



5 September 2018

Dear Parents, Carers and Students

**Re: Welcome to Year 11**

This is the first of a series of information letters which will be issued throughout the year, although the format may change and become more informal.

I would like to welcome back the students of Year 11 to St Martin's. It is a time of great importance as students build on the foundations made in Year 10.

The pastoral team who will be responsible for Year 11 students are as follows: -

Director of Key Stage 4	Mr S Smith
Head of Year 11	Mr D Roberts
11 Roman 1	Miss A Levis
11 Roman 2	Mrs Y Carr / Mrs S Fernandez-Grandon
11 Roman 3	Mr T Garrard
11 Quinlan 1	Miss C Scott
11 Quinlan 2	Mr A Lynagh
11 Quinlan 3	Mrs A Clifford / Mrs H Davies
11 Hunter 1	Mrs E Barton / Miss S Ruffell
11 Hunter 2	Mr R Neville
11 Hunter 3	Mrs R Kellaway
11 Becket 1	Mrs B Lewis
11 Becket 2	Miss J Pitman
11 Becket 3	Mrs A Cullum

As you will appreciate, our pastoral staff also have teaching commitments which means they may not always be available to take your call. Mrs Penny is our Year 11 Administrator and can be contacted on 01277 358246. 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.

***HOMEWORK AND HOMEWORK DIARIES***

During Key Stage 4, due to the structure of varied deadlines, greater independence and flexibility required with exam study, students will not be required to follow a prescriptive timetable. However, we expect students to adhere to the following guidelines:

2 hours per night, split as follows on average over a week:

2 hours for English and Maths  
90 minutes for Science  
75 minutes per GCSE option

## **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 GCSE 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 also be found in the students' diary or on the school's website.

## **ATTENDANCE AND PUNCTUALITY**

One of the reasons for our success at St Martin's 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 the student is absent would parents, please telephone the school each day 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 by staff at St Martin's at the earliest opportunity.

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 11 office to sign in.

Persistent lateness to a registration or lesson will result in a detention. These detentions will take place at break time, lunchtime or after school.

I hope this letter proves useful for you. I would also like to draw your attention to our school website <http://www.st-martins.essex.sch.uk> which has a number of enhanced features and aspects to help improve communication links. We at St Martin's School value the partnership between the students, parents and teachers. I sincerely hope that students in the current Year 11 have a happy and successful time at St Martin's.

Finally, I have attached information giving a few dates for your diaries.

Yours sincerely

Mr Roberts  
**Head of Year 11**

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## Key Dates – Year 11 for Autumn Term

<u>DATE</u>	<u>EVENT</u>
12.09.18	School Photos
12.10.18	Year 11 Reports Home
11.10.18	Open evening, school closes at 1.30pm
<b>22.10.18 - 27.10.18</b>	<b>Autumn Half Term Holiday</b>
30.10.18	IAG / Careers meeting with Senior Team
12.22.18	Revision Technique Support evening – X side
14.11.18	Sixth Form open evening
20.11.18	Revision Technique Support evening – Y side
05.12.18 - 18.12.18	Year 11 Pre Public Examinations *students will only be in school for their exams
18.12.18	End of term, school closes at 1.30pm
<b>20.12.17 - 02.01.18</b>	<b>Christmas Holiday</b>

**These dates do not include subject specific events or school trips. These will be given out separately in due course.**