

# Denefield School

**Parent information pack**

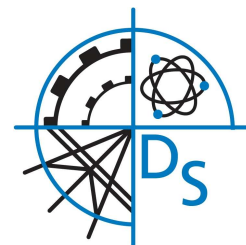
**September 2009**

**Denefield School • Long Lane  
Tilehurst • Reading • Berkshire • RG31 6XY  
T. 0118 9413458 • F. 0118 9452847**

# Denefield School

Providing technology for today's learners

Long Lane, Tilehurst, Reading, RG31 6XY  
www.denefield.org.uk Tel: 0118 9413458 Fax: 0118 9452847  
Headteacher: Mr G Whiteford



July 2009

Dear Parent/Carer

I am writing to explain the arrangements for the start of the autumn term 2009 and to provide you with a draft school calendar and other information that you may find helpful at the start of the new school year. Please also check for updates to the calendar in the diary dates published in each edition of Denefield Matters and on our website.

The student term starts on Thursday 3 September with an important induction day for all students. The start time of the day varies depending on the year group of your son or daughter. The day finishes at the usual time, 3.00pm.

Year group	Arrival time at school
Years 7 & 12	8.30am
Year 10	9.30am
Years 8, 9 & 11	10.50am
Year 13	1.00pm

The new lunch times will operate and, therefore, if students in year 13 want to eat during the second lunch break, they will need to be in school at 12.20pm. As this is a normal school day, students must be in full school uniform and I have provided a copy of the uniform list in this information pack.

There will be some changes to our behaviour and reward procedures in September. As we feel it is important that parents are fully aware of these procedures and their implications, you will find a chart giving details of these changes in this information pack.

I would also like to give you early warning of our prospective parents' evening on Monday 21 September. If you have children in year 6 you will receive an invitation via your child's primary school. However, in order to prepare for the evening, the school will close early on that day at 1.30pm.

You will be aware that our website has been revised and updated throughout the last academic year. All information and letters to parents are now published on the website.

In the meantime, I do hope you enjoy your summer holiday; we look forward to a successful school year starting in September.

Yours sincerely

**G Whiteford**  
Headteacher

GW/js/parlets/parents info pack/09/letter july



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## **Guidance notes for parents**

### **Media devices**

Students may use mobile phones at lunch and break times, but must never use these inside the school building without the permission of a member of staff. Listening to personal stereos or other music stored on media devices is not permitted in any lessons whatsoever without the explicit permission of the class teacher and where this does not compromise the health and safety of students or staff. Please see the enclosed media devices protocol for further information.

### **Attendance**

At Denefield School we regard high attendance as one of the key contributory factors which leads to academic success. Consequently we will from September not be authorising holidays during term time unless there are exceptional circumstances. This change reflects guidance we have received from West Berkshire Local Authority. Enclosed in this pack is a copy of a letter I have received from Margaret Goldie the Director of Children's services which details this guidance.

In addition, following changes to the law, a number of West Berkshire schools including Denefield School will be implementing the use of Fixed Penalty Notices in relation to unauthorised holidays during term time. West Berkshire's Code of Conduct for issuing Penalty Notices in respect of unauthorised absence from school allows for the issue of a fine where a student is absent for five school days or more. The level of fine is set at £50, rising to £100, per parent, if not paid after 28 days.

The new guidance will apply to all requests for leave of absence for holidays to be taken after **3 September 2009**. However, we understand that some students and their families may have already submitted requests for holiday leave in recent weeks and where such requests have already been made in writing and approved, we will honour these.

I am sure you will understand that we have adopted these measures to ensure that your child has every opportunity to succeed at school. We are very grateful for your continued support in ensuring that your child attends school regularly.

### **Uniform**

You have already received a letter detailing the changes to our school uniform. A summary is enclosed for your information but if you would like any further information, please contact Mr Boys. In introducing the new uniform we are in a transitional phase. For September 2009 the new uniform will only be compulsory for year 7. For existing students the new uniform will not become compulsory until September 2010, although parents are encouraged to consider making the switch before then.

### **Sixth form**

Sixth formers are expected to look smart at all times and should wear sensible, business-like dress. A copy of the guidelines will be enclosed with the exam results, but please contact Miss Dawe if you have any queries.

## **Extended learning, marking and assessment**

The school's policies on these important changes to our homework policy are included in this pack.

## **Guidance managers and student managers**

We are introducing a number of important changes to the structure of the way in which we provide support for our students in September. Two new posts have been created, director of academic guidance, and director of personal development, who will both have specific responsibilities at both key stage 3 and key stage 4 to ensure students make appropriate progress.

Miss Kemp has been appointed director of academic guidance and she will work with a team of five guidance managers using data monitoring, analysis and intervention in order to raise standards and secure high quality learning and achievement for all our students.

The newly appointed director of personal development, Miss West, will work with a team of student managers and tutors to provide personal development opportunities across the whole school community, to monitor its impact on learning and to quality assure its effectiveness. Miss Kemp and Miss West will work closely together to ensure that Denefield students are successful learners, confident individuals and responsible citizens.

From September the relevant guidance manager will be responsible for your child's academic progress.

Year 7	Miss Jeffrey	Year 10	Miss Mason
Year 8	Miss Radu	Year 11	Mrs Maclean
Year 9	Mrs Ostridge	Year 12 & 13	Mrs Sawyer

In the first instance, any concerns over your child's progress or welfare should be addressed to their form tutor. However, ongoing unresolved concerns may also be returned to Miss West or one of the student managers.

Years 7 & 8	Miss Seymour
Years 9 & 10	Mrs Harris
Year 11	Mrs Sawyer

More information about these changes can be found in the enclosed letter.

## **Registration and tutor time**

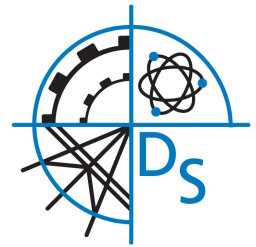
From September students will no longer register with their tutor first thing in the morning, or at the end of the day. Instead, subject teachers will take registers in all lessons. For the purposes of attendance, registration during period 1 and tutor time will be used to calculate each student's official attendance at morning and afternoon sessions.

From our recent consultation with parents about proposed changes to the school day, it was clear that many of you were in favour of strengthening the role of the tutor. The new lunch arrangements will allow us to increase the amount of time devoted to tutor related activities such as academic monitoring and (extended learning) homework supervision. Each day students will spend 30 minutes with their tutor working on a programme of activities which includes assemblies, PSHE and academic monitoring.

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www.denefield.org.uk Tel: 0118 9413458 Fax: 0118 9452847  
**Headteacher: Mr G Whiteford**



July 2009

Dear Parent/Carer

As you are aware Denefield School is in a process of change and as we continually reflect on the needs of our students, we have taken the decision to re-structure some key personnel within the school with effect from 1 September 2009.

The provision of greater academic guidance and appropriate targeted intervention from both an academic and personal development viewpoint is essential for our students to reach their potential and beyond, hence in order to achieve this outcome, the pastoral team in its current format will cease to exist.

The heads of year will be known under the new title of guidance managers and their primary aim will be to monitor the academic achievement of each student in their year group and provide intervention at the different ability ranges based upon current levels of progress. The guidance managers will be supported by a student manager (a non teaching member of staff) who will ensure that the needs of each student are met and for those not fulfilling their potential, that appropriate intervention is identified, agreed and implemented.

Collectively, the guidance managers, student managers and tutors will aim to provide each student with personalised care, support and guidance through close liaison with parents and other agencies where necessary, in order to enable progress in all aspects of the individuals development.

Please be aware that the tutor will continue to act as the lead professional and, therefore, should remain the first point of contact for you with regards to your son/daughter. However, should there be any further need for you to liaise with other members of the guidance team, I have listed below the staffing structure for your reference.

**Director of academic guidance:** Miss J Kemp  
**Director of personal development:** Mrs M West

**Guidance managers:**

Year 7	Miss E Jeffery
Year 8	Miss D Radu
Year 9	Mrs J Ostridge (covering Mrs Holley's maternity leave)
Year 10	Miss R Mason
Year 11	Mrs L Maclean

**Student managers:**

Years 7 and 8	Miss K Seymour
Years 9 and 10	Mrs A Harris
Year 11	Mrs A Sawyer

We hope that you will soon see the value that this new structure will provide for your son/daughters development and we look forward to continuing to work with you throughout their education with us.

Yours sincerely

G Whiteford  
**Headteacher**

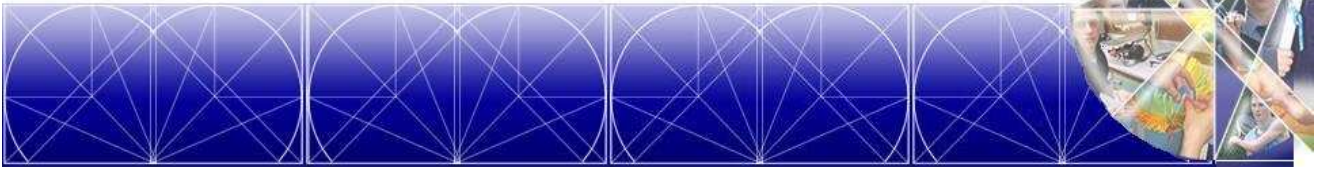
G/SA/DWE/guidanceteam/jul09/DWE/hoc



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## **Extended learning policy**

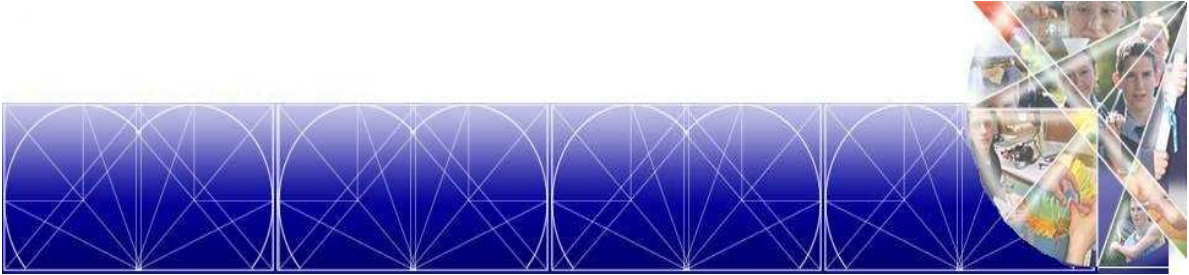
Extended learning is an important part of the learning process. It is integral to effective assessment and the learning experience for all students. The regular setting and marking of extended learning encourages:

- consolidation and extension of learning
- monitoring of progress
- independent learning
- self discipline, personal organisation and responsibility
- home/school partnership

Denefield school has high expectations regarding extended learning. It is set regularly across all curriculum areas according to the needs of the students. All curriculum areas plan extended learning tasks which are:

- varied and meaningful to facilitate progression in learning across a range of subject skills
- identified on a termly basis (every six weeks) and set in accordance with the attached guidance
- fully integrated with lesson planning
- shared with students in such a way that they understand the purpose of the work and anticipated learning outcomes
- appropriate to the needs of the students
- marked in accordance with the school's marking policy.

Linked policies: Extended learning guidance.



## Marking policy

The marking of students' work is an important assessment tool which is essential for both progression in student learning and effective teaching. Different areas assess students work differently; for this reason the marking policy is a set of principles with some common actions. From these, curriculum areas will develop their own detailed policies that reflect the whole school policy and their own requirements. Good practice is promoted through regular, accurate and consistent marking by all teachers within a curriculum area.

### Principles

At Denefield school marking and feedback recognises student achievement, highlights both strengths and shortcomings and provides clear guidance for improvement. Effective marking helps to:

- recognise student achievement
- monitor student progress
- diagnose difficulties in learning
- provide feedback about progress
- provide clear guidance for improvement
- motivate and encourage students
- record and report student attainment
- assist in evaluation and planning
- facilitates a dialogue about learning with students and parents

### Common actions

Curriculum Leaders will identify common tasks to be assessed which will be identified in schemes of work. Curriculum Areas will mark work in accordance with the curriculum area policy but the non-negotiables are that student work **must** be marked:

- in green ink
- accurately so that evidence is available to inform judgements in monitoring
- regularly (at least twice a half term) for improvement, using constructive, diagnostic comments signposted by the 'To improve...' stickers
- periodically for assessment, giving the current level/ grade a student is working at against their centrally-agreed target level/grade signposted by the 'current/target' stickers.



## **Assessment Policy**

### **Principles**

Assessment is the process of gathering and interpreting evidence for use by students, teachers and parents to improve learning and raise standards. It is fully integrated with the delivery of the curriculum and is an essential component of effective classroom practice. Denefield School recognises that assessment is central to planning, learning and teaching and needs to:

- 1 Promote and support learning
- 2 Inform and shape teaching
- 3 Be both formative and summative
- 4 Use appropriate and diverse strategies
- 5 Recognise all student progress and achievement
- 6 Develop students' capacity for independence in learning
- 7 Foster a shared involvement and responsibility between school and home.

### **Definitions**

Summative Assessment is OF Learning. It is used mainly to measure performance and clearly identifies the standard of student attainment. It is carried out at the end of a period of learning and includes external exams, internal school exams and end of topic/unit tests.

Formative Assessment is FOR Learning (AfL). It is ongoing and provides evidence of and for progression in learning. It facilitates learning through feedback which identifies difficulties and diagnoses future learning priorities. Formative strategies include self and peer assessment which empowers students and allows them to take increased responsibility for their learning. They support students to identify strengths and areas for improvement and help to create a self reflective learning culture.

### **Assessing Pupil Progress**

At Denefield School, we have identified Assessing Pupil Progress (APP) as a key element to support school improvement. As well as tracking progress, APP shows students what progress to the next level or grade looks like. Whilst AfL is used on a day-to-day basis to ensure that students are clear about the next steps in learning, APP is used for periodic assessment to apply national standards to students' work and to provide detailed and personalised targets for improvement.



## **School protocol on use of media devices**

This protocol covers mobile phones, MP3 players, iPods, PS3s and all similar devices.

### **General**

Any device brought on to the school site is the sole responsibility of the owner. The school cannot accept any liability for any loss, damage or theft of such a device.

The use of all media devices by students in school is a privilege which may be withdrawn in cases where students consistently ignore the guidance contained in this document.

Media devices may be used sensibly during break or lunchtimes but must not be used or seen in corridors or elsewhere in the school buildings when moving to or from lessons.

Generally no media device will be used in a lesson unless directed by the teacher as part of the lesson or educational visit.

Occasionally some media devices may be used in some lessons where students are working independently on a practical task. But this may only happen when explicit permission has been given by the class teacher and where this does not compromise the health and safety of students or staff.

### **Specific use**

It is recognised that mobile phones can, in certain circumstances be beneficial to students such as contacting parents before or after school if arrangements need to be changed.

Mobile phones should always be switched to silent or switched off inside the school buildings and may only be used during break or lunch.

In the event of an emergency or if there is a genuine need, the school telephone in reception should always be used to contact a parent/carer etc during school hours.

Phones and cameras must never be used to record sound or to capture images during the school day unless as part of the lesson or visit and as directed by the teacher in charge.

Media devices should not be lent to other students.

Mobile phones must not be used by voice or text to communicate abusive or otherwise inappropriate messages or images to other students.

Mobile phones must not be used to view or share inappropriate material or to access the internet in order to download or view inappropriate material.

Portable data storage devices must only be used on the school ICT network with the permission of the class teacher or the senior ICT technician. These devices must not contain any inappropriate material.

### **Sanctions**

In the first instance of misuse, for example a phone or MP3 player being seen in lessons, a warning would be given.

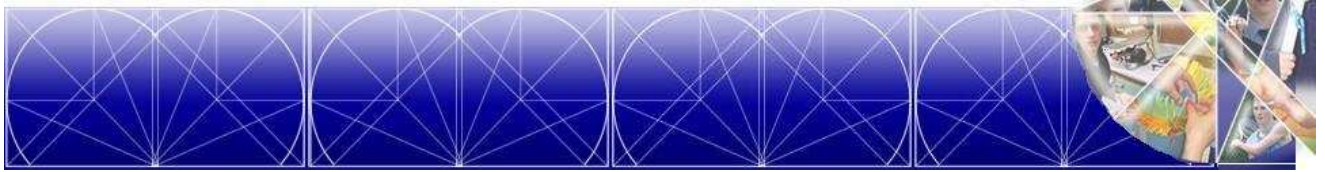
Blatant or repeated misuse will result in the device being confiscated and held securely for collection at 3:00pm.

Further misuse will result in the device being confiscated for collection by the parent/carer of the student.

Persistent failure to conform to this policy will result in the privilege of bringing any media devices into school being withdrawn and may lead to the further sanctions in accordance with the school's behaviour management policy and procedures.

### **Examination practice**

In examinations all media devices must be switched off and stored away from the exam desk securely. Failure to comply with these requirements will result in the examination paper(s) being declared void by the examination board.



## **Mutual expectations**

Learning and teaching will be more effective when these expectations are adhered to by

### **Respect learning**

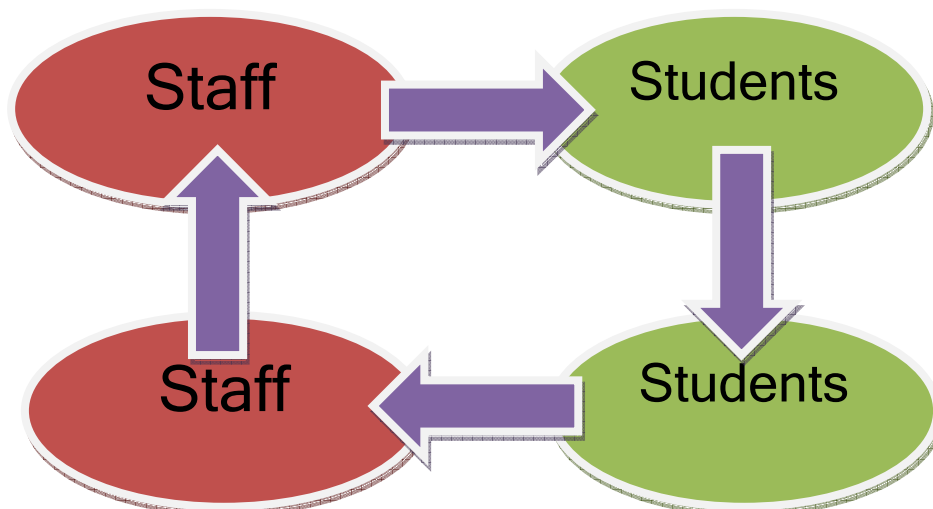
- Be positive and enthusiastic towards learning
- Aim for success in learning; try your best
- Take responsibility for learning and own behaviour
- Stick together, work together, support each other
- Promote and encourage positive learning conversations

### **Respect people – in and out of lessons**

- Be polite
- Develop self respect and trust in others.
- Give everyone a fair chance
- Everyone has a right to an opinion, whilst being sensitive to others
- Accept and embrace differences - appreciate each other
- Show consideration for each others feelings – support each other
- Listen to each other
- Celebrate each others' achievement
- Explain issues in a clear and sensible manner

### **Respect the environment – in and out of the classroom**

- Treat property with respect
- Respect the physical environment
- Respect other people's equipment





## **Denefield School uniform (Year 7 only from September 2009)**

Denefield School has its own distinctive uniform. There are good reasons for this. The most important is that our students come from a wide variety of backgrounds and uniform helps us create a sense of our school as a community. Moreover, smart appearance is very important for student's self esteem and this will inevitably have an impact on their behaviour and the quality of their learning. Some of our students, understandably, like to show they can keep up with the latest trends in teenage fashions. This puts other students, and their parents who have limited resources, under unnecessary pressure. A school uniform removes these distractions and allows students to concentrate on their learning. We ask parents to resist reacting to each change of fashion where school uniform and hairstyles are concerned. Often what is fashionable is unsuitable for wearing at school. We have kept our uniform as simple as we can with the maximum number of standard items easily obtainable at reasonable prices through the school shop or other retail and mail order outlets.

**All items of clothing and equipment should be clearly named.**

**Designer logos and fashion items are not acceptable.**

**Students also need a bag that is big enough to take text books, exercise books and folders up to A4 size.**

### **Jumper**

V-neck, long sleeved or sleeveless, black with electric blue trim and school logo.

**Jumpers other than the uniform version must not be brought to school.**

### **Polo shirt**

White with electric blue trim and school logo.

### **Trousers**

Plain black, ankle length, suitable for business wear.

**Jeans, flares or tight trousers are not allowed.**

### **Skirt**

Plain black, not tight or split, no more than 8cm above or below the knee.

### **Socks/tights**

Socks must be black or white, tights must be black or natural.

**Socks and tights may not be worn together.**

### **Shoes**

Plain black business like heeled shoe. Heels should be of a sensible height to ensure safety when moving around the school. Doctors have recommended no more than 4cm.

**Boots are not acceptable. Trainers are not part of normal uniform and may only be worn during PE lessons.**

### **Outdoor coats**

An outdoor coat in a plain, medium to dark colour would be most appropriate. Leather/designer coats are a security risk for which the school cannot be held responsible. **'Hoodies' and denim jackets are not acceptable as an alternative to a coat.**

**PE kit**

For reasons of safety and hygiene, students must wear appropriate kit for the activity they are undertaking.

**Boys:**

Reversible black/electric blue sports shirt with school logo  
Black/electric blue polo shirt with school logo  
Black shorts  
Black sports trousers with electric blue piping (optional)  
Black football/rugby socks  
Football/rugby boots  
Trainers

**Girls:**

Reversible black/electric blue sports shirt with school logo  
Black/electric blue polo shirt with school logo  
Black shorts or 'skort'  
Black sports trousers with electric blue piping (optional)  
Black football/hockey socks  
Football boots  
Trainers

**Jewellery**

Nothing of any great value should be worn as the school cannot take responsibility for its loss. Items should be discreet and students should not wear anything that could be a danger in lessons such as PE, science or technology. Students may wear one necklace, one bracelet, one ring, one pair of ear studs maximum.

**No facial jewellery, other than studs in ears, may be worn.**

**Make-up**

Girls may wear a discreet amount of make-up, but this should not be obvious.

**Nail varnish should not be coloured.**

**Hairstyles**

Parents are asked to help us maintain the right atmosphere in school by encouraging hairstyles that are appropriate for a place of work.

**Extreme hair colours are not acceptable.**

**Non-compliance**

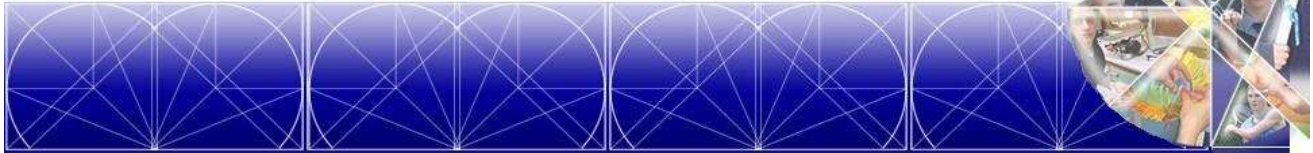
The wearing of correct uniform is compulsory and students who do not comply with our expectations will not be allowed to participate in lessons. Students, at the discretion of the headteacher, will be sent home to change. A student arriving in school in incorrect uniform, for whatever reason, will be given a detention and parents will be contacted to address ongoing issues.

**Sixth form**

In recognition of their greater maturity and more senior status within the school, sixth form students are not required to wear uniform. They are, however, expected to wear formal dress suitable for the workplace and not wear items of clothing or jewellery which may cause offence to other members of the school community. It is hoped that sixth form students will be sensible and self regulating in the choice of clothing that they wear to school. However, if dress is considered inappropriate then the student will be asked to go home to change into more appropriate clothing.

**Sixth form students may not wear facial jewellery, other than ear studs or earrings.**

We value your continued support in ensuring that students are correctly dressed for school. **If you are ever in doubt about any item, please contact the school first.**



## **Denefield School uniform (Years 8 to 11 until July 2010)**

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**All items of clothing and equipment should be clearly named.**

**Designer logos and fashion items are not acceptable.**

**Students also need a bag that is big enough to take text books, exercise books and folders up to A4 size.**

### **Jumper**

V-neck, navy blue, with school logo

**Jumpers other than the uniform version must not be brought to school.**

### **Shirt**

Pale blue with collar that buttons to the neck, long or short sleeve, tucked in at all times.

### **School tie**

Official Denefield School tie, with stripe of the correct colour of your year group.

### **Trousers**

Plain black, ankle length, suitable for business wear.

**Jeans, flares or tight trousers are not allowed.**

### **Skirt**

Plain black, not tight or split, no more than 8cm above or below the knee.

### **Socks/tights**

Socks must be black or white, tights must be black or natural.

**Socks and tights may not be worn together.**

### **Shoes**

Plain black business like heeled shoe. Heels should be of a sensible height to ensure safety when moving around the school. Doctors have recommended no more than 4cm.

**Boots are not acceptable. Trainers are not part of normal uniform and may only be worn during PE lessons.**

### **Outdoor coats**

An outdoor coat in a plain, medium to dark colour would be most appropriate. Leather/designer coats are a security risk for which the school cannot be held responsible. **'Hoodies' and denim jackets are not acceptable as an alternative to a coat.**

### **PE kit**

For reasons of safety and hygiene, students must wear appropriate kit for the activity they are undertaking.

### **Boys:**

Reversible rugby shirt  
Athletics/gym vest  
Navy blue shadow stripe shorts  
Pale blue football/hockey socks  
Football/rugby boots  
Trainers

### **Girls:**

Pale blue polo shirt  
Navy blue shadow stripe shorts  
Pale blue football/hockey socks  
Football boots  
Trainers

### **Jewellery**

Nothing of any great value should be worn as the school cannot take responsibility for its loss. Items should be discreet and students should not wear anything that could be a danger in lessons such as PE, science or technology. Students may wear one necklace, one bracelet, one ring, one pair of ear studs maximum.

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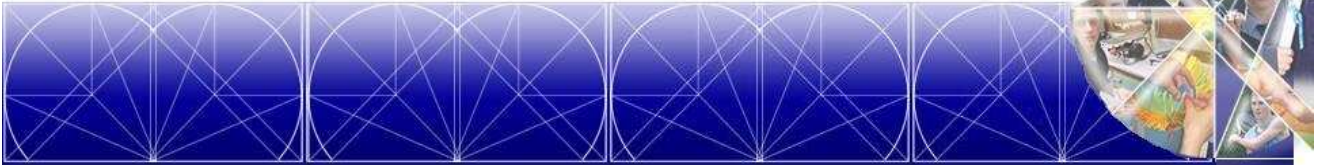
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## **Denefield School Parents' Council**

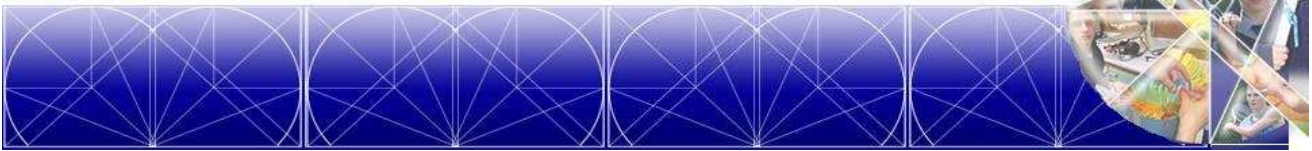
In March this year the school and governing body established a parents' council, which meets every six weeks to discuss issues raised by parents and carers. This is an independent and informal forum, open to all parents and carers, which they lead and run themselves. The group decides its own purpose and parents/carers suggest what issues they would like on the agenda. The group promotes two way communication – it can advise the school, or be consulted on parental views and concerns, and can ask the school to be informed on initiatives and actions taking place within the school. It can also invite speakers to meetings, ie the headteacher, Local Authority representatives, or local politicians. The group communicates with the school mainly through the Governing Body. So far the group has set itself five main objectives:

- To support the school in getting out of Special Measures and raising standards further.
- To support the school in improving the school environment for students and staff.
- To rebuild a sense of pride in the school in the students and wider community.
- To improve communication with parents.
- To make the school a welcoming place for parents.

The group recently invited Andy Tubbs, West Berkshire's Chief Advisor for School Improvement to talk about the Local Authority's 'Statement of Action' for Denefield, following the Ofsted Inspection in December last year and the latest Inspector's Monitoring Visit. Mr Tubbs commented to the group that he could see much more openness and communication that there had been in the past and that this is vital for success and improvements within the school.

On Tuesday 15 September two representatives from West Berkshire will be coming to talk about the Local Authority's future plans for the school buildings and all parents and carers are welcome to attend this meeting at 7.30pm.

Agenda for meetings are sent home with students and posted on the school website in advance of meetings, so that parents and carers can see what will be discussed at each meeting. Meeting notes are also posted afterwards on the website for information, so if parents and carers are unable to attend a meeting they can still be kept informed. To view these, or to read more Information about the group please see the website  
[http://www.denefield.org.uk/About\\_Denefield/Parents.aspx?](http://www.denefield.org.uk/About_Denefield/Parents.aspx?)



## **Administration of payments for lockers, school trips etc**

### **Lockers**

#### **New year 7 intake**

A locker request form will be sent to all parents as part of the induction pack. The form plus payment (ideally cheque rather than cash) should be returned by parents to the finance office prior to the start of the September term.

The finance office will issue receipts to parents and inform the facilities manager of names of students whose parents have paid for lockers. A nominated member of the premises team will maintain a schedule of this and will enter a locker number and key number on the schedule. He will then arrange for a locker to be allocated to each student and those lockers to be moved to the tutor room before the start of term.

At the start of term the premises staff will visit each year 7 tutor group and issue keys to students who have been allocated lockers.

Locker requests from students in any year group later in the year.

Any other student wanting a locker should go to reception and ask for a locker request form. The parents should complete this and return it to the finance office with the payment.

The finance office will issue receipts to parents and inform the facilities manager of names of students whose parents have paid for lockers. A nominated member of the premises team will maintain a schedule of this and will enter a locker number and key number on the schedule. He will then arrange for a locker to be allocated to the student and that locker to be moved to the tutor room. The student may then collect a key from reception.

### **School trips**

Due to changes in the administration of school visits, staff running trips should no longer collect money from students themselves. There are now two ways of paying in money for school trips:

Parents/carers send cheques via the post. This is the recommended method of payment.

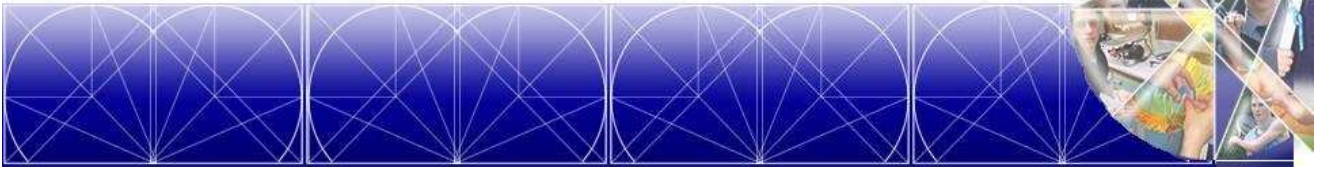
Envelopes should be addressed to:

Finance office (trips)  
Denefield School  
Long Lane  
Tilehurst  
Reading  
RG31 6XY

Cheques should be made payable to 'Denefield School', and the student's name, tutor group and the title of the trip should be written on the back of the cheque.

Students may pay in cheques or cash to the finance office. The office is open at break and lunchtimes every day (10.30am – 10.50am, or 11.50am – 1.00pm). Payments cannot be accepted outside these times.

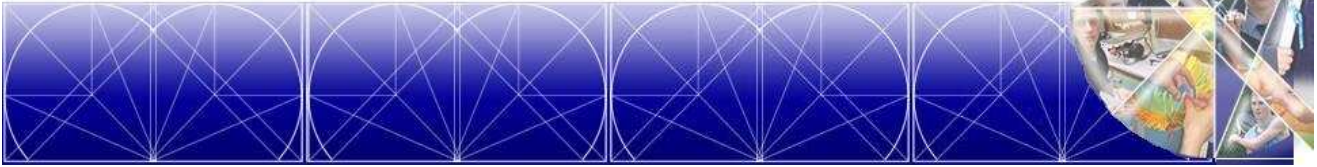
Reply slips/consent forms should also be posted/handed to the finance office. Receipts will be issued to students for all payments received.



## The school day

(10 day cycle)

8.30am	School opens Students go straight to period 1
9.30am	Period 2
10.30am	<b>Break</b>
10.50am	Period 3
11.50am - 12.20pm	<b>KS3 - lunch</b> <b>KS4 - tutor time</b>
12.20 - 12.30	Changeover
12.30 - 1.00	<b>KS3 - tutor time</b> <b>KS4 - lunch</b>
1.00pm	Period 4
2.00pm	Period 5
3.00pm	School ends
3.00pm - 4.30pm	KS5 twilight/staff training



**Term dates 2009/10**

<b>Autumn term</b>	Thursday 3 September	-	Friday 23 October
	Monday 2 November	-	Friday 18 December
<b>Spring term</b>	Wednesday 6 January	-	Friday 12 February
	Monday 22 February	-	Wednesday 31 March
<b>Summer term</b>	Tuesday 20 April	-	Friday 28 May
	Monday 7 June	-	Friday 23 July

**School holidays:**

<b>Autumn half term</b>	Monday 26 October	-	Friday 30 October
<b>Christmas</b>	Monday 21 December	-	Monday 4 January
<b>Spring half term</b>	Monday 15 February	-	Friday 19 February
<b>Easter</b>	Thursday 1 April	-	Friday 16 April
<b>Summer half term</b>	Monday 31 May	-	Friday 4 June

**Additional bank holiday outside of school holidays:**

Monday 3 May (May Bank Holiday)

**Inset days:**

Tuesday 1 September  
 Wednesday 2 September  
 Friday 27 November  
 Tuesday 5 January  
 Monday 19 April