

6<sup>th</sup> September 2010

Dear Student,

I hope that you have had a positive start to school this September and are looking forward to the year ahead. I am absolutely delighted and proud to be your head teacher and I am looking forward to working with you to ensure the school continues to improve so that you achieve as highly as possible.

My focus will be on excellent results, excellent teaching and learning and a curriculum which suits all of you. As well as this I will make sure every student behaves in a respectful and calm manner which allows everyone to learn. I will also ensure staff are here to support you whenever you need it.

You will remember that OfSTED visited our school last year and told us that some areas still needed to improve. We are already working on the things OfSTED told us but there are things you need to do to help as well.

### **RESPECT**

It is important that we work together as a team and we respect each other. This means that we must never treat anyone in a way that we would not like to be treated ourselves. I will be doing some work with you about respect over the next two or three weeks.

### **LEARNING**

When you are in your lessons you need to listen, try your best and work as hard as you can. This is the only way to make sure you get the most out of school and achieve the very best you can. When you get homework you need to make sure you do it and hand it in on time.

### **ATTENDANCE**

One of the things OfSTED said was that attendance was not good enough. It is really important that you attend school every day unless you are seriously ill. If you do not attend school you will be unable to learn and will not achieve. If you do not attend school this will be followed up by our staff and may result in a large fine for your parents.

### **UNIFORM**

I am really proud of the students at this school and want everyone else to be proud of you as well – please make sure you look your best and stick to the uniform rules, so that whenever anyone sees someone from our school they will be impressed.

### **BEHAVIOUR**

I know that most of you behave really well at school, but sometimes a small number of students behave in a silly way. This needs to stop. In order for you to learn and achieve you must behave in a way which always allows you and others to learn. I will be working with all of you over the next two weeks setting some new expectations, rewards and consequences. Your input into this will be really important so we all work together to make things as good as they can be.

If you do not follow the school rules about behaviour there will be punishments. If you are really stopping other people learning you will have your 5 hours of lessons working in silence away from other students from 12 noon until 5pm. This is to make sure that lessons are not spoilt for other students.

### **THE FUTURE**

I think this is going to be a really great year and I am really looking forward to it. Lets all work together to do our best for 'Team Collegiate' so we can all be really successful. When I am visiting your lessons or deciding

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what is the best way to help you I will always make choices which have your best interests at heart. I want everything here to be as good as I would want it to be for my own children. If it wouldn't be good enough for my children, it isn't good enough for you either. OfSTED will come back to see us twice this year, once probably in December or January and once probably in June or July. It would be great if when OfSTED came back they said we had really improved and you have a big role to play in that.

I am on duty every lunchtime in the dining room and after school outside most days. If you want to talk to me briefly about anything please do so then. If you need to see me about something which might take longer you can make an appointment to see me. As well as this you can talk to your form tutors, your Pupil Achievement Leader (PAL) or any of the other staff at school, all of whom I know will be keen to help you.

Lets have a fantastic year,

Regards,

A handwritten signature in blue ink, appearing to read 'C. Ridgway', with a stylized flourish at the end.

Ms C Ridgway  
Headteacher