

Our Ref: JGR/FHA

July 2018

Dear Parent/Guardian

In preparation for the new academic year starting in September, I would like to remind you of the following:

Attendance and Punctuality

Excellent attendance and punctuality for all students continues to be a College priority. There is a clear link between how well students perform in examinations and the amount of time they spend in lessons.

For students to take full advantage of the educational opportunities offered at Trinity Catholic College, it is essential that they attend every day and are on time (8.25am), unless absence is unavoidable. If a student is late, a sanction will be given for that day.

Holiday during term time cannot be sanctioned. We have very high expectations of what your child will achieve and therefore we aim to improve attendance and punctuality even further in the next academic year.

A full Enrichment Programme will be available Tuesday to Thursday from mid September 2018. Further details are available on the website and on Parent Portal (from September). The programme will be updated termly to allow parents to see the range of after school activities available.

Uniform

From September, we want to ensure that a high standard of uniform and personal appearance is maintained. All students need to attend College each day in the correct uniform (please see our current uniform brochure or visit the College website). All uniform is now sold through Elizabeth's Embroidery, 8-10 Richardson Road, Stockton TS18 3LJ - Telephone 01642 674973.

We also request that parents support us by:

- Not allowing their son/daughter to have extreme hairstyles - the decision on whether a hairstyle is extreme or not rests with the College
- Ensuring no jewellery is worn for College other than a wrist watch

- Ensuring their child does not wear make-up for College
- Marking of uniform with student's name
- Plain black shoes - no trainers.

Healthy Eating

As you are aware, as part of the government initiative to encourage healthy eating for children, the College will follow a 'water only' policy. No other drinks will be acceptable in College. Due to several students having serious nut allergies - **nuts are not allowed on school premises.**

Teaching & Learning

Homework - Reminder

Homework is an essential part of education at Trinity Catholic College and to support this we use an online homework system (Smart Homework). This system allows students and parents to login via the website to see what homework tasks have been assigned, the dates that they are due in and what the task is. Depending on the task, homework can also be submitted electronically through the system.

For existing students, Parent login details were sent home last academic year and these will remain the same. For parents of new Year 7 students, the login details will be sent out at the start of the academic year in September. If you have lost your login details, these can be requested by contacting the College through the website.

New Planners

A vital part of College life is the correct and consistent use of the College planner. Each planner has a PLANET section which, as before, provides pupils with literacy and numeracy support to use across the curriculum. This year, there is also a section on the Trinity Top Ten, these are ten key elements that pupils must follow in every learning opportunity. There are sections for pupils to record their academic progress, attitude to learning and recording homework. After every data capture, pupils will be reflecting on their progress and with the guidance of their form tutors, setting their personal targets for the next half term. The planner is a pivotal part of communication to parents and there is an expectation that parents sign the planner every week.

Exam Results

A-Level - Thursday 16th August between 8.30am – 10.30am

AS - Thursday 16th August between 10.30am - 11.30am

GCSE Year 11 – Thursday 23rd August between 10.00am – 11.00am

GCSE Year 10 - Thursday 23rd August between 11.00am - 12.00pm

6th Form Enrolment - Thursday 23rd August between 12.00pm - 4.00pm

6th Form Enrolment - Friday 24th August between 8.00am - 12.00pm

External Examinations 2018/2019

The vast majority of these will take place in May and June 2018. Parents need to be aware that the scheduling of exams during this period is completed by the exam boards and cannot be changed. It is very important to avoid making any appointments during the exam season.

Internal Examinations 2018

Year groups 10 to 13 will all be involved in a series of formal internal examinations during the academic year. These are intense periods of assessment that are designed to prepare students for the high stake examinations at the end of Key Stages 4 & 5. Parents will be advised of the exact timings of these exams later in the year.

Biometric Payments Reminder

As you are already aware, the College has been fitted with a biometric cashless system which is used by pupils and staff at lunchtime. The cashless system means that everyone using it has a personal account which can only be entered on recognition of that individual's fingerprint. Payments can be made into an account by cash through machines located at various points around the College. Payments by cheque will also be accepted but will be managed by a cashier; cheques should be made payable to '**Trinity Catholic College**' or '**Nicholas Postgate Catholic Academy Trust**' and have the pupil's name on the back of the cheque. Accounts can be 'topped up' on a regular basis e.g. daily, weekly.

If you have any concerns regarding this system, please do not hesitate to contact the College.

ParentPay

Trinity Catholic College ParentPay makes it easier for parents to pay for trips and lunch monies.

ParentPay allows you to keep up to date with on-going events in College. The system allows you to pay by debit/credit card, pre-paid card, postal order or at a paypoint station. This automatically loads up on to your child's records. You will only see information on your child's account that relates to them. Any problems with systems please contact the College.

ParentPay will send you your unique 'log on' to activate your account. Once you have activated your account, everything will show on your child's account. You will have one for each child if you have more than one child currently in College. New Year 7 parents will receive further information in September.

Transport

If you have any query regarding transport to the College from September, please contact Mr Manders (Assistant Headteacher).

Parents of students who use College transport will have already received a letter which details all arrangements including all payment deadlines for the forthcoming year. The deadline for securing places is in July, should you wait until September to pay for a seat, we cannot guarantee a place on your requested bus.

Should you be eligible for a council funded bus pass, then Middlesbrough Council will contact you directly. Please ensure that you complete the forms as per their deadlines so that your child receives their pass for September.

May I take this opportunity to remind you that should your child engage in behaviour that is dangerous or inconvenient to other passengers then they are likely to find their pass withdrawn.

New Term Dates – see attached

Please note the following important dates:

College will finish on **Friday 20th July 2018 at 3.05pm.**

Year 7, Year 10 & Year 12 students return to College on **Wednesday 5th September 2018.**

Year 8, 9,11 & Year 13 students return to College on **Thursday 6th September 2018.**

Parents' Consultation Evening Dates - see attached

Student Safety

Reminder - please use designated 'drop off' points both before College and after College between the hours of 8.15am - 9.00am and 3.00pm - 4.00pm.

To ensure student safety, cars are not allowed on site during these times.

If you have any queries or concerns regarding the issues mentioned in this letter, please do not hesitate to contact College.

Yours sincerely



Mrs J Granycome
Headteacher