



Diocese of St. Albans



ST MARY'S  
CE HIGH SCHOOL

10<sup>th</sup> January 2019

Dear Parent/Carers

## Spring Term 2019 Newsletter – Important Information and Dates for Parent/Carers

### Letters and Information for Parents/Carers

In order to make it easier to find letters that have been sent to parents/carers, a News Box has been created on the website in which letters will be organised by date. This box is labelled Parent/Carer Letters & Newsletters Spring Term 2019. The link for this page is <https://st-maryshigh.herts.sch.uk/parent-carer-letters-newsletters-spring-term-2019/> Please check this area regularly for communication from school.

The summer Public Examination Timetable will be published shortly and will be issued to all parents/carers of students in Years 10 (for selected students only), 11, 12 & 13. Where Year 10 students are involved in public examinations there will be a separate letter sent advising parents/carers of the details.

### Emergency Procedures in School

It is important that the School has up to date emergency contact information for all students. Please take time to check that we have the correct phone numbers to use in case of an emergency. Parents/carers can advise us of changes to emergency contact details using the SLG or by emailing [admin@st-maryshigh.herts.sch.uk](mailto:admin@st-maryshigh.herts.sch.uk)

#### a) Emergency Evacuation

An emergency evacuation will usually be practiced at least once each term to ensure that all personnel are clear about what to do if we need to leave the building quickly. For example, this might be required if there was a fire on site.

#### b) Lockdown Procedures

Lockdown procedures are used if there is an emergency situation where it is safer for personnel to remain inside the building. For example, if there was a gas leak in the local area. A two stage lock down procedure will be practiced on Monday 21<sup>st</sup> January during tutorial time. At this time, your child will have the lockdown procedure explained to them and all students and staff will talk and walk through the procedure. These drills are a normal part of our safety procedures and are not anything about which to be unduly concerned.

### Homework / Extended learning

Please note that staff continue to use Show My Homework to give tasks and resources to students so that they can complete tasks outside of lessons. Homework/Extended learning is an important part of work that students need to do and it is important that students try their best to complete tasks. There have been an increasing number of concerns raised recently by parents/carers about the amount of homework set, and investigation usually shows that the child has not listened/heard correctly that they needed to select tasks or work for a set amount of time on topics that they need to study to address gaps in their learning. Some students are trying to complete all of the work and are then becoming upset when it takes a very long time or they come across activities that are too hard.

If your child has worked for a sensible amount of time of a subject\* but has not completed their work, then please encourage them to see their teacher with the work done and to ask if they are doing the right thing. No child should be sitting up late into the night because homework is not completed.

\*For Yrs 7 – 9 this is between 30 – 60 minutes per homework subject. For KS4 this will be 60 – 90 minutes per subject and for KS5 at least 120 minutes per week per subject studied.

### Car Parking

Once again I ask for parent/carers cooperation with car parking on the school site, particularly at the start and end of the school day.

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Lieutenant Ellis Way, Cheshunt, Hertfordshire EN7 5FB t: 01992 629124 f: 01992 643354

E: [admin@st-maryshigh.herts.sch.uk](mailto:admin@st-maryshigh.herts.sch.uk) w: [www.st-maryshigh.herts.sch.uk](http://www.st-maryshigh.herts.sch.uk)

Head Teacher: Ms Stephanie Benbow MAEd., B.Ed.(Hons), NPQH

*'A good school' Ofsted January 2015*

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This week, there have been issues with school coaches not being able to get into the car park to drop children back from trips offsite, coaches getting stuck in the driveway, cars being in areas that should not be used for parking, dangerous parking and most challenging of all, serious verbal abuse from parents/carers towards staff and other drivers. This is unacceptable and should never be evident, let alone in the presence of children and young people.

**Please make every effort to AVOID bringing a car on to the school site and ask your child to walk to a safe, nearby location in order to be picked up/dropped off by car. Parents/carers who fail to show respect in the way they use the school site, in their conduct towards staff or in the way they drive will have access to the school site limited/prohibited because this presents a danger to the safety and wellbeing of our community.**

**Thank you to the large majority of parents/carers who are courteous users of our facilities.**

#### School Uniform & Personal Presentation

Congratulations to the very large majority of students who are wearing their uniform and who look smart and business-like on the journey to and from school, as well as throughout the school day. A reminder that students are expected to:

- Be Ambassadors for St Mary's in their school uniform – looking good and being polite at all times
- Always wear school shoes as part of school uniform – trainers or boots are not allowed
- Wear a plain, dark school coat over the school blazer (and with a school jumper/cardigan/sweatshirt) when it is cold
- Always wear a lanyard with a Student Card when in school (the lanyard does not have to be worn outside of school)
- NEVER wear a hoody – even on the way to and from school. Hoodies will be confiscated and a detention issued
- Students should not wear false eyelashes, heavy makeup or coloured nail varnish or have nails that are beyond the end of finger tips so that they can be safe and avoid health and safety issues in school.

Students will be asked to remove any inappropriate or non school uniform items, which will be confiscated. Students may be asked to return home to correct their presentation and will need to make up lost time in detention.

#### School Organised Transport

There are a limited number of places available on:

- The route from school in the afternoon (Waltham Cross / Waltham Abbey / Enfield route)
- The route from school in the afternoon (West Cheshunt / Flamstead End / Hammond Street / Cuffley)

Any parent/carer wishing to book a place on either of these routes should contact the Finance Team on [finance.office@st-maryshigh.herts.sch.uk](mailto:finance.office@st-maryshigh.herts.sch.uk)

#### School Rewards & Sanctions

A reminder that there are some changes to the way in which detentions will be organised this term. Please refer to the letter that was sent recently to all parents/carers by Mr Warner, who is responsible for Behaviour for Learning. The letter asks for the full support of all parents/carers in the implementation of sanctions and explains that staff are not able to provide time discussing detentions or responding to queries about detentions. Thank you very much in anticipation of your support so that staff can focus on students' teaching and learning. A copy of the letter can be found on the school website using this link <https://st-maryshigh.herts.sch.uk/parent-carer-letters-newsletters-spring-term-2019/>

#### Family Support:

At St Mary's we are fortunate to have two very experienced Family Support Workers as part of our team. Alison Royce and Gail Marino can provide help with a wide range of advice, support and information related to ensuring that families are able to be healthy, engaged in learning and able to access services. To speak to a Family Support Worker, please contact [FSPartnership@st-maryshigh.herts.sch.uk](mailto:FSPartnership@st-maryshigh.herts.sch.uk) or 01992 412647.

#### Lost Property

There is once again a significant amount of un-named lost property that has accumulated in school. Many of the items are new and/or in very good condition and include shoes, trainers, school uniform and PE kit as well as coats. Parents/carers are welcome to come and look at the lost property and to claim items or to take items if they are useful. Please contact the Administration Team to identify a time to visit the school.

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### Key dates for the spring term

- Week of Tues 8<sup>th</sup> Jan: Yr 12/13 Public exams and practice exams (main hall) – students have study leave when not required for exams
- Week beginning 14<sup>th</sup> Jan: Yr 9 practice exams (main hall)
- Tues 22<sup>nd</sup>/Weds 23<sup>rd</sup> Jan: Yr 12 Employment Mock Assessment Days
- Thursday 24<sup>th</sup> Jan: Rewards Assembly (to recognise students with the highest number of net rewards accumulated)
- Thursday 24<sup>th</sup> Jan: Annual Music Festival
- Friday 25<sup>th</sup> Jan: Yr 11, 12 & 13 practice exam results published
- Monday 28<sup>th</sup> Jan: Yr 9 Paris & Disney Trip Parent/Carer Information Evening
- Tuesday 29<sup>th</sup> Jan: Yr 12 Visit to British Library
- Thursday 31<sup>st</sup> Jan: Yr 11, 12 & 13 Subject Surgery (Invited students & Parents/Carers only)
- Tuesday 5<sup>th</sup> Feb: Sixth Form Enterprise Challenge
- Wednesday 6<sup>th</sup> Feb: Yr 10 WExability Day (Preparation for Work Experience)
- Thursday 7<sup>th</sup> to 14<sup>th</sup> Feb: Yr 8 practice exams
- Monday 11<sup>th</sup> –Friday 15<sup>th</sup> Feb: Yr 10 Work Experience Week
- **Friday 15<sup>th</sup> Feb: SCHOOL CLOSED to students**
- Friday 15<sup>th</sup> Feb: Ski trip leaves for St Michael, Austria (returns 23<sup>rd</sup> Feb)
- **Friday 15<sup>th</sup> Feb – Friday 22<sup>nd</sup> Feb: HALF TERM**

### **Term Dates 2019/20**

The following dates are subject to change but are accurate at the time of publication. Thank you to parents/carers for avoiding booking holidays during school term time.

### **Autumn Term 2019**

Monday 2<sup>nd</sup> September 2019 – Staff Training Day (School Closed to Students)

Tuesday 3<sup>rd</sup> September 2019 – Autumn Term starts – Year 7 only

Wednesday 4<sup>th</sup> September 2019 – Autumn Term Starts – Year 8 to 13

Friday 25<sup>th</sup> October 2019 – Staff Training Day (School closed to students)

**Autumn Half Term: Monday 28<sup>th</sup> October – Friday 1<sup>st</sup> November 2019**

Friday 20<sup>th</sup> December 2019 – End of autumn term 12.30pm

### **Spring Term 2020**

Monday 6<sup>th</sup> January 2020 – Staff Training Day (School Closed to Students)

Tuesday 7<sup>th</sup> January 2020 – Spring Term starts – all years

Friday 14<sup>th</sup> February 2020 – Staff Training Day (School Closed to Students)

**Spring Half Term: Monday 17<sup>th</sup> – Friday 21<sup>st</sup> February 2020**

Friday 3<sup>rd</sup> April 2020: End of spring term 3.10pm

### **Summer Term 2020**

Monday 20<sup>th</sup> April 2020 – Staff Training Day (School Closed to Students)

Tuesday 21<sup>st</sup> April 2020 – Summer Term starts – all years

Monday 4<sup>th</sup> May – Bank Holiday

Summer Half Term: Monday 25<sup>th</sup> – Friday 29<sup>th</sup> May 2020

Friday 10<sup>th</sup> July 2020 – End of summer term 12.20pm

Monday 13<sup>th</sup>/Tuesday 14<sup>th</sup> July – Staff Planning Days (School Closed to Students)

Thank you for your continuing support of the school and the work of staff to provide a high quality education for your children.

Best wishes

*S Benbow*

Stephanie Benbow

Head Teacher

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