

3 September 2018

Dear Parent/Carer

I am delighted to be writing to you as the new Headteacher of St Catherine's College. I look forward to getting to know you in what I am sure will be an exciting and successful first year. I am joining St Catherine's College having spent the last four years as Deputy Headteacher at Beacon Academy, an extremely high achieving and popular academy. Previous to this, I spent eleven years working at Willingdon Community School which is known for its academic achievement and excellent pastoral support. In the short time I have been at St Catherine's College, I have been impressed by the highly skilled and dedicated team of teachers, Governors and support staff. I would like to say a special thank you to all the pupils, who are an asset to the School and a credit to you, as they have been courteous, engaging and have made me feel truly welcome. I feel honoured and proud to be leading such a committed team of people; as a parent myself, I am very much aware of the responsibility the staff and I have in fostering a happy and caring environment in which the pupils are able to achieve the very highest standard of education. As well as striving for academic excellence, I strongly believe in providing the pupils with exciting, creative and meaningful learning opportunities to develop them into ambitious, hard working and resilient young people. I have unapologetically high standards of all staff and pupils, and it is my intention by working closely together we can further raise standards in all areas to enable pupils to achieve their full potential and securing an outstanding future for the School. With this in mind, I will write to you again shortly inviting you to a number of events, where I hope to meet as many of you as possible. I firmly believe that working in partnership with parents/carers is vital in order for children to find school a positive and rewarding experience.

In the meantime, I hope you have enjoyed a wonderful summer and I look forward to welcoming back our students recharged and ready to start a new school year. I would also like to take this opportunity to remind parents/carers of some of the expectations that we have at St Catherine's College. Could I kindly ask that you please have the necessary conversations with your son/daughter to ensure that they understand the expectations detailed below.

School Uniform

We have a clearly stated policy that all pupils are expected to wear full school uniform, both whilst journeying to or from school and, of course, on site:

Plain white blouse or shirt; St Catherine's College tie with House colour; black blazer with embroidered college logo; black college trousers with embroidered college initials or tartan college skirt (skirts should not be rolled over at the waistband); unpatterned white or black socks or natural or black tights; formal plain black leather (or leather type) shoes with closed toe and heels no higher than 5cm; grey v-neck jumper (optional).

Pupils who come to school with incorrect uniform for any reason will be offered an alternative from our stock for that day, or be asked to go home and return appropriately dressed.

Attendance

Research has shown that the higher a student's attendance, the better chance they have of achieving success as they are not missing out on learning. This means that we encourage all pupils to aim to have an attendance of 100%. Unless your child has an identified medical reason (e.g. a fever, a contagious disease or an injury), we would expect them to attend. For other minor ailments we ask that you encourage your child to start the school day. We also ask where possible, appointments with doctors and dentists are made out of school hours, although we do accept in some cases the professional appointment time is allocated rather than selected by you.

Punctuality

Being on time is an important aspect of working life and we expect all pupils to be on site by 8:35am each day. Can you please ensure that your child sets off for school in plenty of time, and does not leave preparation for the day until the last minute. If a pupil is late to school they will be set a same day lunchtime detention. If there is a genuine reason for lateness, please ensure that you contact the school prior to your child's arrival or write a note in their diary to avoid such a detention.

School Day 2018/19

Tutor	08:40 – 09:05
Period 1	09:10 – 10:10
Period 2	10:10 – 11:10
Break	11:10 – 11:30
Period 3	11:30 – 12:30
Period 4	12:30 – 13:30
Lunch	13:30 – 14:05
Period 5	14:05 – 15:05

Mobile Phones

Although we allow pupils to bring mobile phones and electronic devices to school at their own risk, they must remain switched off and out of sight whilst they are in the college building. Any devices that are seen will be confiscated. Pupils are permitted to use their devices during break and lunchtime in any of the **outside areas**. Should we have to confiscate a mobile phone, it may be that a parent will be required to come and collect it.

Being Prepared

In order to not waste learning time, we expect all pupils to arrive each day with all the necessary equipment to learn as outlined in the Pupil Diary. We will consistently challenge/support pupils to meet our expectations so that learning time is maximised and takes place undisturbed.

Please do not hesitate to get in touch if you have any queries or concerns.

Finally, I would like to thank you for your continual support of staff and students at St Catherine's College.

Yours sincerely



Mr S Berhane
Headteacher