

July 2010

Dear Parent/Carer

As the end of the academic year draws to a close, we are now busy planning for the new term in September. I write to you to inform you of some of the changes we are intending to implement after the Summer break.

1. Changes to form tutor groups and form tutor time

As you are aware, we trialled two vertical forms (groups made up from students with a range of ages) during the Spring term and the feedback from the students and staff involved was very positive. Approximately 80% of the students stated they would be happy for vertical tutoring to continue in the future.

From September 2010 we have a duty to provide all of our students with a named personal tutor, who will be responsible for the care, guidance and support of the students in their allocated group. This would prove a very difficult task for a form tutor, who has the responsibility for between 28 and 32 students in their form.

We have therefore decided to adopt the following structure to extend the excellent provision of care, guidance and support for all our students. From September 2010 all students will:

- remain in their current form group and meet with their form tutor on **THREE** days each week during form time. This allows students to sustain their current friendships within their form. The form tutor will check the student planner and will monitor the attendance, punctuality and behaviour of the form group. The structure of the pastoral support will remain the same; and
- have a named personal tutor who they will meet with on **TWO** days each week during the allocated time. This vertical group will consist of approximately 14 students from Years 7 to 13. Vertical groups allow students to develop friendships from different year groups and older students can work to support the other students in the form. The personal tutor will assume responsibility for monitoring your child's progress, target setting and reviewing, in addition to offering them any support they may need to achieve their potential. The personal tutor will also see parents/carers to discuss their child's progress at the annual review day and they will write the comments on your child's annual school report.

In addition, the timing of the school day will change as follows:

8.50 to 9.50am	Period 1
9.50 to 10.50am	Period 2
10.50 to 11.05am	Morning break
11.05 to 11.25am	Form/Personal Tutor time
11.25 to 12.25pm	Period 3
12.25 to 2.00pm	Period 4 – 2 lunch sittings
2.00pm to 3.00pm	Period 5 (Monday to Thursday)

There is no change to the actual time spent in school but students will need to arrive promptly for the start of the first lesson each day, to avoid missing out on their teaching and learning.

Please contact the appropriate Head of School or Mrs J Ford if you require any further information with regards to these changes.

2. School lunch prices

Currently the meal of the day costs £1.75. You will remember that last year we were able to reduce the tariff by 10p per meal. However, due to rising food costs it will be necessary to increase the price of a school meal by 5p, to £1.80. This is the minimum rise we can accommodate and is still 20p below that recommended by Education Leeds. I am sure that you agree that this still represents excellent value for money given the first class quality of our meals.

3. New reporting system

The school has adopted a new electronic reporting system. We are hoping to provide a secure online service so that you can view your child's past and present achievements. More news of this development in the Autumn term.

4. Start of term arrangements

Wednesday 1 September	School opens – staff Training Day. Students not required to attend
Thursday 2 September	<ul style="list-style-type: none">• Year 7 and Year 12 students to attend as normal at 8.50am• Years 8 to 11 to attend at 11.25am for form period (Period 3) and normal lessons Periods 4 and 5• Year 13 not required to attend• School finishes at 3.00pm
Friday 3 September	<ul style="list-style-type: none">• Normal school day for Years 7 to 11• Year 13 – 8.50am to 12.30pm• Year 12 not required to attend

5. End of term arrangements

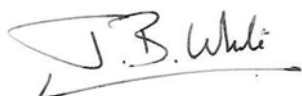
The final day for students will be Thursday 22 July – school will end at 2.00pm for all students.

Please note:

The L53 will be the only bus available at 2.00pm. All other services will be as normal. The Learning Resources Centre will be made available for those students wishing to catch the bus at 3.00pm.

Friday 23 July is a staff Training Day.

I would like to thank you for your continued support and wish you an enjoyable and safe Summer break.

A handwritten signature in black ink that reads "J.B. White". The signature is written in a cursive style with a long horizontal line underneath.

J B White
Headteacher