

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

Term Dates for 2018-19:

Autumn 1: (8 weeks)

Monday 3rd September to Friday 26th October

Autumn 2: (7 weeks)

Monday 5th November to Friday 21st December

Spring 1: (6 weeks)

Monday 7th January to Friday 15th February

Spring 2: (7 weeks)

Monday 25th February to Friday 12th April

Summer 1: (4 weeks)

Monday 29th April to Friday 24th May

Summer 2: (7 weeks)

INSET Days:

Monday 3rd September 2018

Tuesday 4th September 2018

Friday 26th October 2018

Friday 7th December 2018

Monday 22nd July 2019

Meet the Tutors: 5pm till 7:30pm

All Year Groups: Thursday 4th October 2018

Subject Consultations: 5pm till 7:30pm

Year 7: Thursday 13th June 2019

Year 8: Thursday 21st March 2019

Year 9: Thursday 9th May 2019

Year 10: Thursday 16th May 2019

Year 11: Thursday 25th October 2018

Years 12 and 13: Thursday 31st January 2019

The School Day

8.42am	School gates locked
8.45am	Registration
9.05am	Lesson 1
10.05am	Lesson 2
11.05am	First Break
11.35am	Lesson 3
12.35pm	Lunch Break (Lower School) Lesson 4 (Middle School)
1.05pm	Lesson 4 (Lower School)
1.35pm	Lunch Break (Middle School)
2.05pm	Lesson 5
3.10pm	End of School



Telephone:

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Website:

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The Senior Leadership Team:

Headteacher	Ms Emma Leaman eleaman@colmers.school
Deputy Head / Head of Middle School / DSL	Mr Steve Morris smorris@colmers.school
Deputy Head / Head of Lower School	Mrs Emma Wilks ewilks@colmers.school
Assistant Head / SENDCo	Mrs Ruth Bennett rbennett@colmers.school
Assistant Head / Behavioural Inclusion	Mr Craig Boardman cboardman@colmers.school
Assistant Head / Teaching Staff Development and DSL	Mr Martin Brookes mbrookes@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
Head of Sixth Form	Ms Mel Thompson mthompson@colmers.school
Associate Staff Manager / HR Manager/PA to Head	Mrs Teresa Davis tdavis@colmers.school
School Business Manager	Mr Kevin Tranter k.tranter@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	Mr James Watkin jwatkin@colmers.school
Mathematics – Middle School	Mr Iestyn Pratt ipratt@colmers.school
Mathematics – Upper School	Mr Robin Williams rwilliams@colmers.school
Art – Middle and Upper School	Mrs Chloe Lewis clewis@colmers.school
Biology	Mrs Marie Fletcher mfletcher@colmers.school
Chemistry	Mr Mike Bagnall mbagnall@colmers.school
Create – Lower School	Miss Ruqaiyya Qazi rqazi@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	Mr Darren Jones djones@colmers.school
Music	Mrs Emma Brereton ebrereton@colmers.school
My World – Lower School	Miss Anya Lewis alewis@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
Psychology and Sociology	Miss Catherine Byng cbyng@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	Mr Aaron Williams awilliams@colmers.school
Year 8	Mr Paul Bradley pbradley@colmers.school
Year 9 (and Enrichment)	Mrs Linda Wilcox lwilcox@colmers.school
Year 10	Mr Ryan Ramsey rramsey@colmers.school
Year 11	Mr Adrian Bennett abennett@colmers.school

Punctuality – *Be On Time!*

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 – *Be In School!*

Educational research and our own evidence show that students who achieve five or more good 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 – *Be Prepared!*

Homework has a different purpose for every child, depending on their age and stage at school. By Years 9 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 – *We Belong Together*

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.