



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

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29 March 2017

Dear Families

I am writing to wish you a very happy and safe holiday. May you and your family have a well-deserved rest and enjoyable break. At the end of a very busy and quite short term, I would like to thank the students for their hard work and achievements. I would also like to thank the staff for their dedication and commitment to excellence, as well as parents and carers for your continued support of Preston Manor School and our students.

After another very productive term, I am pleased to give you some highlights. Events included celebrating World Book Day across both the Upper and Lower School. This included an opportunity for students to meet one of Britain's great poets, Fleur Adcock. We also had fun celebrating reading with Cross Phase competitions, staff and students, from reception all the way through to the sixth form.

We have continued our work with the English National Opera. This term students have received masterclasses from instrumentalists from the ENO orchestra and workshops where our own GCSE music students collaboratively composed a creative response to Verdi's opera 'Rigoletto'. We have also launched a project for Year 7 students with the Royal Philharmonic Orchestra.

Each year we hold a careers fair for our Year 11 students and a 'Suited and Booted Mock Interview' day for our Year 10s. This year was another great success in preparing our children for the world of work. On International Women's Day, our girls were able to attend workshops delivered by women from outside firms involved in construction, logistics, women's football, the legal profession and other areas where women are underrepresented. Finally, six of our students took part in a Dragon's Den event at Transport for London Headquarters and won the competition.

In other events, Year 7 boys' basketball made it all the way to the finals of the Brent Basketball competition and our Year 11 football team won the Brent Cup. And finally, the Key stage 3 and 4 Dance Company won the borough finals of the youth Dance Games and made it to the National competition held at the Olympic Stadium in Stratford.

We are very proud of our students' successes and achievements, including some excellent academic progress. We are delighted that, yet again, a large number of our Year 13 students have received a wide range of excellent offers for university study next year including The London School of Economics (LSE), Imperial College London, Kings College London, University of Cambridge and St. George's University. **Please read more in our end of term newsletter.**

All students were asked to embrace our '*Preston Manners*' competition and demonstrate their politest behaviour. We have had the highest of expectations this term, wanting all students to be proud to display *positive behaviour* and *caring for others* in our community. Our '*Preston Manners*' competition has had a very positive impact in this area and very good feedback from students and visitors to the school.



### **Last day of term**

The last day of this term is **Friday 31<sup>st</sup> March**. As traditional at this time of year we will have had achievement assemblies for all our students and the students will finish school at approximately **12.00 noon**. I have reminded all students about some *safety issues*. Please ensure they do go straight home and do not hang around public places in Wembley. Other school closures may lead to large groups of children congregating in Brent. As the evenings get lighter, I have also reminded them about walking home safely after school or around Wembley in the holidays.

### **Start of summer term arrangements**

Students will return to school for normal lessons on **Wednesday 19<sup>th</sup> April 2017** and should arrive in school **before 8.35am** ready for registration at the usual time of **8.40 am**. 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. I would like to take this opportunity to remind you that students must have plain black leather or leather look shoes as outlined in the uniform policy. The school expectation is that students are in full school uniform every day. Your support in our maintenance of these standards is very much appreciated.

Once again, I would like to thank you for your continued help and support. I hope you and your family have a restful break and enjoy this holiday period. I look forward to seeing your children refreshed and ready to learn in April.

Yours sincerely

Beth Kobel  
Headteacher



I would also like to draw your attention to the End of Term Newsletter for this term which can be found on our website at the following link:

<http://www.preston-manor.com/page/?title=End+of+Term+Newsletter&pid=103>

## REMINDERS;

### Attendance, Punctuality and Registration

All students should arrive in school **before 8.35am** ready for registration. Please ensure your child is in school on time with the correct uniform and equipment.

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. However, we ask that you make these appointments outside of the school day.

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**.

### 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 school website address is [www.preston-manor.com](http://www.preston-manor.com)

### E-Safety

We would like to draw your attention to the E-Safety section in the Parents' and Student areas of the school website. This area of the website is updated regularly in response to the fast moving world of technology. You will see the Digital Universe Guides on a number of online safety topics including a resource titled 'A Parent's Guide to Dealing with 'Sexting'', which is an increasing national problem. We highly recommend that you view these items.

In addition, there are now e-safety guides titled 'Keeping Up With Children' in Bengali, Hindi and Urdu which can found on this area of the website. Lastly, we draw your attention to the presentation titled 'Living with Technology'. This can be used within the home to run a 'family workshop' on online safety.

### 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. As well as reinforcing and deepening learning which has taken place at school, 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. Please check your child's planner every day or refer to Show My Homework to help support your child meet home learning deadlines. All parents/carers and students have been provided with usernames and passwords. 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.

### **School Uniform**

The Preston Manor uniform is an important part of the culture and ethos of our school. 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. We fully expect families to support the school in these high expectations.

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)*
- a plain black or blue simple woollen hat may be worn in outside spaces in cold weather at the discretion of senior staff

- hair must be worn in an appropriate style that would not undermine the ethos or discipline of the school (*eg no 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

**PE Reminders**

**Please remind your child to hand in any valuables to their PE teacher at the start of the lesson (jewellery, keys, oyster cards). Students are not allowed back into the changing room once it has been locked**

Please note: one instance of forgotten/incorrect PE kit will incur a 15 minute detention and any repeat failure to bring full PE kit during the same half term will incur a C3 60 minute detention. Please ensure your child brings full PE kit to every lesson.

Remember: Blue or black tracksuit bottoms - Grey tracksuit bottoms or leggings are not permitted.

**Mobile phones**

Mobile phones must be switched off and kept out of site when on the school site at all times. Personal stereos, ear-pieces and MP3 or MP4 players are not appropriate in a school setting and are also 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 (or even found switched on in school bags) will continue to be treated as serious breach of the behaviour policy. Parents should contact students only through the school reception *during* the school day.

Staff will continue to confiscate these items and will arrange for them to be collected by parents rather than returned to students themselves. 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.



## 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 and we expect them to be good citizens at all times.

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*
- *must not hang around McDonalds at Wembley Park which has banned students from visiting their restaurant after school, unless they are accompanied by their parents/guardians.*

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

## Offensive Weapons

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". This can include carrying any sharp objects such as a broken compass or sharpener blade (outside of a secure pencil case) as these can also be viewed as a weapon when not used for their intended purpose. I would like to remind Families that our school behaviour policy is very clear on the most serious sanction for an offensive weapon.

<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>

*Please pass this form to the General Office*

<b>STUDENT EMERGENCY CONTACT DETAILS</b>	
<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>	
<b>OTHER EMERGENCY CONTACT DETAILS</b>	
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>	