



18th July 2018

Dear Parent(s)/Carer(s),

I am writing to remind you of some important dates at the beginning of next term, as well as to share important information for the next school year:

Beginning of term events and arrangements

- **First day back: Y7 and Y12 only on 5th September 2018** - New students joining the school; new Year 7s and those students starting in the Sixth Form in Year 12, will start a day earlier on *Wednesday 5th September*. All other year groups start school on Thursday 6th September 2018.
- **First day back: 6th September 2018** - We will begin the 2018/19 school year with the whole school returning on *Thursday 6th September 2018*, at the usual time of 8.40am. Students should be on site by 8.40am and make their way to the playground where they will line up and be met by their tutors.
- **Year 6 Open Evening: Thursday 20th September 2018** - We will be holding our annual Year 6 Open evening on Thursday 20th September 2018 - students will be dismissed earlier that day - at approximately 1.15pm.

Reflective Conversations

- When your daughter returns to school in September 2018 the school will be approaching the way it manages behaviour that disrupts learning in a slightly different way: any student who engages in behaviour that disrupts the learning of other students will be removed from that lesson and will be placed in the Reflection Room for the remainder of that lesson.
- Whilst in the Reflection Room the student will complete a Reflection Form with a member of staff to help them begin to think about what the impact of their behaviour has had on themselves and others. At the end of the school day the student will go back to the Reflection Room where they will be met by the classroom teacher who had them removed from their lesson. The purpose of the conversation is to avoid a repetition of the behaviour that led to the student being sent out of the lesson.
- **This means that if your daughter has been removed from a lesson for disrupting the learning of others, she will be required to remain in school until 3:30pm on that day.**
- We ask that you keep this in mind when you are planning any after-school activities or commitments that involve your daughter. Any, and all students who have been removed from a lesson for disrupting the learning of others will be expected to attend the after-school Reflective Conversation regardless of any other after-school commitments they may have.
- A failure to attend the Reflective Conversation will result in your daughter being placed in Internal Exclusion Room the following day; she will also be transferred to another teacher's lesson until she has had a Reflective Conversation with the teacher whose lesson she was removed from..

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OUR LADY'S CONVENT HIGH SCHOOL
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Website: www.ourladays.hackney.sch.uk
Headteacher: Ms Justine McDonald



*'Shaping Tomorrow, Inspired by Faith'***Updates on school uniform and information**

- **Parent Handbook** - Please find a copy of our latest parent handbook on our website - visit <https://www.ourladays.hackney.sch.uk/Handbook> or navigate to **For Parents > Parent Handbook** on the website
- **Earrings** - We have revised our policy with regards to the size of earring and have adjusted the size requirement of studs (the only earrings students are allowed to wear) to **6mm**. Any larger earrings or other jewellery will be confiscated from students.
- **Uniform** - The Parent Handbook and the website clearly lay out our expectations with regards to uniform - visit www.ourladays.hackney.sch.uk/schooluniform or navigate to **For Parents > Uniform** on the website and please check against these regulations before purchasing items for your daughter to wear to school. The two areas that create the greatest problems are:
 - a) shoes** - students must only wear flat 'leather' type shoes. Heels or boots of any kind will not be tolerated. Shoe manufacturers have also taken to styling shoes to look like trainers or sneakers - these are clearly designed not to look like shoes and are therefore not allowed. Should you have any queries about shoes please contact the school.
 - b) hair** - coloured hair or embellishments are not allowed and students will be expected to remove or re-dye coloured hair.

Most other failures to adhere to the school uniform code can be dealt with in school via confiscation or temporary removal.

- **Equipment** - We expect students to attend school with basic equipment in their pencil cases: black pen/biro and a pencil, rubber and ruler are the minimum expectations. It is recommended that students have two pens and two pencils. Small scissors that are stored securely in a pencil case (no longer than 12cm) are allowed, but longer scissors and any other form of blade(s) must not be brought to school. Students in possession of such items will have them confiscated and may be excluded for possession of a potential weapon.
 - Other items of equipment - students may also wish to have a glue stick, highlighters and colouring pencils but these are not a requirement.
 - Additional equipment - many students will find a scientific calculator, protractor and compass are useful in their mathematics lessons.
- **Mobile Phones** - "Out of sight, Out of mind" - Students are not allowed to have their phones on or to take them out once they are on **school grounds** - *that means when they have passed through a school gate. If a phone is seen or heard it will be confiscated.* Students who use their phones, even to call or text their parents, without the express permission of a teacher, will have their phones confiscated and are likely to receive an exclusion for this breach of our school code of conduct. We allow students to use their phones, once they have been **dismissed at the end of the school day** and are on the playground. *We have not yet banned phones entirely from the school as parents have expressed the view that their daughter's need to be contactable on their way home. However, misuse of phones and social media are a continuing concern amongst young people and we may reconsider this policy. Your support by reinforcing the non-use of the phone during the school day will help us sustain our current policy.*

Update on staffing

Please take note of the following staff updates for the coming academic year:

- **Deputy Headteacher** (acting): **Mr Smith** (Behaviour and Pastoral)

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- **Assistant Headteacher** (acting): **Mr Thornton** (Teaching and Learning)
- **Assistant Headteacher** (acting) and Head of Year 7: **Mr Carter** (KS3 Behaviour & Transition)
- **Assistant Headteacher** (acting) and Head of Year 11: **Mrs Nye** (Student Leadership & Wellbeing)

We say farewell and thank you to:

- Mrs Barnett, Mr Farrell, Miss Quow, Mr Feely, Ms Lu, Mrs Francis, Mrs Sorrell, Miss Kim, Miss Wellington & Miss Sarpi

We welcome back:

- Mrs Hillier - Science - who returns to Our Lady's in September
- Mrs Kemp - Assistant Headteacher - who has been on maternity leave and returns to Our Lady's in November

We welcome to the school:

- Ms Kone - MFL
- Mr Anders - Business Studies and ICT
- Ms Ruffell - PE
- Ms Parker - Geography
- Ms Abdulrahman - Science
- Ms Alam - Science
- Ms Tillott - English

Finally, many thanks for your support and cooperation this year and I wish you all a wonderful Summer Break and look forward to seeing you all in September!

Yours sincerely,

A handwritten signature in black ink that reads "Justine McDonald". The signature is written in a cursive style and is enclosed within a hand-drawn rectangular box.

Justine McDonald (Ms)

Headteacher