

19th Dec 2019

- **We close for the end of term on Fri 20<sup>th</sup> December at 12.30pm (12pm sixth form)**
- **We re-open on Tuesday 7<sup>th</sup> January at 8.40am in form class.**

Dear Parent/Carer/Guardian,

Thank you for all your support. This term has been very long and there will be a number of changes and relaunching of systems, processes and structures to strengthen the learning, teaching and functioning of the college.

**Key Dates for the Spring Term:**

Spring Term – term starts	Monday 6 <sup>th</sup> January 2020. Teacher training day <b>Tuesday 7<sup>th</sup> January 2020.</b> All students to arrive back to school at 8.35am.
Half Term	Monday 17 <sup>th</sup> February 2020 to Sunday 23 <sup>rd</sup> February 2020.
Term ends	Friday 3 <sup>rd</sup> April 2020

**Dates for the diary**

Event	Dates
BTEC Level 3 External Exams (Year 13)	Tuesday 7 <sup>th</sup> January to Tuesday 21 <sup>st</sup> January
Open Evening and Year 11 Information Evening	Wednesday 15 <sup>th</sup> January – 3.30pm to 6pm
BTEC Level 2 Tech Award Examinations	February 2020
Year 11 Mock Examinations	Monday 2 <sup>nd</sup> March to Friday 13 <sup>th</sup> March 2020
Work Experience Week (Year 10)	Monday 9 <sup>th</sup> March to Friday 13 March 2020

**Year 10 – Work Experience**

During the week commencing 9<sup>th</sup> March 2020, Year 10 students will be undertaking work experience placements. Work experience gives students the chance to learn new skills and improve those they already have. The Work Experience programme aims to raise student achievement to allow students to experience an adult environment which is different to College, to enhance their employability skills and provide them with an invaluable insight into the world of work. Completion of work experience is also an advantage when applying for further education opportunities, be they apprenticeships or UCAS applications.

Students are actively encouraged to find their own placements and students should be thinking about:

- the sort of person they are – what they like/dislike?
- what they might look for in a job – working with people, animals, buildings, land, equipment or computers.
- listing any jobs that fit – what jobs match who they are with what they'd like in a job?  
This can be a good place to start.

### **College Day**

As additional checks occur into the college, students are required to be in form time by 8.40am, any students attending late, will receive a detention. Those students who are persistently late will receive a sanction. This may lead to parents receiving letters regarding lateness and further actions.

### **Contacting the college**

On occasions you may need to contact the school. For general enquiries and attendance please telephone 0121 566 6622. If you wish to speak with a member of the Pastoral team, please contact the general enquiries number and a member of the team will contact you as soon as possible.

If you have an issue to discuss further and you have been unable to contact the school please email [enquiry@waverleystudiocollege.co.uk](mailto:enquiry@waverleystudiocollege.co.uk). Your email will be referred to the most appropriate member of staff who will contact you to discuss, with a view to resolving the matter as soon as possible.

### **Attendance and medical appointments**

At Waverley Studio College we believe that excellent attendance and punctuality is the key to success. Children are required by law to attend school 190 days per year and the Government advises that students' attendance should be at least 95%.

At Waverley Studio College, we are committed to supporting families to improve attendance and punctuality. Pupils will be placed on a Fast Track Programme (Spotlight) to improve attendance. We advise parents to make medical appointments (doctors, dentist, etc.) out of school hours where possible. However, when this is not possible, please bring your child into school to obtain their registration mark and then collect them before their appointment.

We appreciate hospital appointments cannot be changed, but we seem to be having a high number of children going to the dentist, doctors etc. Collecting children for appointments or children arriving after appointments disrupts the whole class. Please note, the office staff will need to see appointment cards/letters to authorise absence and please notify the school at least 24 hours in advance.

We are receiving a number of requests for extended leave where families have already booked tickets. Authorisation cannot be given in retrospect and this will be classed as unauthorised absence and appropriate legal action will be instigated. **A number of fines and legal action has already started for those families who have not complied with our rules.**

### **Uniform Standards**

It is important that our school's uniform expectations continue to be met. Please note the following are not acceptable uniform:-

- 'Skinny' trousers / Chino's / Jean Style
- Nose studs
- Black Trainers (appropriate black school shoes must be worn)
- Heavy Makeup

All uniform should be labelled clearly to prevent it getting lost. Please ensure all pupils arrive to school with the correct uniform. We will contact home when pupils are not in the correct uniform so that this can be corrected that day if at all possible and certainly by the next day. Coats will be taken off inside the buildings.

### **Medication in college**

The only medication that pupils should be carrying on them is their emergency medication i.e. Inhalers and Epipens. Pupils should not be carrying Paracetamol or antibiotics etc. If a child needs to take medication during the day, it must be prescribed and the parent needs to bring this in to the college and complete a consent form. If a child is found to be carrying any medication on them without a parent consent form, the medication will be taken off them and parents contacted. We would not then be able to administer the medication that day.

Legislation has changed allowing schools to purchase Epipens for emergency use where we have parental consent. We will be writing to families where your child needs an Epipen for consent. This will ensure there is no delay in responding to emergency situations.

### **Staffing**

We are sorry to see Miss Yard go and wish her the very best for the Future. Ms Malik, who is an experienced teacher, joins us from Waverley School, as our new Lead Teacher of Mathematics. She will be part of the Senior Leadership Team.

Have a great holiday and see you all students back on **Tuesday 7<sup>th</sup> January at 8.40am**

Yours sincerely,



**Mr Ray Lau**  
Principal