Dear Parent/Carer

There are a number of issues relating to different sections of the school coming up and so I am providing an update for all parents so that you are aware of issues arising across the school in the coming weeks.

Year 7 to 11

Term 6: Pastoral transition from Head of Year to Head of House

During Term 6 we will be moving to a vertical House system to provide pastoral support for the students. This will mean that students will have a single point of pastoral support throughout their time at CGSB rather than having a new Head of Year every September. This will provide much better continuity of care for our students and enable us to build positive working relationships between school, parents and students over periods of time, so that whenever an issue arises the pastoral leader knows the history and context of each student in their care.

The Heads of House in Term 6 will be as follows:

Conquest: Mr Kitchener (joining in June 2014)
Guardian: Mrs Kemp
Shannon: Mr Hayes
Barfleur: Mr Holl

Therefore, if you do have any pastoral concerns during Term 6 these will now be dealt with by your child’s Head of House. The purpose of the transition term is that where there have been on-going issues or support we can provide an efficient hand-over to ensure continuity of care. Mr R Gardner will be writing to parents where there have been on-going issues to provide an opportunity to meet a student’s Head of House if this is not their current Head of Year.

Year 7 to 10

Pen Policy

Following the introduction of our pen policy, I would like to thank all parents for their support in using specific colours to complete specific tasks in students’ academic work. I am pleased to report that this has been adopted very smoothly and that over the next few weeks teachers will be working with students to begin to use the blue pens for effective proof reading of work and then will also begin to focus on student responses to ensure that these are completed, appropriate and meaningful.

Year 7 to 10

Homework

I am pleased that for the most part we have had a successful launch of ‘Show My Homework’ with Years 9 and 10. If any student or parent is having difficulties accessing their homework on-line please contact the school and we will ensure the correct log-in and password details have been communicated. The use of ‘Show My Homework’ will be rolled out into Years 7 and 8 next week and parents will receive a separate letter detailing how this will happen.
With the introduction of ‘Show My Homework’ we will also be updating our Homework policy and consequences where homework has not been completed. Mr R Gardner will be writing to parents during half-term to ensure they are fully informed for Term 6.

**Year 9 and 10**

**GCSEPod**

All students in Years 9, 10 and 11 have been registered with GCSEPod and can log-in by clicking on ‘forgotten my password’ which will then allow a new password to be sent to a student’s school email account. GCSEPod provides students with either streamed audio or podcasts on materials studied at school in accessible bite-size chunks and is a good place to start for students who are having difficulty with a specific topic.

**Year 7 to 13**

**School Day consultation for all parents**

Parents will remember that when we consulted on the change of the school day in December we decided to keep the 1hr lunch and review this during the Easter term. I will be writing to you next week to consult further on the school day for September 2014 on the basis of the evidence obtained during the Easter term. I look forward to receiving the responses from parents on this consultation.

**Year 10 support**

After half term specific after-school support will be provided for Year 10 students in topics that they are struggling with and also preparing students for their first set of Year 11 mock examinations that are taking place in September. As we have done with the current Year 11s, students who regularly attend after-school support sessions will be rewarded by being able to attend a Friday Holcombe Club night that has proved very popular with Year 11s this year.

In addition, I would like to inform parents of students studying ICT that the department is looking at moving to the IGCSE as this has no coursework requirement which has proved difficult to deliver in the past due to technical difficulties within the school. The content of the examination is very similar. Therefore, students have studied the appropriate content and there is plenty of time for students to prepare for this mode of exam. Similarly, Business Studies are also considering moving to the iGCSE as students have found the extended Controlled Assessment requirement of the IGCSE very challenging. The final decision will be based on assessments completed in the next few weeks.

**Year 11 to 13 Revision**

There are specific revision schedules being created for Year 11, 12 and 13 to give students the best support we can in the final run-up before their exams. Individual letters will be sent to these year groups outlining the support available. Please note that this will cause some cover for other year groups. However, every student will benefit from this type of intensive support in their examination year and it is very beneficial for student outcomes.
Year 11
I would like to congratulate Year 11 on their hard work and maturity during their English revision days. The feedback from the exam invigilators stated that student behaviour was excellent. I look forward to us maintaining this standard of focus and behaviour throughout the exam period.

Mrs Diaz will be writing to Year 11 parents next week to outline the revision, examination and end of year arrangements for Year 11.

There will be a Year 11 Study Leave day on Friday 23rd May and only students taking exams on that day are required to attend school and they need only attend for the duration of their exams that day. All students are required to be in school on Monday 2nd June for English revision sessions and study leave will commence for some students on Tuesday 3rd June.

Year 12 Work Experience
Work experience is an important part of sixth form and it is expected that all students will take the opportunity to engage in work experience. Students have received details of how to log-in to express preferences for their work and this must be completed next week.

Year 7 to 13
Change to school day for exams
On Wednesday 14th, Monday 19th and Thursday 22nd May we will be changing the school day to accommodate the large number of public exams taking place in the school. Therefore, the school day will run as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.40am to 9am</td>
<td>Assembly/Registration</td>
</tr>
<tr>
<td>9am to 10am</td>
<td>Lesson 1</td>
</tr>
<tr>
<td>10am to 10.20am</td>
<td>Break</td>
</tr>
<tr>
<td>10.20am to 11.20am</td>
<td>Lesson 2</td>
</tr>
<tr>
<td>11.20am to 12.20pm</td>
<td>Lesson 3</td>
</tr>
<tr>
<td>12.20pm to 1.20pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.20pm to 2.20pm</td>
<td>Lesson 4</td>
</tr>
<tr>
<td>2.20pm to 3.20pm</td>
<td>Lesson 5</td>
</tr>
</tbody>
</table>

Yours sincerely

Mr S Gardner
Principal