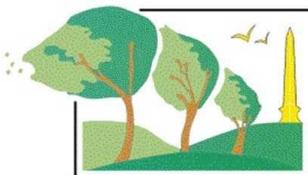


Court Fields School

Achieve | Belong | Participate

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Headteacher: Ms R Bennett Executive

Head: Mrs S Watson

June 2018

Dear Parent/Carer

I am delighted to welcome you and your son/daughter to Court Fields School. Over the next 5 years we will work closely in partnership with you and your child to ensure that they leave us well qualified for their 'next steps' in education, training or employment. Your child will be in the 'Class of 2023' which will fly by and before you know it they will be fleecing you for their Prom dress or suit!

Dates for Your Diary

- **26th September after school and all day 27th September – Academic Monitoring Day/Meet the Tutor.** You will be invited to make a 20 minute appointment to meet your child's tutor to see how they have settled in. Students will not be in school on 27th September.
- **22nd October – Year 7 Celebration Evening.** 6pm-7pm

General Information

Please take the time to go through your child's new **student planner** which they will bring home after the transition days 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.

We expect all students to enjoy their **lunchtime** break at school and do not issue lunchtime passes to students. Students are able to buy school meals or bring a packed lunch. Court Fields School now operates a cashless catering service and so all food and drinks have to be acquired either through the thumb print recognition system or the use of a 4 digit pin code. Details about this, via a separate letter, are enclosed. Could I please ask you and your child to eat healthily and do not bring fizzy drinks/ energy drinks or large quantities of crisps and chocolate for example to school.

We have excellent coverage and a high profile in our local Wellington Weekly News and publish success stories constantly on our website. **If you do not want photographs of your child published** in the press, on our website or in any school literature please indicate on the enclosed EV6 form.

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. Contact details are on our website under the tab 'Safeguarding'.

Please find enclosed information 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. We do deliver comprehensive E-Safety advice to students regularly throughout the year via assemblies, Personal Development and IT lessons. Please read this information with your child and get him/her to sign the **Student Acceptable User Policy**. 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.

Year 7 parents and students will be given logins to be able to access our epraise system at the start of term. Please can you look at epraise 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.

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.

All uniform should be purchased from **Taunton Uniforms or Trutex online** who stock our blazers, ties, jumpers, skirts and trousers. Please can I ask you to name all items. 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** which I need you and your child to discuss and agree and sign. This makes the day to day running of the school efficient, focused on learning, progress and success which is our common goal.

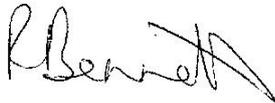
We have high expectations of your child's attendance. Every child is expected to achieve over 96% attendance. If your child is too ill to come to school please inform us immediately. Holidays/leave of absence in term time will not usually be authorised because they will affect a student's education. 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.

To keep up to date with all school matters please visit our **website** regularly (www.courtfields.net) and particularly the tab for Parents. Here you will find how to log on to E-Praise and book Parents Evenings online for example. We also have a **Parent Bulletin** which is uploaded every Friday afternoon to inform parents what is happening in school the following week and 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 return on **Tuesday 3rd July** when your child attends the first of the two transition days. You need to sign and return:

- The yellow copy of the Home-School Agreement
- Data collection form
- Student/Parent Acceptable Use Policy
- Keeping Safe Online
- Bring Your Own Device Agreement
- EV6: External Visit Form - please complete both sides, sign and return
- Biometric Consent Form
- Locker Application Form (optional)
- Music Lessons (optional)
- Medication form (optional)

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Bennett', written in a cursive style.

MS R BENNETT
Headteacher