

September 2016

Dear Parent/Carer

## Welcome to Year 7

I would like to take the opportunity to welcome your child to Year 7. All the pupils have made a positive start to the year. As Head of Year 7, along with all the staff, I am keen to see your child take on the challenges ahead and become ambassadors for our school. I will outline some positive and clear expectations to ensure the success of our pupils.

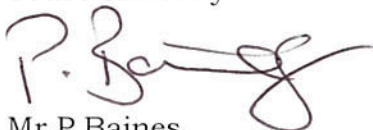
Your child has received their Record of Achievement [ROA], which is your source of information regarding our policies, such as uniform and details the homelearning set by staff. I must strongly emphasise that the ROA is the best and quickest method of communication between yourself and staff. It is your first point of contact with the school and is checked in school by the Form Tutor to ensure all homelearning is recorded clearly in detail, and will be signed each week to signify this. As Head of Year I am also contactable by email to discuss any important matters or serious concerns regarding your child, however please use the ROA as your first port of call. I would like to thank you in advance for your continued support in checking the ROA daily and signing it each week. As Head of Year 7, I will have a positive approach and an overview of pupil success.

Homelearning plays a greater role in your child's education in Year 7 as there is much to study throughout this academic year and it is integral to pupils' achievement. It will serve to either extend class learning or prepare them for future learning. Each day pupils write the homelearning in their ROA and check this with their tutors at the end of the day. This practice allows pupils who have been absent the opportunity to understand what needs to be completed. Each pupil will be given a homelearning timetable to ensure a balance of subjects across the days of the week. It is expected that this will support their learning in the classroom. The onus is on pupils to take responsibility for their own learning as they reach this stage in their studies and as always, we aim to support them in this.

Attendance is extremely important and we encourage pupils to maintain their progress without absence. In the case of long term absence, please do contact the school so that work can be sent home. Arriving prepared and ready to learn is integral to a successful year, therefore, it is vital that your child is equipped correctly for all lessons. This is comprehensively listed in each ROA, so please take the time to familiarise yourself with all the information.

Please note that as part of the Year 7 curriculum, your child may go off site to visit places in the local area. It is essential, therefore, that you sign the permission/consent page in the ROA to enable them to take part. In addition please also complete the Home School Agreement page. I look forward to meeting you in due course to celebrate your child's achievement.

Yours sincerely



Mr P Baines

Head of Year 7

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