

# Colmers School & Sixth Form College's

# Annual Handbook

## for Parents and Carers

### Term Dates for 2018-19:

#### Autumn 1: (8 weeks)

Monday 3<sup>rd</sup> September to Friday 26<sup>th</sup> October

#### Autumn 2: (7 weeks)

Monday 5<sup>th</sup> November to Friday 21<sup>st</sup> December

#### Spring 1: (6 weeks)

Monday 7<sup>th</sup> January to Friday 15<sup>th</sup> February

#### Spring 2: (7 weeks)

Monday 25<sup>th</sup> February to Friday 12<sup>th</sup> April

#### Summer 1: (4 weeks)

Monday 29<sup>th</sup> April to Friday 24<sup>th</sup> May

#### Summer 2: (7 weeks)

Monday 3<sup>rd</sup> June to Monday 22<sup>nd</sup> July

### INSET Days:

Monday 3<sup>rd</sup> September 2018

Tuesday 4<sup>th</sup> September 2018

Friday 26<sup>th</sup> October 2018

Friday 7<sup>th</sup> December 2018

Monday 22<sup>nd</sup> July 2019

### Meet the Tutors: 5pm till 7:30pm

All Year Groups: Thursday 4<sup>th</sup> October 2018

### Subject Consultations: 5pm till 7:30pm

Year 7: Thursday 9<sup>th</sup> May 2019

Year 8: Thursday 21<sup>st</sup> March 2019

Year 9: Thursday 11<sup>th</sup> April 2019

Year 10: Thursday 16<sup>th</sup> May 2019

Year 11: Thursday 25<sup>th</sup> October 2018

Years 12 and 13: Thursday 31<sup>st</sup> January 2019

### The School Day (s)

#### Mondays to Thursdays

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

#### Fridays

8.42am	School gates locked
8.45am	Lesson 1
9.45am	Lesson 2
10.45am	First Break
11.15am	Lesson 3
12.15pm	Lunch Break (Lower School) Lesson 4 (Middle School)
12.45pm	Lesson 4 (Lower School)
1.15pm	Lunch Break (Middle School)
1.45pm	Lesson 5
2.45pm	Whole School Assembly
3.10pm	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  
Deputy Head / Head of Middle School / DSL  
Deputy Head / Head of Lower School  
Assistant Head / SENDCo  
Assistant Head / Behavioural Inclusion  
Assistant Head / Teaching Staff Development and DSL  
Assistant Head / Social and Emotional Inclusion  
Assistant Head / Mathematics  
Assistant Head / Science  
Head of Sixth Form  
Associate Staff Manager / HR Manager/PA to Head  
School Business Manager

Ms Emma Leaman | eaman@colmers.school  
Mr Steve Morris | smorris@colmers.school  
Mrs Emma Wilks | ewilks@colmers.school  
Mrs Ruth Bennett | rbennett@colmers.school  
Mr Craig Boardman | cboardman@colmers.school  
Mr Martin Brookes | mbrookes@colmers.school  
Mrs Sarah Finch | sfinch@colmers.school  
Mr Matt Fox | mfox@colmers.school  
Mr Brett James | bjames@colmers.school  
Ms Mel Thompson | mthompson@colmers.school  
Mrs Teresa Davis | tdavis@colmers.school  
Mr Kevin Tranter | k.tranter@colmers.school

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

English – Lower School  
English – Middle School  
English – Upper School  
Mathematics – Lower School  
Mathematics – Middle School  
Mathematics – Upper School  
Art – Middle and Upper School  
Biology  
Chemistry  
Create – Lower School  
Explore – Lower School  
Film Studies  
Food Technology  
Geography  
Graphics  
Health & Social Care  
History  
Computer Science  
Learning for Life  
French  
Music  
My World – Lower School  
My World – Lower School  
PE & Sport  
Physics  
Psychology and Sociology  
RE/ Philosophy & Ethics  
Resistant Materials

Miss Charlotte Price | cprice@colmers.school  
Mr Stuart Warner | swarner@colmers.school  
Miss Lindsay Mason | lmason@colmers.school  
Mr James Watkin | jwatkin@colmers.school  
Mr Iestyn Pratt | ipratt@colmers.school  
Mr Robin Williams | rwilliams@colmers.school  
Mrs Chloe Lewis | clewis@colmers.school  
Mrs Marie Fletcher | mfletcher@colmers.school  
Mr Mike Bagnall | mbagnall@colmers.school  
Miss Ruqaiyya Qazi | rqazi@colmers.school  
Miss Kelly Nevin | knevin@colmers.school  
Miss Laura Rushton | lrushton@colmers.school  
Mrs Alex Henshall | ahenshall@colmers.school  
Miss Rachel Clarke | rclarke@colmers.school  
Mrs Nicola Ianson-Jones | nianson-jones@colmers.school  
Miss Gemma Murray | gmurray@colmers.school  
Mr Andy McHale | amchale2@colmers.school  
Miss Charlotte Whitehouse | cwhitehouse@colmers.school  
Mrs Emma Hewston | ehewston@colmers.school  
Mr Darren Jones | djones@colmers.school  
Mrs Emma Brereton | ebrereton@colmers.school  
Miss Anya Lewis | alewis@colmers.school  
Miss Lucy Hufton | lhufton@colmers.school  
Mr Mike Wilcox | mwilcox@colmers.school  
Mr Brett James | bjames@colmers.school  
Miss Catherine Byng | cbyng@colmers.school  
Mrs Samantha Dawson-Smith | sdawson@colmers.school  
Mr Andy Bagnall | abagnall@colmers.school

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

Year 7  
Year 8  
Year 9 (and Enrichment)  
Year 10  
Year 11

Mr Aaron Williams | awilliams@colmers.school  
Mr Paul Bradley | pbradley@colmers.school  
Mrs Linda Wilcox | lwilcox@colmers.school  
Mr Ryan Ramsey | rramsey@colmers.school  
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.