



17<sup>th</sup> July 2017

**IMPORTANT INFORMATION FOR ALL PARENTS  
WITH STUDENTS IN YEARS 7 - 10  
PREPARATION FOR SEPTEMBER 2017**

Dear Parent / Carer

As we come to the end of another academic year we can reflect on the successes of the past twelve months. Vyners was recognised as one of the top 10% of non-selective schools in the country for attainment at GCSE and in the top 10% of schools for the progress students make between Year 6 and Year 11. At A-Level we continue to go from strength to strength with 57% of students achieving A\*-B grades. We are also in the top 5% of Sixth Forms in the country for progress, enabling our students to access the very best Universities and apprenticeships in the country.

There have been many sporting successes, outstanding music and drama productions, an awe-inspiring Art and Design and Technology exhibition and many fantastic trips. Our focus on Growth Mindset has supported students in developing grit and resilience in the classroom and encouraged them to take more risks in their learning.

The excellent reputation of Vyners means that increasingly we are hosting visitors from other schools who want to learn from what we are doing. We are increasingly being invited to share our good practice at a local and national level. This year we have presented at PiXL (Partners in Excellence) and SSAT (The Schools, Students and Teachers Network) Conferences, hosted the SSAT New Headteachers Programme and Aspiring Senior Leaders Programme as well as a Women into Headship event for senior leaders from across the country. Once again we have hosted tens of staff from other schools at our TeachMeets and Teaching and Learning Conference. As a Leading Edge School and one of the top performing schools in the country, we were one of the first schools nationally to have our excellent practice recognised under the Framework for Exceptional Education, achieving Transforming status in Professional Learning. Our second accreditation under this framework should be confirmed in September.

**Vyners School**  
Warren Road, Ickenham,  
Uxbridge, UB10 8AB  
Tel **01895 234342**  
Fax **01895 237955**

[office@vynersschool.org.uk](mailto:office@vynersschool.org.uk)  
[www.vynersschool.org.uk](http://www.vynersschool.org.uk)

**Mr James Heale BA (Hons) NPQH**  
Headteacher

This has all been achieved through the hard work and professionalism of staff, the positive attitude to learning of students and the support of parents/carers. Vyners is an exciting and dynamic school and is well placed to continue its journey towards becoming a world class school when we return in September.

At the end of the year it is useful to remind all who belong to our community about our high expectations so that we can start the new academic year in a positive way.

I would be grateful if you could take time to go through the information in this letter in preparation for your son/daughter starting back at Vyners in September.

### **Return to School in September**

**Year 7** students start school on **Tuesday, 5<sup>th</sup> September 2017 at 9.25am.**

**Year 8-11** students return to school on **Tuesday, 5<sup>th</sup> September 2017 at 1.15pm** ready for registration at 1.30pm where they will spend time with their tutor to receive their timetables and student planners. The first full day of lessons will be Wednesday, 6<sup>th</sup> September 2017.

### **Punctuality and Attendance**

All students are expected to be on site by **8.25am** at the very latest. Excellent attendance is something we work very hard on and contributes to raising standards of achievement. ***Permission for leave of absence for holidays during term time will not be granted*** and we trust all families will respect this and not take their son/daughter out of school for this reason. A full list of term time dates for 2017-2018 is shown below for your use in organising family holidays outside these dates.

### **Uniform and Appearance**

We have spent a lot of energy improving school uniform over the past five years. Students have embraced the improvements and I am very proud of their appearance; visitors to the school always comment on how smart our students are. Students must be in full standard uniform at the start of September.

Students are expected to wear their uniform correctly which includes top buttons being done up, ties worn correctly with the crest below the knot, shirts tucked in and, for girls, skirts of the correct length. There are some girls who have clearly 'outgrown' their skirts. They **must** reach the top of their knees – if this is not the case, a new skirt will need to be purchased for September. Our uniform suppliers are only stocking the new, pleated skirt now and therefore all replacements must be in the new style. Any skirts bought from alternative suppliers are not allowed and students will be kept in internal exclusion until such time as they are replaced; School is a formal environment and students are expected to dress and behave accordingly. Please ensure shoes meet the high expectations of the Vyners' uniform policy; Kicker boots, Vans leather trainers or similar styles are not acceptable and could lead to you making an expensive mistake. Please also check regulations regarding earrings and hair colour. All earrings, except a small gold or silver stud in the lobe of each ear (if desired), must be removed before returning to school. Students shouldn't return to school with any form of false or painted nails. Hair must be one, natural colour and must not be cut any shorter than a Grade 3 with no lines or shapes shaved into the hair or eyebrows.

A full uniform list is attached to this letter and I would be grateful if you could spend time checking this through to ensure your son/daughter arrives properly dressed and groomed. Please could you ensure your son/daughter respects the uniform by wearing it appropriately at all times.

**The school introduced a new PE kit in 2015.** All Year 7-10 students should now be wearing the new kit. We are pleased that the new kit, made of modern, breathable fabric, has been so well received. I am sure you too are pleased at how smart your sons and daughters look in it.

### **Equipment**

Students are expected to have certain equipment with them every day. The summer holiday is an ideal time to replace those broken rulers, rubbers, pens or pencils. Please note that, from the start of next academic year, we will no longer be operating a stationary shop in our Learning Resource Centre. Students must come to school with all the equipment needed for their lessons.

### **Essential Equipment List:**

2 x blue/black pens

1 x green pen (for PreACT/ReAct work/self and peer assessment)

3 x different coloured highlighter pens

Sharpened pencil

Eraser

Ruler

Glue stick (new item)

Suitable pencil case

Planner

Calculator (if solar powered, we recommend you ensure it has battery backup)

Plastic covers for exercise books

**Students must obtain plastic book covers for their exercise books.** These are available for purchase from most stationery shops and come in a range of sizes and will ensure that exercise books are kept in good condition.

### **Use of Social Media**

Each year we spend an inordinate amount of time dealing with issues related to the misuse of social media. This is time taken away from our main purpose of teaching and learning. There are very clear age restrictions applied to social media platforms. Children under 13 should not have access to Twitter, Instagram, Facebook, Pinterest or Snapchat. Children under 16 should not have access to WhatsApp. Increasingly we are finding that children have these accounts with the full knowledge of their parents. To allow your children to access age restricted social media is illegal.

We are committed to educating students about online safety and this is, at times, undermined by parents who allow children unrestricted access to age restricted social media. We would ask that you take a keen interest in your child's interaction with social media and acknowledge both your and the school's part in ensuring that children are kept safe from harm, be that through bullying or potentially meeting online predators, who seek to groom and exploit young children.

### **Home School Partnership**

Our Home School Partnership can be viewed on the school website and a copy is attached for reference. Please spend a few minutes reading through this important document before the start of term. Parents/carers are expected to play a full part in their child's education which includes 100% attendance at parents' consultation and information evenings.

## **School Policies**

We have a number of policies approved by the Governing Body to help us run the school efficiently and effectively. An important policy that all parents must be familiar with is the Behaviour Management Policy (***please see copy included with this letter***). Please take time to go through this document with your son/daughter – I would not wish any student getting into trouble because they were not aware of our guidelines on behaviour at the school. Other policies are available on our school website or on request from the school office.

## **Cashless Catering System**

As you are aware, the school has run a cashless system for a number of years. In order to purchase items from the school canteen, parents must 'top up' accounts online in advance of purchases being made. The School does not operate an overdraft facility so we expect students, parents and carers to manage personal finance - an important 'life skill' which students will need in the world outside school. Students who do not have sufficient money on their accounts should either ask Student Services for permission to make a phone call home (to ask parents to bring in a packed lunch) **OR** (for one day only) will be given the option of a basic sandwich lunch from the canteen. Please can I ask all parents to support the School by ensuring that they make adequate lunch arrangements for their children. Should you be experiencing problems with the online top-up system, please contact our Business Manager, Karen Williams, who will be happy to assist.

## **Calendar Dates**

### **Academic Year 2017-18**

#### **Autumn Term 2017**

*Monday 4th September to Thursday 21st December*

Monday 4th September – **INSET Day – School Closed**

Tuesday 5th September – Year 7 in school from 9.25pm

Years 8, 9, 10 and 11 start school at 1.15pm

Wednesday 6th September – School open for all Year 7 – 11 students at 8.25am

**Autumn Half Term:** Monday 23rd October to Friday 27th October

Thursday 23rd – Friday 24th November – Staff Conference **INSET days – School Closed**

**Occasional day - School Closed - Monday 27th November 2017**

**Christmas Break:** Friday 22nd December 2017 to Thursday 4th January 2018

#### **Spring Term 2018**

*Friday 5<sup>th</sup> January to Thursday 29th March*

Friday 5th January – **INSET Day – School Closed**

Monday 8th January 2018 - School open for all students at 8.25am

**Spring Half Term:** Monday 12<sup>th</sup> February to Friday 16th February

**Easter Break:** Friday 30th March - Friday 13th April

#### **Summer Term 2018**

*Monday 16th April to Friday 20th July*

May Bank Holiday: Monday 7th May

**Summer Half Term:** Monday 28<sup>th</sup> May to Friday 1st June

Friday 29th June – **INSET Day – School Closed**

## Academic Year 2018-19

### **Autumn Term 2018**

*Monday 3rd September to Friday 21st December*

Monday 3rd September – **INSET Day – School Closed**

Tuesday 4th September – Year 7 in school from 9.25pm

Years 8, 9, 10 and 11 start school at 1.15pm

Wednesday 5th September – School open for all Year 7 – 11 students at 8.25am

**Autumn Half Term:** Monday 22nd October to Friday 26th October

Thursday 22nd – Friday 23rd November – Staff Conference (**INSET days TBC – School Closed**)

**Christmas Break:** Monday 24th December 2017 to Friday 4th January 2019

### **Spring Term 2019**

*Monday 7th January to Friday 5th April*

Monday 7th January – **INSET Day – School Closed**

Tuesday 8th January 2019 - School open for all students at 8.25am

**Spring Half Term:** Monday 18th February to Friday 22nd February

**Easter Break:** Monday 8th April to Monday 22nd April

### **Summer Term 2019**

*Tuesday 23rd April to Friday 19th July*

**May Bank Holiday:** Monday 6th May

**Summer Half Term:** Monday 27th May to Friday 31st May 2019

Friday 28th June – **INSET Day – School Closed**

For the 2017-18 academic year we are introducing an 'occasional' day at the end of November, on a trial basis. The Autumn term is long, for both students and staff, and we feel that there would be value in giving everyone the chance to 'recharge their batteries'. We have deliberately added the day onto the back of the annual staff conference, giving families an opportunity to enjoy a long weekend away.

### **Leave of Absence Requests**

There is a formal process for requesting leave of absence. Letters must be addressed to the Headteacher at least two weeks prior to the date of the absence. Government guidelines remain tight and are likely to become even tighter since the landmark court case this year. There are very few circumstances when we can authorise absence requests. **Holiday requests will not be granted.**

### **Lesson Ready and Coursework Schedules**

We operate a strict '**Keep to Deadlines**' policy – all Lesson Ready work and coursework must be submitted by the deadline set. Teachers will communicate any home-learning via Google Classroom or the student planner. From September we will be talking to students about being '**Lesson Ready**' which means that we expect them to read ahead of the topic and research the content of future learning so that they can actively engage with the lesson content.

### **Mobile Phones**

**We strongly discourage students from bringing mobile phones to school.** If your son/daughter does need to bring a phone with them you are reminded that this is at their own risk and we cannot take responsibility for them. Students are **not** able to leave mobile phones with staff while they are taking lessons in PE or other activities which involve getting changed. They will need to arrange for them to be left in the secure box in the changing rooms or in their

locker prior to the lesson starting. If students are seen with their mobile phone in school without permission a C3 detention will be issued.

We have an excellent communication system at school and parents who need to contact students during the day must only do so via Student Services.

### Lockers

**We recommend that students rent a locker** and use it to help organise and manage their school day. Following feedback from students, the school invested nearly £18,000 in purchasing new lockers in September 2014. As a result, there is now a £5 a year hire charge for lockers. Please see the separate letter explaining how these can be paid for. These will be allocated in September and students must have paid for them by **18<sup>th</sup> August 2017.**

### Parking Reminder

We do not allow parents to drive onto the campus in order to drop off or pick up their children at the start and end of the day. When parking along Warren Road, I would ask you to respect people's property and not park across driveways. I have told neighbours who have complained about this to take car registration numbers and telephone the police. Please encourage your son or daughter, where possible, to walk or cycle to school. If your child would like to cycle, please complete and return the cycle permission letter available from the school office.

### Staffing

This summer we have a number of staff who are at that point in their careers where they have been fortunate to gain promotion to posts in other schools and some who are either re-locating overseas or wish to be closer to home. I am delighted that Vyners has been able to provide the opportunity for these staff to develop and gain promotion elsewhere. We say a very fond farewell to them and wish them every success in the future.

Vish Sodha	Photography/ Art	Conor Lonergan	Maths
Lucy Kinyanjui	Graphics/ DT	Kaylene Hennessy	English
Kate Cantell	SL History	Matt Bennett	SL Economics
Alfie Egembah	Maths	Hannah Cole	Drama
Louise Thompson	PE	Harshinder Malhi	Assistant Head
Claire Knight	LSA - HIRB	Catherine Fox	SL English
Claire Murphy	LRC Manager		

I would like to pay particular tribute to both Catherine Fox and Harshinder Malhi who are retiring after nearly forty years in teaching. Ms Fox joined the school in 1990 and has been a wonderful English teacher as well as a guiding light, leading the English department.

Dr Malhi joined the school in September 1979 as a newly qualified teacher and has worked her whole career at Vyners School. This is an incredible achievement and an amazing length of dedicated service to our community. They will both be sadly missed and we wish them all the very best in their retirement.

The reputation of the school means we have been able to appoint outstanding replacements for staff that are leaving and we are fully staffed for September. I would like to say a very warm welcome to the following staff that will join us at the start of term:

Rosie Woodbury	Maths	Isabel Hockley	English
Neill Cahill	SL English	Mica Powick	PE
Kirsty Hawes	PE	Luke Neville	PE

David Hales-Beck	Drama	Noor Hussain	Computing & ICT
Claire McCormick	Art & Photography	Mike Stephenson	Design & Technology
Neil McDonough	SL Economics		

I am sure these members of staff will be extremely happy at Vyners School and I look forward to working with them in September.

Exciting times lay ahead in the coming year with a significant school building programme commencing in the autumn. This will start with the artificial sports field that we hope will be completed by December and then the two storey teaching, Sixth Form study, dining and administration block that will commence at the start of 2018, ready for summer 2019. As you know, I will be leaving Vyners School in December after just over five years in post. From September there will be a transition phase; I will continue to work two days as Executive Headteacher of the Trust and Mr Mullings will take up his new role as Interim Head of School. Mr Mullings will be responsible for the day to day running of Vyners School and I know that you will join me in wishing him the very best of luck as well as giving him your full support. He is an experienced and talented senior leader who shares my vision for a high performing school and, as such, I know that he will continue the great work that we have collectively achieved in recent years.

Finally, I would like to congratulate all our students on working so hard and making this another very successful year. I would also like to thank staff for their efforts this year and the help they have given students to achieve so highly. Have a very enjoyable summer holiday and I look forward to seeing everyone in September.

Yours faithfully



**James Heale**  
**Headteacher**

Attached: Uniform Policy, Home School Partnership, Behaviour Management Policy