



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

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Dear Families

At the end of another school year, I would like to take this opportunity to thank the students for their diligence, good behaviour and achievements in 2017-18. 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 many good news items to celebrate together which you can read about in more detail in the attached *Newsworthy Events* or the *End of Term Newsletter*. Some highlights include: incredible career opportunities and events taking place throughout the term; our students' brilliant Art and Graphics Exhibition; our own World Cup taking place at Preston Manor with a trip to Wembley Stadium; a whole-school relay race at Sports Day (students from both sites taking part); music workshops and the summer concert; our summer fair; a celebration of Akabulum (Nelson Mandela) through Rhythm and Rhyme; our famous One World Event; and *Fusion Selectivs* taking part in nationals and finishing 4<sup>th</sup> overall. (*Please read attached section for more details*).

This summer all students and staff have been asked to commit to reading '*Welcome to Nowhere*' by Elizabeth Laird. Please support this whole school read by ensuring your son or daughter reads a copy from their local library. Please join us and enjoy a very good read which will hopefully stimulate interesting discussions around the dinner table!

If your child is currently in Year 10 or the Sixth Form, teachers will have provided 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 leaving us at the end of term to move onto pastures and challenges new. A special mention must go to Ms Urbani, who has taught English and Psychology as well as being a long serving member of the Leadership Team, is leaving after 22 years. Other long serving members of staff leaving us this year are Ms Ramanathan who is leaving us after 14 years, Ms Roberts-Lawal and Ms Fine after 10 years and Ms Brent who is retiring after 10 years. I am sure you will join with me in thanking all staff who are leaving for their valued contributions to the school. I would like to take this opportunity to wish them the very best in their future careers.

We are also very happy to announce that Mr Taylor has joined the Senior Leadership Team as a Deputy Head and Mr Tully has been appointed as an Assistant Head. Mr Crawley and Ms McLeod have agreed to continue to support as part of the upper school's Extended Leadership Group for 2018-19. Congratulations to all of them on these positions.





We 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. Please note: according to new guidance called *Keeping Children Safe in Education* (September 2018) the school is required to have at least two emergency contacts with a current telephone number for every student. An inactive phone number could lead to your child not being safe or the school needing to contact the police in case of an emergency. It is your responsibility to inform the school of a change in an emergency contact's 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. The end of term is finally here and I wish your family an enjoyable, restful and safe break. I am sure that your children will return refreshed and eager to continue learning in September 2018.

Yours sincerely

A handwritten signature in black ink that reads 'Beth Kobel'.

Beth Kobel  
Headteacher



## **Other Newsworthy Events:**

### **The Oral Health of Children**

On our website you can find a valuable newsletter produced by Brent which will point you in the direction of useful resources and ideas which will help ensure the oral health of your child. This is an important issue at present. Tooth decay and oral health have recently been debated in our national parliament and an All-Party Group on Dentistry and Oral Health has been established in light of the rise in poor oral health seen amongst children in the UK. Please have a look at the following link on our website:

<http://www.preston-manor.com/page/?title=Child+Oral+Health&pid=371>

### **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 be found on this area of the website. 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.

### **Educate Against Hate / Online Safety**

Please see the link page for Educate Against Hate under the Parent area of the school's website. The Parents' Hub area contains valuable resources and guidance on keeping your child safe from extremism online. The link is:

<https://educateagainsthate.com/parents/>. You can also find other valuable resources under the parent area of the website to support you in ensuring your children stay safe online.

### **Preston Manor's One World Event**

One World 11 was performed on Wednesday 18 July at 7pm in the Upper School Hall to a packed and appreciative audience. It demonstrated what a huge range of very talented students we have at both the upper and lower schools at Preston Manor.

### **Music Academy**

The Music Academy held two fantastic concerts this year. On Saturday 16 June, community jazz band Old School Assembly performed an informal lunchtime concert for the parents, families and the members of the Junior Music Academy including students from Preston Manor's Lower School.

The second was the annual summer concert in sweltering heat on Saturday 7 July and featured the usual mix of solo, small group and ensemble items showcasing a diverse range of high quality musical pieces.

A huge thank you to all of the staff involved in both the Summer Concerts and One World but in particular to Mr Crawley (Director of Music and Performing Arts Faculty) who made it all possible.



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.

### **Sports Day**

The school's House System continues to go from strength to strength and Sports Day on 22 June provided an excellent opportunity for some healthy competition between the different Houses. It was a wonderful day and in spite of the heat the students were very active. Their contributions to its success made the day fun and enjoyable for all.



## **House events**

House celebrations included activities in both the upper and lower school, continued to raise money for charities and demonstrated the best on offer by our caring and enthusiastic students. *Please read full details of all these exciting events in the Newsletter.*

## **Sixth Form**

Year 12 Enrichment Folders show that the students have benefited from a wide range of activities. These have included attendance at a Women in Investment Management event run by Shroders; a Ministry of Justice event in Westminster; a Bank of America Merrill Lynch Insight Day; a Clinical Psychology event at UCL and taster days in a range of subject areas. In addition, students interested in Medicine, Dentistry and Veterinary Medicine benefited from a further application meeting and the Bridge the Gap Widening Participation scheme has provided 4 work experience placements in association with the RCGP; this cohort of students has also had the opportunity to enrol in a UKCAT practice day at Imperial College. Students interested in applying to Oxford or Cambridge have attended an in-house information session and advised regarding summer preparation. Three students have also been successful in gaining places on the Oxford University UNIQ Summer School Scheme.

Over 90% of Year 13 students plan to go to university after getting their results in the summer. However, we still believe it is important for them to be aware of other options and therefore we continue to send links to Apprenticeship and Traineeship schemes. On 11 July 11, 30 Year 12 students had the chance to attend a two hour workshop 'The Hidden Job Market' (Careers and Networking) run by FutureFirst. On 13 July the Post 18 Options Day was held where students set up their UCAS application accounts and learnt how to make a high quality application. In addition, they found out how to access Apprenticeship opportunities and in the afternoon they had the option of attending one of 6 workshop sessions.

## **Year 11 Events**

### Welcome to Year 11 Evening

Students and parents were invited to a presentation with information on how to be as successful as possible in Year 11. Presentations from English, Maths, Science and the Pastoral team on Revision, Attendance and next steps.

### PPE Results afternoon

Students received their results from their PPE's in a similar fashion to receiving their GCSE results in August. Those students who underachieved received their results accompanied by a parent from a member of SLT or the year 11 pastoral team - where a review and target setting meeting took place.

### Careers and Connexions workshops

There was tireless work throughout the year to help ensure no student became NEET. Advice and information presentation were run for students on applications; courses; suitability; different pathways and Plan B's.

### How to revise workshop

In the students most important year of school to date - workshops were given to students on different ways to revise and what this looks like - these were run in December before the PPE's and in March before the GCSE's in order to help impact in a positive way on students results.



### Year 11 Poetry Live

Students were invited to attend a workshop at the Apollo Theatre in order to embed their understanding of poetry for the upcoming English Literature GCSE exam.

### NCS Summer Presentation

A Year 11 cohort assembly was presented by the National Citizenship Service and was followed up by a 1 hour workshop with form groups to enable students to understand and apply for positions this summer with the NCS.

### Leavers Assembly and Prom

In order to celebrate and say goodbye to wonderful cohort, a leaver's assembly was held on 21st June, just as the GCSE exams had finished. In a more formal setting, on 28th June, at the Clayton Crown Hotel, we had a Year 11 Prom - where final goodbyes were said and memories were discussed and more were made.

### **Arts Exhibition**

This year's Art & Design Summer exhibition was the first following the new GCSE Syllabuses. The students responded extremely well to the multiple themes available. This exhibition, extending over two floors, was very well attended and had something for everyone wanting to see the best that our young artists and designers had to offer. Wishing good luck and thanks to the students and staff, who have worked so very hard this year.

### **Preston Manor World Cup**

The World Cup was played out at Preston Manor just prior to the one held in Russia. The tournament took place on the MUGA during lunchtimes and the matches were exciting and played at a very fast pace especially considering the heat. All teams played extremely well and the final was a familiar one with Germany versus England. Germany were victorious at Preston Manor even if it was not their year elsewhere. The winning team went on a tour of Wembley stadium organised by one of our ex-students who is now a governor, Mr Suleyman Wellings-Longmore.

### **Cross phase projects - exploiting our all-through status**

This year Deputy Heads from the upper and lower school have been working together to create a plan to support Year 6 transition and fully engage with the school's all-through status. This term upper school staff have led three KS2 assemblies which included a video about transition made by last year's Year 6 students. Members of the upper school BBC and STARS are working with Year 4, 5 and 6 lower school students. Year 8 reading buddies are supporting KS1 students with their reading every Wednesday morning.

### **Behaviour Panel**

The Behaviour Panel met weekly to discuss issues that helped to further raise the student voice within Preston Manor and included looking at anti-bullying initiatives.

### **Eco Committee**

During this term, an Eco Committee has been established at Preston Manor School. This committee is a pupil-led body which seeks to improve the schools' environmental performance. The committee is committed to bringing about positive change. Their key priorities at present are:

- Biodiversity – respect for the variety of species of plant life on the school site
- Litter – keeping our school tidy



- Recycling, reusing and reducing waste
- Global citizenship
- Well-being / healthy living
- School grounds
- Working with Heads of Department to identify learning opportunities within the curriculum which promote environmental awareness and understanding.

At the time of writing there are fourteen members of this body. However, they are hopeful to recruit many more pupils in the months ahead. During this term, they have tidied up the quad area near the canteen and planted bee friendly flowers and fifteen tomato plants. They have also organised a litter pick up in the wetlands area. The Eco Committee have presented at SLT and at the School Council where they asked for members to go back to their year councils and encourage students to join. During this term they have also arranged meetings with the Heads of Science and Geography to identify ways in which they can support these subjects in promoting environmental awareness.

#### **Transition - Stepping Stones:**

Preston Manor has been awarded £50,000 over two years to support year 7s with transition to secondary school. This will fund the following initiatives:

- **Stepping Stones lessons:** key learning sessions for selected Year 7 pupils, helping develop their confidence and ability to deal with different social and academic situations.
- **Peer mentoring:** training 50 Year 10 pupils per year to support selected Year 7 pupils via weekly one-to-one mentoring sessions. Aspirational and career-based activities, working with external organisations to inspire selected Year 7 pupils about different careers and future goals.

All main primary schools have been visited by a member of SLT. Students from the behaviour panel who have led a short presentation and Q and A session regarding transition from primary to secondary school.

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

It has been another busy term for this important area of the curriculum. The National Careers Service invited fifteen Health and Social Care students in Year 12 to join other Brent schools for the 'Taking Hospital Careers into School' event, which took place in the Education Centre, at Northwick Park Hospital. The aim of the event was to:

- give students a better understanding of a working hospital
- give students an opportunity to learn about skills needed by medical and care practitioners
- explore other professional support careers within the hospital
- help young people explore career plans and acknowledge how important skills are

After an eventful year, the Careers department ended the year by marking Careers Opportunity week which encourages students to explore different career paths, explore skills employers look for and build on skills that will be essential to the working world and life. As part of this, Year 10 students took part in career taster sessions hosted by 'Inside Knowledge'. Each student attended two workshops to give them the opportunity to gain some insight into a career that they are thinking about pursuing.



Year 8 students who have been involved in the 'Connect Physics' project will have their final meeting with Royal Holloway University of London to explore careers within physics and round up what they have learnt over the year.

Access to Music held a media workshops for years 9 and 10.

Education Advisors and employers delivered a presentation on apprenticeships and their benefits. After the presentation, the students will participate in an engineering workshop to allow the students to call the shots and work as a team like the 'real world'.

During this term there has been significant time spent planning the D.I.V.A. Programme which will be launched in September 2018. The acronym 'D.I.V.A. draws upon the words 'determination, independent, value and aspiration'. The programme is designed to build confidence, aspiration and create a sense of belonging. It also aims to inspire and encourage Preston Manor BAME (Black African Multi Ethnic) girls in years 9 and 10 to explore different career paths.

Selected students will meet with the Careers Coordinator and be presented with their 'D.I.V.A. Toolkit', the students will also get a chance to meet the 'Honorary D.I.V.A.S.' as part of the launch. An Honorary D.I.V.A. is a female member of the Preston Manor community who has volunteered to support the D.I.V.A. programme.



## **REMINDERS:**

### **Behaviour Policy**

The Behaviour Policy is based around three expectations we aim for all students to meet:

- 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

Your support to help our students meet these expectations is invaluable and always appreciated.  
To view the full policy please follow: <http://www.preston-manor.com/page/?title=Policies&pid=54>

## **START OF AUTUMN TERM ARRANGEMENTS – September 2018**

### **Monday 3 September 2018**

Staff training day – **Upper and Lower School**  
No students in school

### **Tuesday 4 September 2018**

8.40 am – 3.20pm - Year 7 start  
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 5 September 2018 (Year 8-11 and 13 return)**

8.40 – 11.00am – Year 7 with Form Tutors  
8.40 – 11.00am Staggered start for Year 8-11 and Year 13 as follows:  
8.40 am - Year 10 meet in the Sports Hall and Year 11 meet in the Hall  
9.30 am - Year 8 meet in the Sports Hall, Year 9 meet in the Hall and Year 13 in form rooms  
10.30am – Year 13 assembly in the Hall  
Normal lessons for Years 8-11 and Year 13 from Period 3  
School finishes at 3.20pm  
Arrangements for the Lower School will be advised by the Lower School team.

### **Monday 10 September 2018**

Year 12 - normal lessons begin with registration at 8.40am

### **Key Dates for the Autumn Term 2018**

Wednesday 12 September: 'Welcome to Sixth Form Evening' from 6pm in the School Hall  
Wednesday 19 September: 'How to support your child in Year 11' evening  
Thursday 27 September: Year 6 Open Evening - 6.00 - 8:30pm  
Monday 1 October and Tuesday 2 October: Year 6 Open Mornings - 9.30 - 11.00am

**For further information please find attached the term dates for 2018-2019. All details are also on our website.**



### **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**

According to new guidance called *Keeping Children Safe in Education* (September 2018) the school is required to have at least two emergency contacts with a current telephone number for every student. An inactive phone number could lead to your child not being safe or the school needing to contact the police in case of an emergency. It is your responsibility to inform the school of a change in an emergency contact's number.

### **School Website**

The 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. 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 as well and reach their potential. Please check your child's planner every day or refer to Go4Schools to help support your child meet home learning deadlines.

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 except in exceptional circumstances.*

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 sight 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.

Confiscated items will need 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.

**SCHOOL TERM & HOLIDAY DATES 2018-2019**

<b>AUTUMN TERM 2018</b>	
<b>INSET day</b>	<b>Monday 3 September 2018</b>
<b>Term starts</b>	<b>Tuesday 4 September 2018</b>
<b>INSET day</b>	<b>Friday 12 October 2018</b>
<b>Half Term</b>	<b>Monday 22 October to Friday 26 October 2018</b>
<b>Term Ends</b>	<b>21 December 2018</b>
<b>Christmas Holidays</b>	<b>Monday 24 December 2018 to Friday 4 January 2019</b>
<b>SPRING TERM 2019</b>	
<b>Term starts</b>	<b>Monday 7 January 2019</b>
<b>INSET day</b>	<b>Friday 11 January 2019</b>
<b>Half Term</b>	<b>Monday 18 February to Friday 22 February 2019</b>
<b>Term Ends</b>	<b>Friday 5 April 2019</b>
<b>Easter Holidays</b>	<b>Monday 8 April to Monday 22 April 2019</b>
<b>SUMMER TERM 2019</b>	
<b>Term starts</b>	<b>Tuesday 23 April 2019</b>
<b>May Day</b>	<b>Monday 6 May 2019 – SCHOOL CLOSED</b>
<b>Half Term</b>	<b>Monday 27 May to Friday 31 May 2019</b>
<b>Term finishes</b>	<b>Friday 19 July 2019</b>
<b>INSET days</b>	<b>Monday 22 July and Tuesday 23 July 2019</b>