



6 September 2019

Dear Parent, Carer and Student

Welcome to Year 11

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 R Durrance
11 Roman 1	Mr M Dempsey
11 Roman 2	Miss A Hardy
11 Roman 3	Mr J Ansell/Mrs T Allen
11 Quinlan 1	Mr J Morris
11 Quinlan 2	Mr D Wattam
11 Quinlan 3	Ms R Smith/Miss H Davis
11 Hunter 1	Mr D Shoker
11 Hunter 2	Mr P Hallahan
11 Hunter 3	Mrs L Chapman/Ms G Holland
11 Becket 1	Mrs C Henshall
11 Becket 2	Mrs M Nichol
11 Becket 3	Mrs A Ashby/Miss H Lee

As you will appreciate, our pastoral staff also have teaching commitments which means they may not always be available to take your call. Mrs Blake is our Year 11 Administrator and can be contacted on 01277 358362. 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 homework 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 parents must please telephone the school each day before 9.15am and send a letter indicating the reason for your son/daughter's absence on his/her return to school. Non-attendance by students will be followed up by staff at St Martin's at the earliest opportunity. Requests for leave such as holiday will not be granted.

Students should be in school by 8.25am and in form rooms by 8.30am for morning registration. Any student who arrives after registration has closed must report to the year 11 office to sign in.

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 in their final year at St Martin's.

Finally, I have attached information giving a few key dates for your diaries this academic year. This list is not exhaustive of all events such as subject trips, controlled assessments and the full school calendar is available to view on the website.

Yours sincerely

Mr R Durrance
Head of Year 11

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Key Dates – Year 11

<u>DATE</u>	<u>EVENT</u>
11.09.19	School Photos
11.10.19	Year 11 Reports Home
17.10.19	Open evening, school closes at 1.30pm
28.10.19 – 01.11.19	Autumn Half Term Holiday
5.11.19	IAG / Careers meeting with Senior Team
12.11.19	Revision technique support evening (X side)
13.11.19	Sixth Form open evening, school closes at 1.30pm
19.11.19	Revision technique support evening (Y side)
05.12.19 - 19.12.19	Year 11 Pre Public Examinations *students will only be in school for their exams
19.12.19	End of term, school closes at 1.30pm
20.12.19 - 03.01.20	Christmas Holiday
6.1.20	Start of spring term
24.1.20	PPE results release and reports home
30.1.20	Parents evening
17.2.20-21.2.20	February half term
3.3.20	How to support your child through their exams presentation
3.4.20	End of term, school closes at 1.30pm
6.4.20-17.4.20	Easter holiday
20.4.20	Summer term begins
1.5.20	Reports home
7.5.20	Leavers day and fair
11.5.20	Beginning of exam series and study leave
25.5.20-29.5.20	May Half term
26.6.20	End of exams series
3.7.20	Prom at Greenwoods hotel and Spa
20.8.20	GCSE Results day

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