



An All-through Co-operative School
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Dear Families

As we approach the end of the spring term, I would like to thank all our families for the support you have given to our students during their remote learning. It has been fantastic to welcome all students back on site for face to face education, but we recognise a large majority of this term was centred around remote learning. We realise it has been a challenge to adapt your routines to the changes and you have done a remarkable job supporting our students in achieving as smooth a transition as possible.

At the end of a term, I normally wish you a restful break and a good holiday. However, as we are all following the government guidance, we will not be travelling. Whilst we want students and families to spend time relaxing a little, we also recognise that many of you will not want your children to stop the good learning routines you have already established. Therefore, many of our teachers have tried to set 'learning challenges' and projects to experience over the 'holiday period'. We also have a section of our website which includes learning experiences that could be fun for the whole family and allow you to 'challenge' your learning together [Click here](#). As always, I would encourage you to read together and we have also included website links that provide fantastic free books to read [reading resources](#).

We realise there has been some anxiety around the awarding of grades for A Level, GCSE and other qualifications for Year 11 and Year 13. By now, you should be aware of some of the details through Mr Taylor's regular communication to families in January and March, found [here](#) on our website. There is also recently published JCQ guidance for students and parents which can be viewed by clicking [here](#). All students know that there will be further opportunities including formal assessments planned in the Summer Term, to demonstrate their best performance and build the evidence which will be used to inform the grade that will be submitted to the exam board. More importantly, they are still learning key concepts and applying knowledge they will take with them on their next steps. It is important that these students are working over the holiday period to prepare for their final term.

As always, I would like to take this opportunity to *recognise* and *celebrate* just a few good news items of this term. ***Please do read more of our achievements in the end of term newsletter:***

- 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, despite the additional challenges. All but three students have submitted applications to university. Six students have secured places at Medical Schools, one of whom has succeeded in gaining a place to study Medicine at Oxford University. Many of our students have received good offers from Russell Group universities including Imperial, Bristol, QMUL and UCL to study subjects including Computer Science, Physics and Astrophysics, Economics, Politics, Chemistry, Law, Illustration and Animation, Engineering, Geography, Film Production and many more. Year 13 students are also sent regular information about Higher and Degree Apprenticeship schemes and a small number are also considering these as an alternative to university.

- *This year's Black History Month has had an extra level of involvement and poignancy, energised by the Black Lives Matter Movement last summer. The recognition was led by our BAME Enrichment Coordinator, Assad Ngochi. The School decided to have it's BHM in February in support of the celebrations undergone in America. The school's website dedicates pages to our celebration, videos highlighting the diverse student artwork and involvement, and even a moving recital of a poem written by Maya Angelou from the entire Senior Leadership Team.*
- *A newly revised and restructured Parent Partnership Live Zoom Forum took place. Over 700 families responded very positively to the simultaneously held survey that served to highlight topics as diverse as the new BAME Excellence Initiative, the School's handling of Co-Vid 19 and strategies to support Remote Learning. Such was the success of this structure, it is planned to be continued throughout the year.*
- *The London Assembly has awarded Preston Manor £2500 to spend on a set of laptops supporting the Stepping Stones transition programme. This will allow peer mentoring to continue remotely and will be used to support the mentee PSHE sessions. The deputy mayor of London interviewed Mike Callan (our Stepping Stones Coordinator) to shine a light on the 'best' practice of Preston Manor!*

Self-Testing over Easter:

Students should continue to self-test over the Easter Holidays. Tests should be taken twice weekly, 3 days apart and results should be reported to the NHS reporting service and via the school's google form. Full details can be found here: [LFT Student Guide](#)

*If your child tests positive in the next 2 days (between the 2nd April and 3rd April), or has developed symptoms in the next 48hours (by 12:30pm on Saturday 3rd April), please email the school between 10-11am on positivecovid@preston-manor.com. The email must state your child's name, form group, the date that they first started feeling symptomatic and when the positive test result was received. Please be aware that all other email correspondence will only be followed up on Monday 19th April. **Please Note:** If your child develops symptoms after Saturday 3rd April or tests positive after Sunday 4th April, the school should NOT be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.*

Before returning to school your child should take a self-test either the evening of Sunday 18th or the morning of Monday 19th April. Thank you for helping us to reduce transmission of the virus in the Brent community.

And finally....

I would just like to say how proud I am that our school community has come together again so quickly in a time of need and in the best interests of our children. We have all had to adjust again to a new way of learning together remotely and then again, back on site at PMS. Whether it is the incredibly hardworking staff who have formed a remote school and prepared for a 'face to face' end of term, our families who worked with and supported their children so well at home, or the students themselves, for the hard work and effort that they are putting into their learning and readjusting to school routines- *each of you* deserve a huge thank you for *everything you have achieved this term.*



Please keep up this tremendous effort as we continue through the final term. Enjoy the break with fantastic learning challenges for the whole family on our website and good book reviews for family reads. Let's not let our standards of hard work dip or our spirits be dampened, despite the restrictions on travel. Have a safe and restful break.

Happy Easter to those families who will be celebrating this festival and Ramadan Mubarak to our Muslim families who will start Ramadan on 12 April.

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



Reminders:

Staying Well

After a long and uncertain term please take the time to look after your child's, your family's and your own wellbeing. Below are some resources and web links that you might find useful:

Centre for Mental Health: [Supporting Mental Health during Covid-19: a brief guide](#)

Public Health England Every Mind Matters: [Looking After Your Mental Health Resources](#) aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing by promoting a range of self-care actions.

Public Health England: [Every Mind Matters Self-Care Tool](#) when you complete the five 'Survey' questions, a 'Mind Plan' is generated, with signposting options to many useful resources.

Staying Safe

To help keep our families and community safe, please continue to keep Covid secure over the break. There are three simple actions we can all do to keep on protecting each other:

- Wash hands - keep washing your hands regularly for a minimum of 20 seconds
- Cover face - wear a face mask in enclosed spaces
- Make space - stay at least 2 metres apart, or 1 metre with a face covering or other precautions

School Website

The school website address is www.preston-manor.com

Online Safety

I would like to draw your attention to two information pages in the online safety area under the Parent/Carer tab of the website. These resources relate to Gaming Information for Parents/Carers and Use of Parental Controls. Please have a look at these pages which contain valuable information that will help you in ensuring that your child stays safe online. Links to these pages can also be found below:

[Gaming](#)

[Using Parental-controls](#)

Safety in the Community

I would like to stress the importance of keeping safe on the journey to and from school in the local community. We are aware of the concerns of students and parents following the recent events in the local community.

Your child should travel straight home from school and should not hang around the school and the surrounding area to meet up with friends. Vigilance is key to avoid potentially unsafe situations. Your child will have greater awareness as they travel if they do not wear earphones or walk along with their mobile phones out.

You may also want to discuss some of these useful tips that local police advise to keep our school children safe:

- *Travel in groups where possible and stick to busy roads.*
- *Ensure that the students keep charged mobile phones with them and inform family/friends when leaving school so that they will have an idea of when to expect them when they get home.*
- *Do not engage with strangers who approach them. They should run away and call 999 immediately if they fear for their safety.*
- *Police should be contacted as soon as possible so that the circumstances can be investigated at the earliest opportunity.*
- *If any direct contact is made with clothing then keep this as there may be forensic opportunities for the police to progress.*

Community Support Officers and Police Officers are working in partnership with the Safer Transport and Safer Neighbourhood teams and are on foot and vehicle patrol in the vicinity of school/colleges and on routes at busy bus stops near to school/college venues at critical times.

Behaviour Policy

Our Behaviour Policy is based around three expectations:

- **Be prepared**, ready to learn and give your best
- **Be kind**, respectful and polite to all members of the school community
- **Be safe**, help keep others safe and respect the school environment

Now more than ever, meeting the behaviour expectations is crucial to ensure the safety of students, the school and wider community.

BE PREPARED

	Behaviour Prompts
<i>Hygiene</i>	<ul style="list-style-type: none"> • Regular hand washing (including before/after school, breaks etc) • Coughing into arm • Catch it; Kill it; Bin it! • Wear a face mask when inside the school building (face shield for those who are exempt)
<i>Uniform</i>	<ul style="list-style-type: none"> • Students are expected to attend school in full school uniform as normal. • If you are unable to purchase any item of school uniform, please write a note in your child's planner to this effect. • Unfortunately we are unable to loan uniforms to students who forget items. • Clothes must be washed daily. Uniform no longer needs to be washed at 60 degrees, this is in line with the Government guidance. • On the day of the week that your child has PE they can come to school in their PE kit which should consist of: white T-shirt or polo shirt; black or navy plain tracksuit bottoms; trainers; non-hooded navy/black round neck; plain navy/black outerwear; coat/raincoat. Students will remain in their PE kit all day and a blazer is not needed if students are wearing PE kit

<i>Equipment</i>	<ul style="list-style-type: none"> • It is vital that your child has all of their equipment each lesson (REP) since loaned materials can lead to cross contamination. • Have more than one face mask to ensure you have spares (face shield for those who are exempt) • Unfortunately we are unable to loan equipment to students who forget items.
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BE KIND

	Behaviour Prompts
<i>Staying in your bubble</i>	<ul style="list-style-type: none"> • You may want to socialise with friends in other bubbles, but this puts everyone, including your family, at greater risk of infection. • Be kind and stay in your bubble at all times! By doing this, you are protecting others in the community and those you live with, who are more vulnerable than you.
<i>Moving around the school</i>	<ul style="list-style-type: none"> • Always follow the one-way system. • Keep to the left when walking down corridors and use the floor markings to be no closer than 2m to others around you. • Go straight to your classroom or zone. • Avoid touching other students and surfaces such as handrails, door handles etc. • Always wear your face mask over your face and nose when in the building (face shield for those who are exempt)
<i>Communication</i>	<ul style="list-style-type: none"> • Be kind and considerate in the way you speak to others. This is a challenging time for all of us, filled with anxiety and worry that change and uncertainty brings. • Before you communicate with others, THINK: <ul style="list-style-type: none"> T - is it true? H - is it helpful? I - is it inspiring? N - is it necessary? K - is it kind?

BE SAFE

	Behaviour Prompts
<i>Social Distancing</i>	<ul style="list-style-type: none"> • Arrive punctually at your year group's allocated time • Remain in your year group zone and base room when required • Only use designated entrances and exits when arriving at and leaving the school. • Wash your hands upon arrival- before you go to your classroom. • Remain in your bubble at all times including break and lunchtimes. • Stay in your zone during break and or lunch. • Keep your hands to yourself and do not touch others

	<ul style="list-style-type: none"> • Only use the toilets assigned to your year group and canteen during designated times. Follow social distancing when doing so. • Follow staff instructions at all times. • Go straight to school and straight home afterwards. Do not socialise on the way to and from school with any student outside of your bubble.
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Your support to help our students meet these expectations is invaluable and always appreciated.

Reminder on 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.*

Attendance, Punctuality and Registration

School attendance is now mandatory again since the return to school on 8th March. This means from that point, the usual rules on school attendance will apply, and it is the parents’ duty to ensure their child attends regularly. Students with unauthorised absences will be referred to the Education Welfare Officer, where a penalty fine may be issued.

All students should arrive in school on time with the correct uniform and equipment. It is vital for the safety of the community that your child is punctual to school. Apart from ensuring there are no lost learning times for your child, arrival times to school have been staggered to ensure your child does not come into contact with another year group.

Years	Entrance/Exit	Site open	Be on site	Start time	Finish time
7, 8 & 9	7 - Rear Gate 8 - Front right 9 - Front left	8.45am	8.55am	9.00am	3.25pm
10 & 11	10 - Front left 11 - Front right	8.15am	8.35am	8.40am	3.00pm
12 & 13	Rear Gate	8.15am	8.35am	8.40am	3.00pm

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.

Your child should not come to school and should self-isolate if they:

- have coronavirus symptoms or have tested positive
- live with someone who has symptoms or has tested positive
- are a close contact of someone who has tested positive

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. Whenever the school uniform is worn, it must be complete and not mixed with non-uniform clothing.

Students must have a note signed by their parent/carer if they have a missing item of uniform. Any period of time beyond one day may not be authorised. If no note is provided, their parent/carer will be contacted and the student may be sent home to collect the missing/correct piece of uniform.

Expectations for all students

- Plain black leather or leather look shoes (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 canvas shoes.
- White shirt tucked in with top button fastened.
- Ties with school logo showing should be knotted conventionally and worn to the waist.
- Navy blue blazers with the school badge must be worn at all times.

Optional Items

- Outdoor coats are optional. They must be navy blue or black and have no logos, patterns or markings (hoods should be kept down in school and must not conceal any part of the face).
- 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 (e.g. 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 headscarves must not conceal any part of the face).



For Boys

- Dark grey or black school trousers (no jeans, chinos or skinny fit trousers).

To view the full policy please follow: [Uniform link](#)
Uniforms can be purchased online [here](#).

PE (inc. Dance)

Students must wear their PE kit to school on the day(s) they have a practical PE lesson. For the full list of PE kit, and all school uniform please follow the link [here](#).

Emergency Contact Numbers

Communication between school and parents/carers is vital. This is particularly important in the event of an emergency. Schools are statutorily required to have at least two emergency contacts with a current telephone number for every student. Furthermore much of the information we send during the year is sent electronically, therefore it also crucial that we have an active email address as well.

Please ensure we are kept up to date if you have changed your contact details.

SUMMER TERM 2021	
Term starts	Monday 19 April 2021
May Day	Monday 3 May 2021 – SCHOOL CLOSED
Half Term	Monday 31 May to Friday 4 June 2021
Term finishes	Tuesday 20 July 2021
INSET days	Wednesday 21 July and Thursday 22 July 2021