



14<sup>th</sup> January 2010

Dear Parents,

Happy new year to you all! I hope that you have all had a happy and restful Christmas. The new term is already underway, 'A' level exams have already started and Year 11 GCSEs are getting closer all the time.

I am sorry for the inconvenience caused by the recent college closures. I hope you understand that we cannot stay open if we cannot guarantee adequate staffing. If a significant number of teachers cannot get to work, or even if they can get to work but not on time, then we will find it very difficult to open because we cannot allow large numbers of students to be supervised by too few adults. I hope that you all received the information, either through Radio Jackie, our college website ([www.ccc.kingston.sch.uk](http://www.ccc.kingston.sch.uk)), or by SMS text (although there was a problem nationwide with the provider of this service). I hope also that you received adequate notice each day of these decisions; we are reviewing how we inform you of such decisions to see if we can make communication better. For the closure on Thursday and Friday last week, I made the decision the day before because I wanted to give you as much advance warning as possible. This Wednesday the decision was made that morning because the weather had not been expected to get worse and because it only became known that morning that trains were not running to Chessington South.

There is now an additional way to check the latest information on school openings, the OpenCheck website <http://map.lgfl.org.uk/opencheck>. Go to this site, select the borough (Kingston Upon Thames) and select our school and you should see a message stating whether we are open or not.

I would like to share with you some basic expectations of students (I have already explained these expectations to the students in a whole school assembly). Please support us with enforcing these basic expectations.

#### General expectations

- Student uniform: shirts tucked in, collars buttoned, ties smart. Coats, scarves and gloves off inside the building (unless otherwise told). It is well-established that schools with high expectations for uniform are also schools with high overall standards.
- Students' phones & MP3 players: no phones or MP3 players seen or heard at any time in school. Students can leave phones & MP3 players with student reception

#### In lessons – advice to students

- Make sure that you understand the learning objectives: what will you learn in this lesson?
- What advice has the teacher given you? What have they said you need to do to improve? What have they written in your book telling you how to improve?
- Do you know your current level or grade in each subject?
- What is your target grade? How will you achieve your target grade?
- Are you up-to-date with all work? With homework? With coursework?

### **Footwear during extreme weather conditions**

While the extreme weather conditions continue students will be permitted to wear suitable footwear. However, once in College, boots must be worn under trousers, not over. Trainers are not suitable footwear.

### **Contact details**

It is essential that the College is informed of any change of address or phone number – including mobiles - in case we have to get in touch with families in an emergency or notify of school closure. Please inform the school office of any changes as soon as possible.

Please note that if a message has to be sent out to the whole school it has to be sent to mobile numbers. Therefore would any families who have not received messages regarding school closure over the last few days please provide us with a mobile contact number.

### **Security**

From Monday 18<sup>th</sup> January we are going to make our school site much more secure by bringing the barrier to our car park into use. This will mean that in order to gain access to the site via the car park before 8.15am or after 8.45am visitors will have to press the buzzer at the barrier and speak to reception.

The barriers will be raised between 8.15am and 8.45am and again from 2.55pm to 3.15pm to allow the majority of students in and out of the College.

Please ensure that pupils always bring their proximity cards with them as they will need to use these to pass through the electronic gates by reception.

### **Dates for your diary**

Thursday 21 <sup>st</sup> January	Year 8 Parents Consultation 4.00pm – 6.00pm
Friday 22 <sup>nd</sup> January	Immunisations for girls in Years 8, 10, 11, 12, 13
Wednesday 3 <sup>rd</sup> – Friday 5 <sup>th</sup> February	Production of 'Willy Wonka' - further details to follow
<b>Wednesday 10<sup>th</sup> February</b>	<b>INSET day. College closed to pupils</b>
Thursday 11 <sup>th</sup> February	Year 10 final booster immunisations
Friday 12 <sup>th</sup> February	School closes at 3pm
<b>Monday 15<sup>th</sup> February-Friday 19<sup>th</sup> February</b>	<b>Half Term</b>
Monday 22 <sup>nd</sup> February	School opens at the usual time

Yours sincerely,

Rob Niedermaier-Reed  
Principal