



An All-through Co-operative School
Carlton Avenue East, Wembley HA9 8NA
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December 2017

Dear Families

I am writing to wish you a very happy holiday and New Year for 2018. May you and your family be safe, healthy and joyous throughout the festive season!

At the end of a very busy and successful term, I would like to thank the students for their hard work and achievements so far. Once again, we have many success stories to share and good news items to celebrate together. 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.

It has been a very productive term and I would like to share some highlights. Please ask your son or daughter to tell you more details.

- Our GCSE drama students performed brilliantly in the play **DNA**.
- Preston Manor also welcomed back the *English National Opera* as they joined forces with our *Junior Music Academy* and students from the *Guildhall School of Music and Drama* in an open rehearsal.
- Five of our current year 13 were offered interviews for places at Oxford and Cambridge University this term.
- We have hosted *Shattering Stereotypes* workshops that encourage girls to take up the study of physics and to enter into physics related careers.
- Three of our sixth form girls took part in the Mathematical Olympiad for Girls.
- We also hosted the company *Humantopia* to come in and work with our year 9 and year 10 students to enhance self-development, supporting others and belonging to the community.
- The student body has now raised over £4,500 for charities through various fundraising events including a whole school Christmas Fair.

Those headlines are just a taste of the news items you can read about in our **End of Term Newsletter**, so please take the time to find out more about the successes we have celebrated this term.

<http://www.preston-manor.com/page/?title=End+of+Term+Newsletter&pid=127>

Year 7 students are participating in the Learning Identity Challenge and all students were asked to embrace resilience and seek out challenge. Feedback demonstrates that students are asking to be *challenged* more. Please continue to support them at home, encouraging them to develop themselves as learners using our *Learning Identity*. We have also encouraged the highest of expectations this term, wanting all students to be proud to be part of our community. We have introduced three clear expectations with logos: *Be kind*, *Be Safe* and *Be prepared*. Ask your son or daughter to explain what these expectations mean. In the New Year, there will be a student body competition where individuals can be awarded badges for displaying exemplary behaviour in these areas.





Finally, we would ask that you support our students in their studies over the holiday period. Please encourage everyone to read a book and perhaps, the whole family could join in with a *shared read*. We want to particularly support our year 11 and year 13 students in their studies and preparation for their Pre-public Exams (PPEs) on return in January.

The **last day of this term is Thursday 21st December** and the students will finish school at approximately 12.15pm. As traditional at this time of year we will have had achievement assemblies for all our students and 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. I also reminded them about walking home or around Wembley safely in the holidays.

Start of Spring term arrangements

Students will return to school for normal lessons on **Monday 8th January 2018** 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 remind families that **Friday 12th January** is a staff training day and the school will be closed to students.

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 January.

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;

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.

Online Safety

I would like to draw your attention to the Online Safety (E-Safety) pages under the Parent Tab on our website. In particular, you may be interested in a new page which provides a guide for parents and educators to better understand and evaluate the benefits and potential risks of the ever growing number of social networking services. Please see our E-Safety pages on the website or click on:

<http://www.digizen.org/socialnetworking/evaluating-sns.aspx>

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. Please check your child's planner every day or refer to Show My Homework to help



support your child meet home learning deadlines. 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

Buy School Uniform Directly from Tesco!

We are delighted to announce that you can now buy Preston Manor school uniform directly from Tesco in addition to Rumbles, our existing supplier. This includes embroidered blazers, jumpers, PE polo shirts and sweatshirts. In addition to making buying uniform more convenient, for every item purchased, Tesco will make a 5% donation to the school.

It's easy to shop online with the Uniform Embroidery Service from F&F.

1. Go to [tesco.com/ues](https://www.tesco.com/ues).
2. Select your school from the list and you'll see all the customised items you can buy.
3. Choose the quantity and sizes you'd like, then add them to your basket.
4. Pay easily with a debit or credit card at the checkout.
5. Your embroidered items will be delivered within 28 days (14 days if ordered between the months of November - May). You can also browse our full range of non-embroidered uniforms and clothing all year round at: [f-f.com](https://www.f-f.com)

The uniform is an important part of the culture and ethos of Preston Manor.

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

Behaviour in School and the Wider Community

Preston Manor has 3 expectations of students:

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

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, we expect them to be good citizens at all times and most of all, we want them to be safe. Therefore it is important that all students:

- 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 arrange to meet friends at the school gates who do not attend Preston Manor
- must not behave in an anti-social or inconsiderate way near local bus stops and/or shops
- 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.

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.

SPRING TERM 2018	
Term starts	Monday 8 January 2018
INSET day	Friday 12 January 2018
Half Term	Monday 12 February to Friday 16 February 2018
Term Ends	Thursday 29 March 2018
Easter Holidays	Friday 30 March to Friday 13 April 2018
SUMMER TERM 2018	
Term starts	Monday 16 April 2018
May Day	Monday 7 May 2018 – SCHOOL CLOSED
Half Term	Monday 28 May to Friday 1 June 2018
Term finishes	Friday 20 July 2018
INSET day	Monday 23 July and Tuesday 24 July 2018