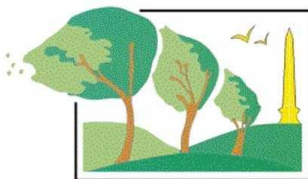


Court Fields School

Achieve | Belong | Participate

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TA21 8SW



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www.courtfields.net
<https://twitter.com/CourtFieldsSch>

Headteacher: Ms R Bennett

Executive Head: Mrs S Watson

September 2018

Dear Parent/Carer

I am delighted to welcome you and your son/daughter back to Year 11 at Court Fields School and trust you had a good break and enjoyed the summer holiday.

We all know and understand the importance and significance of this final year at school. We expect every student to work hard and focus every lesson to maximise their learning. Teachers provide many additional revision opportunities before school, at lunchtimes and after school and we expect all students to attend appropriate sessions for their subjects. Students will earn Prom points throughout the year to be eligible to participate in this wonderful finale to their school career. A letter will be sent home shortly to explain our system and students will be told in assembly. We want all students to earn enough points to go to the Prom because they have great attendance and shown their commitment to learning and being successful.

General Information

Please take the time to go through your child's new **student planner** as it contains information that you and your child need to know. If you do have any queries please contact either the school office or your child's tutor in the first instance.

Our most important aim is to safeguard all children. At Court Fields School we take our safeguarding duty and responsibilities extremely seriously. There is nothing more important for our children than their safety. It takes priority over everything. All of our staff receive regular training and all of our children are taught how to keep themselves and others safe. If you have concerns regarding keeping children safe you must contact one of our Designated Safeguarding Leaders at school immediately and/or contact Children Social Care directly on 0300 123 2224

Please find enclosed a leaflet for you and your child to read regarding **keeping safe online**. Please pay attention to the advice given and if you have any queries contact your child's Tutor in the first instance. Please read this leaflet with your child who then needs to sign the **Keeping Safe Online** statement, **Pupil Acceptable Computer and Internet Use Policy** and **BYOD agreement** which you need to sign also. You will notice that it clearly states that mobile phones should only be used when directed by teachers. **We do not accept students using them to contact parents during school hours, taking photos or videos, texting or using social media.** We want children to socialise and talk to each other during their breaks.

We have high expectations of your child's **attendance**. Every child is expected to achieve over 95% attendance. If your child is too ill to come to school we expect you to inform us immediately on each day that they are absent. Please email or phone us before 9am and state the reason for their absence. Holidays/leave of absence in term time will not usually be authorised because they will affect a student's education. There is no automatic right to take children away from school for a holiday. A leave of absence will only be given for exceptional circumstances, these may include: Emergency service / forces personnel with proof of enforced holiday period; forces personnel returning from or embarking on active service; holiday industry employees with proof of this being the **ONLY** time period allowed by employer; a transcontinental leave request to see a terminally ill

close relative. Please view our calendar online so that you can book holidays in line with school holidays. Thank you.

Can I remind all parents and students to look at **E- Praise** daily to view homework that has been set. We expect students to complete homework to the best of their ability and hand it in to staff by the deadline set. You will understand the importance of homework in consolidating, extending or researching new learning. Self-discipline in learning outside of school is an important part of a child's development.

Can I also ask you to download the **MY ED** app: www.myedschoolapp.com so that we can provide you with key information about your child and what is going on at school efficiently through your phone.



SCAN ME

Our '**Opportunities Club**' is open to all students where they can work after school in our Learning Resources Centre (Library) with supervision, free from distraction and with support available. **The 'Club' is open Monday – Thursday 3.15 – 5.15pm.** This is an excellent service that instils good learning habits, gets homework done and enables students to collaborate in their learning.

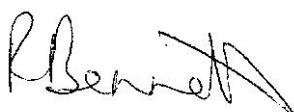
Can I remind all parents and students of our **Uniform Policy**. You will appreciate that our core business at Court Fields is to provide an outstanding education for your child. The distraction of 'policing' uniform is time wasting for staff and can sometimes cause unnecessary conflict with children and parents which we clearly want to avoid. Can I ask you and your child to willingly comply with our uniform policy every day. This is part of our **home – school agreement**. This makes the day to day running of the school efficient, focused on learning, progress and success which is our common goal.

To keep up to date with all school matters please visit our **website** regularly (www.courtfields.net) and particularly the tab for Parents. Our **Parent Bulletin** is uploaded every Friday afternoon to inform parents what is happening in school the following week with important key messages. At the end of each half term we publish on our website a **Newsletter** celebrating our successes and providing vital information to parents.

Attached to this letter are a number of important documents that I need you to agree or give consent to. Please read this information carefully with your child. Please sign all agreements/consent and put in an envelope marked with your child's name and tutor group and return to your child's tutor by **Monday 10th September**. You need to sign and return:

- EV6: External Visit Form - please complete both sides, sign and return
- Data Collection sheets – please complete and return
- Keeping Safe Online statement
- BYOD agreement
- Pupil Acceptable Computer and Internet Use Policy

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Bennett', with a stylized flourish at the end.

MS R BENNETT
Headteacher