

# Colmers School & Sixth Form College's Annual Handbook for Parents and Carers

## Term Dates for 2017-18:

### Autumn 1:

Wednesday 6<sup>th</sup> September to Friday 20<sup>th</sup> October

### Autumn 2:

Monday 30<sup>th</sup> October to Friday 22<sup>nd</sup> December

### Spring 1:

Monday 8<sup>th</sup> January to Friday 16<sup>th</sup> February

### Spring 2:

Monday 26<sup>th</sup> February to Thursday 29<sup>th</sup> March

### Summer 1:

Monday 16<sup>th</sup> April to Friday 25<sup>th</sup> May

### Summer 2:

Monday 4<sup>th</sup> June to Friday 20<sup>th</sup> July

## INSET Days:

Monday 4<sup>th</sup> September 2017

Tuesday 5<sup>th</sup> September 2017

Friday 1<sup>st</sup> December 2017

Monday 23<sup>rd</sup> July 2018

Tuesday 24<sup>th</sup> July 2018

## Monitoring Meeting with Tutors: 2pm till 7pm

All Year Groups: Thursday 30<sup>th</sup> November 2017

## Subject Consultations with Teachers: 5pm till 7.30pm

Year 7: Thursday 15<sup>th</sup> March 2018

Year 8: Thursday 15<sup>th</sup> February 2018

Year 9: Thursday 7<sup>th</sup> June 2018

Year 10: Thursday 14<sup>th</sup> June 2018

1<sup>st</sup> Year 11: Thursday 1<sup>st</sup> March 2018

2<sup>nd</sup> Year 11: Thursday 26<sup>th</sup> April 2018

Years 12 and 13: Thursday 1<sup>st</sup> February 2018

## The School Day (s)

Learning **begins** at 8.45am every day. Students are expected to be inside the school gates by 8.42am.

### The Lower School Timetable (Years 7 and 8)

8.42am	School gates locked
8.45am	Registration
9.00am	Lesson 1
10.00am	Lesson 2
11.00am	First Break (30 mins)
11.30am	Lesson 3
12.30pm	Lunch Break (30 mins)
1.00pm	Lesson 4
2.00pm	Lesson 5 – Enrichment
3.30pm	End of School

### The Middle and Upper School Timetable (9-13)

8.42am	School gates locked
8.45am	Registration
9.00am	Lesson 1
10.00am	Lesson 2
11.00am	First Break (30 mins)
11.30am	Lesson 3
12.30pm	Lesson 4
1.30pm	Lunch Break (30 mins)
2.00pm	Lesson 5
3.30pm	End of School



COLMERS SCHOOL  
& SIXTH FORM COLLEGE

Telephone:

0121 453 1778

Email:

enquiries@colmers.bham.sch.uk

Website:

www.colmers.bham.sch.uk

### The Senior Leadership Team:

Headteacher	Mr Barry Doherty   bdoherty@colmers.school
Deputy Head / Head of Middle School / Curriculum	Mr Steve Morris   smorris@colmers.school
Deputy Head / Head of Lower School / Teaching and Learning	Mrs Emma Wilks   ewilks@colmers.school
Assistant Head / SENDCo	Mrs Ruth Bennett   rbennett@colmers.school
Assistant Head / Enrichment	Mr Craig Boardman   cboardman@colmers.school
Assistant Head / Teaching Staff Development and DSL	Mr Martin Brookes   mbrookes@colmers.school
Assistant Head / Head of Upper School (VI)	Mr Tom Charlett   tcharlett@colmers.school
Assistant Head / Social and Emotional Inclusion	Mrs Sarah Finch   sfinch@colmers.school
Assistant Head / Mathematics	Mr Matt Fox   mfox@colmers.school
Assistant Head / Science	Mr Brett James   bjames@colmers.school
Associate Staff Manager / HR	Mrs Teresa Shortland   tshortland@colmers.school
School Business Manager	Mr Kevin Tranter   k.tranter@colmers.school
Assistant Head / Behavioural Inclusion	Mrs Linda Wilcox   lwilcox@colmers.school

### The Middle Leadership Team – Heads of Department:

English – Lower School	Miss Charlotte Price   cprice@colmers.school
English – Middle School	Mr Stuart Warner   swarner@colmers.school
English – Upper School	Miss Lindsay Mason   lmason@colmers.school
Mathematics – Lower School	Mrs Lisa Brennan   lbrennan@colmers.school
Mathematics – Middle School	Mr Aaron Williams   awilliams@colmers.school
Mathematics – Upper School	Mr Robin Williams   rwilliams@colmers.school
Art – Middle and Upper School	Mr Gerry Clarke   gclarke@colmers.school
Biology – Middle and Upper School	Mrs Marie Fletcher   mfletcher@colmers.school
Chemistry – Middle School	Mr Mike Bagnall   mbagnall@colmers.school
Chemistry – Upper School	Mr John Gladstone   jgladstone@colmers.school
Create – Lower School	Mrs Chloe Lewis   clewis@colmers.school
Explore – Lower School	Miss Kelly Nevin   knevin@colmers.school
Film Studies	Miss Laura Rushton   lrushton@colmers.school
Food Technology	Mrs Alex Henshall   ahenshall@colmers.school
Geography	Miss Rachel Clarke   rclarke@colmers.school
Graphics	Mrs Nicola Ianson-Jones   nianson-jones@colmers.school
Health & Social Care	Miss Gemma Murray   gmurray@colmers.school
History	Mr Andy McHale   amchale2@colmers.school
Computer Science	Miss Charlotte Whitehouse   cwhitehouse@colmers.school
Learning for Life	Mrs Emma Hewston   ehewston@colmers.school
French – Middle School	Mr Darren Jones   djones@colmers.school
French – Lower School	Mrs Kate Gerrard   kgerrard@colmers.school
Music	Mrs Emma Brereton   ebrereton@colmers.school
My World – Lower School	Mr Tim Love   tlove@colmers.school
My World – Lower School	Miss Lucy Hufton   lhufton@colmers.school
PE & Sport	Mr Mike Wilcox   mwilcox@colmers.school
Physics	Mr Brett James   bjames@colmers.school
Sociology	Miss Catherine Byng   cbyng@colmers.school
Psychology	Ms Mel Thompson   mthompson@colmers.school
RE/ Philosophy & Ethics	Mrs Samantha Dawson-Smith   sdawson@colmers.school
Resistant Materials	Mr Andy Bagnall   abagnall@colmers.school

### The Middle Leadership Team – Heads of Year:

Year 7	Mrs Donna Hodgson   dhodgson@colmers.school
Year 8	Mr Iain Queen   iqueen@colmers.school
Years 9	Mr Paul Bradley   pbradley@colmers.school
Year 10	Mr Ryan Ramsey   rramsey@colmers.school
Year 11	Mr Adrian Bennett   abennett@colmers.school

## Punctuality

We place a very high emphasis on punctuality because good time-keeping promotes both employability and courtesy. Students should start the day on a positive note by being on time.

Students must be on site before 8.45am. The school gates are locked at 8.42am and learning begins at 8.45am. The school gates remain locked from this point until the very end of each school day. During these school hours, students may only enter and leave the site through Pupil Services in the Leisure Centre.

Students in Years 7 to 11 always line-up outside before school and uniform checks are undertaken. Tutor groups are led into registration by their tutor at exactly 8.45am.

Lateness **always** leads to detentions.

## Attendance

Educational research and our own evidence show that students who achieve five or more A\* – C grade GCSEs mostly have between 95% - 100% attendance at school. Regular attendance means that students don't miss chunks of the learning process and are therefore able to make all the relevant connections between parts of a topic or module.

Establishing a regular habit of attendance and punctuality prepares students fully for the very competitive world of work and/or further education. Prospective employers and colleges are always interested to know from us an applicant's attendance and punctuality record.

## Homework

Homework has a different purpose for every child, depending on their age and stage at school. By Years 10 and beyond, the purpose becomes much more about revising for tests and examinations. Remember, you can check the homework that has been set by looking in your son or daughter's homework diary every day. If you think we are setting too little or too much homework then just email or call your son or daughter's tutor or their Head of Year.

Year	How Much Homework Each Day?
7 and 8	60 – 85 minutes. Set in every in every subject – four homework tasks per day.
9	85 -90 minutes. Set in every in every subject – four or five homework tasks per day.
10 and 11	90 – 120 minutes +. Set in every in every subject – five homework tasks per day.
12 and 13	At least four hours per week, per subject.

## Uniform & Equipment

In the event of a query / dispute, the Headteacher's decision on a student's uniform and appearance is final.

### Footwear

- Plain black leather type school shoes. Shoes must be appropriate for school life and demands.
- Any laces must be black.
- No branding.
- No trainers, pumps or canvas footwear.
- No sling backs, boots or shoes with significant heels.
- Loud, bright socks are not acceptable.

### Outdoor wear

- A plain dark outdoor coat, preferably blue.
- No denim, or denim look alike to be worn.
- No large lettering, camouflage style.
- No sweatshirts, tracksuit tops, "hoodies", leisure or brightly coloured/patterned coats.
- No caps at all. Hats to be removed inside the buildings. All outdoor wear to be removed in classrooms.

### Trousers and skirts

- Official school-skirt or tailored trousers.
- No denim, or denim look alike to be worn.
- Skirts should be school style only (blue tartan) and be no more than 5cm above or below the knee.
- No lycra/stretch material.
- No decoration (belts/buckles/zips/buttons/sparkle etc.).
- No track suit bottoms or other fashion trousers.

### Hair and jewellery

- No unreasonable or extreme haircuts – please check before attending barbers/hairdressers.
- No shaved patterns or lines in the hair or eyebrows.
- Only plain dark coloured hair bands/clips/slides – no other hair accessories (e.g. bows, flowers etc.).
- Hair colouring must be natural hair colour only (i.e. not purple/pink/peroxide/red etc.).
- Jewellery is restricted to one small ring, a watch and one pair of plain small sleeper/stud earrings and no other piercings (no nose, tongue, eyebrow studs etc.). See fuller guide for further information.

### Make-up

- Lower School - no make-up or nail varnish or false nails.
- Middle and Upper School - any make-up must be subtle – no dark eyeliner, false/large/dark eyelashes, no bright eye shadow and only light foundation. No nail varnish or false nails.
- Lower, Middle and Upper Schools - no visible tattoos or body art.

### Equipment

- A suitable school bag that will carry and protect school books.
- Homework Diary.
- At least two pens, a green pen, two pencils, eraser and a ruler.
- A reading book.

## Did we miss anything?

Let us know if next year's handbook should include additional items of information.