

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

Term Dates for 2019-20

Autumn Term 2019

Term Starts: Monday 2 September 2019
 Half Term: Monday 28 October 2019 to
 Friday 1 November 2019
 Term Ends: Friday 20 December 2019

Spring Term 2020

Term Starts: Monday 6 January 2020
 Half Term: Monday 17 February 2020 to
 Friday 21 February 2020
 Term Ends: Friday 3 April 2020

Summer Term 2020

Term Starts: Monday 20 April 2020
 Half Term: Monday 25 May 2020 to
 Friday 29 May 2020
 Term Ends: Monday 20 July 2020

INSET Days:

Monday 2nd September 2019
 Tuesday 3rd September 2019
 Friday 22nd November 2019
 Monday 6th January 2020
 Monday 20th July 2020

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

All Year Groups:
 Thursday 10th October 2019

Subject Consultations: 5pm till 7:30pm

Year 7: Thursday 2nd April 2020
 Year 8: Thursday 30th January 2020
 Year 9: Thursday 14th May 2020
 Year 10: Thursday 5th March 2020
 Year 11: Thursday 9th January 2020
 Years 12 and 13: Thursday 6th February 2020

The School Day

8.42am	School gates locked
8.45am	Registration
9.00am	Lesson 1
10.00am	Lesson 2
11.00am	Morning Break
11.20am	Lesson 3
12.20pm	Lesson 4
1.20pm	Lunch
2.00pm	Lesson 5
3.00pm	Form time
3.10pm	End of School

Parent & Carers Forum: 5pm till 6:30pm

Thursday 19th September 2019
 Thursday 28th November 2019
 Thursday 12th March 2020
 Thursday 21st May 2020

Telephone:

0121 453 1778

Email:

enquiries@colmers.bham.sch.uk

Website:

www.colmers.bham.sch.uk

The Senior Leadership Team:

Headteacher	Ms Emma Leaman eleaman@colmers.school
Deputy Head	Mr Steve Morris smorris@colmers.school
Deputy Head	Mrs Emma Wilks ewilks@colmers.school
Assistant Head / SENDCo	Mrs Ruth Bennett rbennett@colmers.school
Assistant Head	Mr Craig Boardman cboardman@colmers.school
Assistant Head	Mr Martin Brookes mbrookes@colmers.school
Assistant Head	Mrs Sarah Finch sfinch@colmers.school
Associate Staff Manager / HR Manager	Mrs Teresa Davis tdavis@colmers.school
School Business Manager	Mr Kevin Tranter k.tranter@colmers.school

The Middle Leadership Team – Heads of Faculty

Head of Mathematics and ICT	Mr Matt Fox mfox@colmers.school
Head of Science	Mr Brett James bjames@colmers.school
Head of English and MFL	Dr Paul Bradbury pbradbury@colmers.school
Head of Humanities	Ms K. Dainty kdainty@colmers.school
Head of Create & Perform	Mr M. Wilcox mwilcox@colmers.school
Head of Sixth Form	Ms M. Thompson mthompson@colmers.school
Subject Lead Art	Mrs Chloe Lewis clewis@colmers.school
Subject Lead Food Technology	Mrs Alex Henshall ahenshall@colmers.school
Subject Lead Geography	Miss Rachel Clarke rclarke@colmers.school
Subject Lead Graphics	Mrs Nicola Ianson-Jones nianson-jones@colmers.school
Subject Lead Health & Social Care	Mrs G Brown gbrown@colmers.school
Subject Lead History	Mr Andy McHale amchale2@colmers.school
Subject Lead Computing	Miss Charlotte Whitehouse cwhitehouse@colmers.school
Subject Lead Learning for Life (Acting)	Mr I Queen iqueen@colmers.school
Subject Lead Modern Foreign Languages	Mrs M Colmer mcolmer@colmers.school
Subject Lead Music	Mrs Emma Brereton ebrereton@colmers.school
Subject Lead Resistant Materials	Mr Andy Bagnall abagnall@colmers.school
Subject Lead Drama	Mr Liam Tombs ltombs@colmers.school
Whole School SMSC & KS4 RE Lead	Mrs Samantha Dawson-Smith sdawson@colmers.school

The Middle Leadership Team – Heads of Year:

Year 7	Mr Steve Butt sbutt@colmers.school
Year 8	Mr Aaron Williams awilliams@colmers.school
Year 9	Mr Paul Bradley pbradley@colmers.school
Year 10	Mrs Linda Wilcox lwilcox@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!*

Weekly homework is an essential part of every students' learning. Students will be set two different types of homework during the course of the year.

Regular Homework: Students will be set homework every week in all subjects to support the work going on in lessons. This homework is designed to help our students develop independence, resilience and curiosity. Regular homework may be in booklets that are designed to cover a unit of work over a number of weeks or may be broken down into tasks set on a lesson by lesson basis, depending on the subject.

Exam Preparation Homework: Every year group will sit high stakes examinations / tests in all of their subjects twice a year, to be reported to parents. In preparation for these, each subject will provide an Exam Preparation Booklet that is to be completed by every student as homework in the 3 weeks leading up to examinations. The emphasis of these homework booklets is to help students develop the revision skills and subject knowledge that they will need over time to be successful in their GCSE examinations and beyond.

Exam Homework will be high profile. It will be launched to parents, carers and students with the expectation that this homework is completed to a very high standard. Parents and carers are asked to provide particular assistance by monitoring and supporting the completion of examination booklets. Students who fail to complete Exam homework as expected will be placed in homework detention to ensure the work is properly completed.

The large majority of homework will be marked in lessons to enable students to review their work and identify any gaps in knowledge, skills or understanding.

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 outdoor coat.
- No denim, denim look alike or leather jackets to be worn.
- No sweatshirts, tracksuit tops, or "hoodies".
- 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

- 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.
- No visible tattoos or body art.

Equipment

- A suitable school bag that will carry and protect school books.
- Planner.
- 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.