid=368> .



### **Year 11 Leavers Assembly and Prom**

The year 11's had their final assembly on 29 June where they also received their year books and had the chance to say a farewell to friends and form tutors alike. On Friday 8 July, high numbers of year 11's attended their prom to celebrate a year of hard work and the end of their secondary school career in stylish fashion.

### **Sixth Form**

It has been another very busy term in the Sixth Form with exams dominating most of the term. However, Sixth Form students participated in the second "Thank a PM teacher" scheme, in which students were able to show their appreciation for the hard work and dedication their teachers put in for them. Sixth Form "House Captains" have played a fantastic role in raising money for their chosen charities with a whole range of charity events.

The Sixth Form area has also benefitted from several students winning Jack Petchey Awards for their outstanding contribution to school life. Students have decided to buy items such as sofas, bean bags and motivational posters with their prize money to continue to improve the Sixth Form environment.

One of the highlights of the term was the annual Year 12 Higher Education Day on the 22 June, organised by Ms Wilding. Year 12 students started their UCAS process and also had several enrichment opportunities by participating in sessions run by various outside groups such as Imperial College London, STEM representatives involved in the Bloodhound Project (a supersonic car), MediaCom, PriceWaterhouseCooper, KPMG, various doctors as well as a plethora of ex-students invited back to discuss university life and the application process. The feedback from both the students and the external groups, as ever, was incredibly positive.

## REMINDERS

### START OF AUTUMN TERM ARRANGEMENTS – September 2016

#### Monday 5 September 2016

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

No students in school

#### Tuesday 6 September 2016

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.

#### Wednesday 7 September 2016

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 8 September 2016

Normal timetable begins for Years 7-11

#### Tuesday 13 September 2016

Sixth Form - normal lessons begin with registration at 8.40am

#### Wednesday 14 September 2016

Year 13 University of London Undergraduate Fair

#### Key Dates for the Autumn Term 2016

Thursday 15 September: 'Welcome to Sixth Form Evening' from 6pm in the School Hall

Thursday 22 September: Year 6 Open Evening - 6.00 - 8:30pm

Monday 26 September and Tuesday 27 September: Year 6 Open Mornings - 9.30 - 11.00am

**For further information please find attached the term dates for 2016-2017. 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 Brougham, Deputy 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.

### **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. 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 exception. 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 can be found on our website at <http://www.preston-manor.com/page/?title=School+Uniform+-+List&pid=44> . **Please check this before making any purchases over the holidays.**

### **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](http://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, practise applying the skills they have learned in lessons and to progress in their learning. Therefore we ask that you monitor that Home Learning is set and recorded in your child's planner as well as on Show My Homework. 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.

### **Mobile phones**

Mobile phones, personal stereos, ear-pieces and MP3 or MP4 players are not appropriate in a school setting. 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. 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. Finally, it goes without saying that students who are found in possession of an offensive weapon put themselves and others at risk. This behaviour will result in a permanent exclusion from Preston Manor. For more detailed information, please see our behaviour policy on our website at: <http://www.preston-manor.com/page/?title=Policies&pid=54> .

## SCHOOL TERM & HOLIDAY DATES 2016-2017

<b>AUTUMN TERM 2016</b>	
<b>INSET day</b>	<b>Monday 5 September 2016</b>
<b>Lower School and Year 7 term starts</b>	<b>Tuesday 6 September 2016</b>
<b>Year 8-11 term starts</b>	<b>Wednesday 7 September 2016</b>
<b>INSET day</b>	<b>Monday 3 October 2016</b>
<b>INSET day</b>	<b>Friday 21 October 2016</b>
<b>Half Term</b>	<b>Monday 24 October to Friday 28 October 2016</b>
<b>Term Ends</b>	<b>Wednesday 21 December 2016</b>
<b>Christmas Holidays</b>	<b>Thursday 22 December 2016 to Monday 2 January 2017</b>
<b>SPRING TERM 2017</b>	
<b>INSET day</b>	<b>Tuesday 3 January 2017</b>
<b>Term starts</b>	<b>Wednesday 4 January 2017</b>
<b>Half Term</b>	<b>Monday 13 February to Friday 17 February 2017</b>
<b>Term Ends</b>	<b>Friday 31 March 2017</b>
<b>Easter Holidays</b>	<b>Monday 3 April 2017 to Monday 17 April 2017</b>
<b>SUMMER TERM 2017</b>	
<b>INSET day</b>	<b>Tuesday 18 April 2017</b>
<b>Term starts</b>	<b>Wednesday 19 April 2017</b>
<b>May Day</b>	<b>Monday 1 May 2017 – SCHOOL CLOSED</b>
<b>Half Term</b>	<b>Monday 29 May to Friday 2 June 2017</b>
<b>Term finishes</b>	<b>Friday 21 July 2017</b>

**STUDENT EMERGENCY CONTACT DETAILS**

*Please pass this form to the General Office*

STUDENT DETAILS	
<b>Student SURNAME</b>	
<b>Student FIRST name:</b>	
<b>Form:</b>	
<b>Home Telephone no.:</b>	
<b>Mother Work no.:</b>	
<b>Mother Mobile no.:</b>	
<b>Mother Email address:</b>	
<b>Father Work no.:</b>	
<b>Father Mobile no.:</b>	
<b>Father Email address:</b>	
OTHER EMERGENCY CONTACT DETAILS	
Please give details of any <u>other person</u> to contact in case of emergency	
<b>Name:</b>	
<b>Telephone no.</b>	
<b>Relationship to child:</b>	
<b>Name:</b>	
<b>Telephone no.:</b>	
<b>Relationship to child:</b>	