

September 2010

Dear Parent / Guardian

I hope that your child has had a positive start to school this September and is looking forward to the year ahead. I am delighted and proud to be the head teacher here at Collegiate High School at a time when the school has just received its best ever results and I am looking forward to working with you to ensure the school continues to improve so that your child achieves and is supported to the highest possible levels.

My focus will be on excellent results, excellent teaching and learning and an appropriate curriculum for every student as well as ensuring that every student behaves in a respectful and calm manner which allows everyone to learn. Alongside this I will ensure we offer tremendous support, care and guidance for every student at this school. I am totally committed to ensuring the best all round care and the highest possible achievement for all our students.

As you may be aware OfSTED visited the school last year and told us that some areas still needed to improve, I enclose a copy of the OfSTED report with this letter. It was unfortunate that the OfSTED visit came before the hugely improved results of 2010, however, please be assured that this report was based on results from over a year ago and that the areas for development identified in the report are already being addressed. Ofsted did recognise that the school has already made progress and also said that, with the new senior team now in place, the school has the capacity to continue to improve even further in the future. I am delighted to tell you that I will focus on Collegiate High School being a learning environment which is totally committed to excellence in every aspect of school life.

If you would like to discuss any aspect of the OfSTED report or any other matter relating to school, I will be available for 'drop in' sessions for parents on Friday 17<sup>th</sup> September from 4pm to 5.30pm and on Friday 1<sup>st</sup> October from 3pm to 5.30pm. I would be delighted to meet you if you are able to come along to one of these sessions.

I would like to take this opportunity to clarify school rules regarding attendance, uniform and behaviour.

## **ATTENDANCE**

It is vital that your child attends school every day unless they are seriously ill. Children who do not attend school will be unable to learn and will not achieve. If your child does not attend school this will be followed up by our staff and may result in a large parental fine administered by the courts.

## **UNIFORM**

- Shirts – all shirts for boys and girls must have a standard collar which is capable of being worn with a tie. Shirts must be buttoned to the neck. Ties must be worn fastened to the neck. Shirts should be tucked in.
- Skirts should be about knee length.
- The rules about jewellery are very clear. The only jewellery that is permitted is a single, small (less than 0.5 cm in diameter) plain metal stud in each ear lobe.
- Students are not allowed to have shaved heads, patterns cut into their hair or to dye hair vivid or multi-colours. Students who do this will work in isolation until the hair is changed. Hair is expected to appear well kept and smart. Long hair must be tidy and plaited or tied-back off the face.
- Make-up should not be worn. If staff can see make up then it must be removed. This applies equally to fake tan, as it does to foundation and eye liner.
- Under garments including vests/t-shirts, must not be visible through or outside the uniform.
- There is no alternative to the school jumper for those who choose not to wear this item.

- Any appropriate out-door coat or jacket, preferably **plain** dark in colour (**without any large logo**) is allowed but no outdoor item of clothing is to be worn in the school building. Please note that hooded tops, sweatshirts, and non-regulation jumpers/cardigans are not considered to be acceptable as “coats” and must therefore not be worn to, from or in school.
- Hoods and caps are not permitted.
- All scarves, hats and gloves to be plain black.
- Students must wear plain black shoes that have no other colour visible and no large adornments. The shoes must cover the whole foot, not go over the anklebones and have a plain black sole. Sandals, flip-flops mules, trainers/baseball shoes and boots are therefore not permitted. Narrow pointed heels are also not allowed and heels must not be over 2.5cm in height. Footwear which has sports logos, writing or patterns or which are made of canvas are not permitted.
- Hair accessories are to be small and simple in design and in plain Collegiate blue or black, with no large adornments.
- Older boys are expected to be clean-shaven or to have smart and well-kept facial hair.

I trust that you, as parents, will support us with uniform and the general appearance of your children - our students.

## **BEHAVIOUR**

In order for students at Collegiate High School to learn and achieve they must behave in a way which allows themselves and others to learn. I know that the majority of students at Collegiate are always well behaved and respectful to others, however from time to time an incidence of misbehaviour may occur. I will be discussing behaviour with all students and an updated policy will follow shortly. You will, of course, be consulted about this. I trust that you will support us if your child is, at any time, given a sanction for inappropriate behaviour. This may take the form of a break time, lunch time or after school detention; a period of time in isolation or, in exceptional circumstances, a fixed term exclusion from normal school lessons. In this extreme case students will undertake 5 hours of lessons in complete isolation from other students and from 12 noon until 5pm. This is to ensure that lessons are not disrupted for other students. Once again I trust you will support us in this area.

## **OPEN EVENING**

This will take place on Thursday 30<sup>th</sup> September and in order for the school to look its best, students will finish school at 12.15pm on that day. A full range of food, including hot dishes, will be available at break time.

## **PARENT GOVERNOR**

We currently have two vacancies on the Governing Body of the school. Governors have an important and influential role to play in the life of our school and I hope you will consider putting yourself forward as a candidate. All parents will shortly be receiving information regarding nominations and the election process but in the meantime if you would like to know more please contact school for further information.

## **PRIVACY NOTICE**

In order to meet the requirements of the Data Protection Act 1998, a Privacy Notice is available to read on the school website. This notice supersedes the Fair Processing notice previously issued to parents.

Thank you in anticipation of your support for our work this year and over the attendance, uniform and behaviour issues. I look forward to meeting you and working with you over the coming years.

Yours faithfully



Ms C Ridgway BSc NPQH  
Headteacher