



6 September 2018

Dear Parents, Carers and Students

Re: Welcome to Year 7

I would like to welcome all students of Year 7 to St Martin's. It is a time of great importance, as students build on the foundations made in Year 6.

The pastoral team who will be responsible for Year 7 students are as follows:

Director of Key Stage 3	Miss Jackson
Head of Year 7	Miss M Casey
7 Roman 1	Mr M Bethell
7 Roman 2	Mrs H Savill
7 Roman 3	Ms L Girard
7 Quinlan 1	Mrs R Wheeler
7 Quinlan 2	Mr A Williams
7 Quinlan 3	Mrs H Cajee
7 Hunter 1	Mr N Gashi
7 Hunter 2	Mrs T Kehinde
7 Hunter 3	Mrs K Scholan
7 Becket 1	Miss A Baker
7 Becket 2	Mr M Harris
7 Becket 3	Mr D Walton

As you will appreciate, our pastoral staff also have teaching commitments which means they may not always be available to take your call. Mrs Carter is our Year 7 Administrator and can be contacted on 01277 358361. She will be able to deal with your enquiry or will pass it on to the most appropriate member of staff who may contact you by telephone or arrange to meet with you in person.

If the matter is directly related to a specific subject, I would recommend that the subject teacher or head of department is contacted.

SCHOOL UNIFORM AND APPEARANCE

I would like to remind you that the St Martin's School uniform and rules over appearance continue throughout your child's education period with us. I would be most grateful if students and parents continue to support the school in maintaining the high standards achieved and expected. Clearly our main task is to prepare students for the time beyond school and most specifically to achieve good examination results and we do not want to be distracted by issues concerning uniform and appearance. A copy of the current school uniform and appearance rules can be found in the students' diaries or on the school's website. Please would you ensure all uniform is named, including bags and PE kits. We are aware that some students have expensive mobile phones and therefore they need to take great care of these and it should be understood that they are brought into school at the student's own risk.

ATTENDANCE AND PUNCTUALITY

One of the reasons for our success at St Martin's School at GCSE level is the very high rate of attendance achieved by our students. Missing work from lessons is difficult to make up and understand. Clearly illness and other events occur to keep students from school, this is unavoidable, but these must be kept to a minimum. **If a student is absent, would parents please telephone Mrs Carter daily before 9.15am and send a letter indicating the reason for your son or daughter's absence on his or her return to school. Non-attendance by students will be followed up daily by truancy call.**

Students should be in school by 8.25am and in form rooms by 8.30am for morning registration and in afternoon lessons by 2.15pm. Any student who arrives after registration has closed must report to the Year 7 office to sign in.

Lateness to a registration or lesson will result in a detention. These detentions will take place at break time, lunchtime, or in more persistent cases, after school.

HOMEWORK AND HOMEWORK DIARIES

All students in Year 7 have been issued with an individual timetable and homework diary. Homework timetables will be issued to all parents and students week commencing Monday 17 September 2018.

It is crucial that all homework is recorded in diaries and that parents check and sign the diary at the end of every week to acknowledge that homework has been completed.

Diaries will be checked by the form tutor and any parental comments written in the diary will be passed onto the relevant member of staff/department. Where a student is absent, he/she should enter this as "ABSENT" in his/her diary. Work missed should be completed when the student returns to school.

The homework timetable is designed to ensure that students are not inundated with work to complete on a particular night. The professional judgement of the teacher will determine if homework is to be set on the night it is due. There will be occasions when homework is due but may not be set. On these occasions students can take the opportunity to revise or read around the subject.

SCHOOL WEBSITE

Please take time to look at the school website www.st-martins.essex.sch.uk. You can see relevant information regarding forthcoming events, as well as the full school calendar. Any information concerning Year 7 can be viewed by clicking on the Pastoral Care tab and then the Year 7 option on the right hand side.

I hope this letter clarifies some points for you. We at St Martin's School value the partnership between the student, parents and teachers. I hope that our students are ready for the busy year ahead and sincerely wish that Year 7 proves to be a happy and successful time for all.

Yours sincerely

Miss M Casey
Head of Year 7