



Dear Parents  
**General Letter No 1**

13 September 2011

## Welcome

A very warm welcome to the new academic year. The term has started very positively and we are all looking forward to working with parents and students in the year ahead.

You may be interested in a little feedback on our 2011 Results. We were delighted with the performance of our A Level and GCSE candidates this year. It is becoming harder and harder to get better year on year, but yet again we recorded record results. There are many measures which can be used to judge the performance of schools. Our headline figures this year were:

At A Level the students achieved an average of 380 UCAS points (Total Performance Table points 971)

At GCSE we achieved 85% A\* to C including English and Maths.

This will put us at the top of the league tables yet again and we are really proud of the work done by students and staff. Our aim is for every student to make excellent progress and we are always looking to improve. We are looking forward to working with parents to ensure each and every pupil reaches their potential.

We have made many improvements over the Summer. We have installed a new power supply into the school and some new boilers for the Morse building. We have also built a new IT suite and installed some Apple Mac machines to the Music area. You are well aware that public finances are difficult at the moment, but we are determined to find funding streams when they become available.

## Home-School Communication

This is the first 'green letter' of the year. These will be emailed to you on Tuesdays, via Keep Kids Safe, using the email address you have provided for school. Alternatively if you have requested a paper copy, please check with your child each Tuesday to ensure delivery. This letter and other general letters to parents, will feature on our school website: [www.stmarysmenston.com](http://www.stmarysmenston.com)

## Welcome to staff new to St. Mary's this term:

We welcome the following new teachers to St. Mary's:

Mrs A Cotter, Teaching Assistant  
Mrs A Herring, Teacher of Science  
Mr S Lancaster, Teacher of Physics  
Mrs J Moore, Teaching Assistant  
Miss R Nicholls, Teacher of Drama & Performing Arts  
Mrs J Parish, Teacher of Art  
Miss L Smith, Teaching Assistant  
Mr J Tunnecliff, Teacher of Religious Education  
Mr M Twitchell, Teacher of Maths

## Congratulations

We extend our congratulations to Miss Ewing and Mrs Page who both married during the holiday. Mrs Page will now be known as Mrs Taylor.

## School Calendar 2011-2012

Pocket-sized School Calendars will be issued to families today, through the youngest in school. The calendar contains a summary of main school events. (Please note that Year 11 Trial Examinations take place from Tuesday 15 November for four days and not in October as indicated.)

Headteacher:  
Deputy Headteachers:

Mr R Pritchard BSc (Hons) Lth  
Mrs C McMahon  
Mr T Rothwell



### **Year 12 Welcome Evening: Tuesday 13 September at 7.00 pm**

Year 12 students and their parents have been invited to a welcome evening this evening at 7.00pm. Mrs North and Miss Watson are keen to work in partnership with parents to ensure students are given appropriate guidance, support and advice. Mrs Sayers and the team look forward to seeing you this evening.

### **Photos: Years 7, 10 and 12**

Students in Years 7, 10 and 12 will have their photographs taken on Thursday 15 September. Students will be given a proof order form when the photographs have been taken. Orders should be returned to school via Pupil Reception. Form groups photographs will be taken for Year 7 students and a proof will be issued in due course for purchase.

### **Year 7 Day of Welcome and Mass of Welcome**

Year 7 students will participate in a Day of Welcome in school on Friday 23 September. A Mass of Welcome will take place at 7.00 pm on Wednesday 28 September 2011, to which all Year 7 parents/carers and families are invited.

### **Years 8 – 11 Lightwater Valley Reward Visit**

Each pupil participating in the Lightwater Valley Reward Visit on Friday 23 September, will be receiving an individual letter this week giving further information. Parents should note that the return time to school is 4.30 pm.

### **Pastoral Leaders**

Our well established and successful pastoral system is based on year teams of tutors working with form groups led by a Student Progress Leader. For 2011-12 the appropriate staff to be contacted for any issues regarding welfare and academic progress are as shown below:

Year 7: Mr Harvey	Year 8: Mrs Carmichael
Year 9: Mrs Kirkham	Year 10: Miss Wright
Year 11: Mr Priestley	Year 12: Mrs North/Miss Watson
Year 13: Mr Smickersgill	

The development of pupils in years 7 to 11 is overseen by Mr Priestley, and in the sixth form by Mrs Sayers. Further support is provided by our pastoral managers, Mrs Davis (Years 7-11) and Mrs Andrews (Years 12-13).

### **Citizenship Programme**

As part of our Citizenship Programme Year 12 students have volunteered to support the work of form tutors. They will attend registration from Tuesday to Friday to help mentor the younger pupils and help with tasks such as planner checks. Sensitive issues should continue to be put in writing or communicated by telephone to form tutors or head of year.

### **School Uniform**

Pupils are expected to come to school correctly attired in full school uniform. In all aspects of appearance our aim is for personal smartness. We hope that parents will support us in realising our high expectations. All pupils have been issued with their uniform card and are fully aware of how this system operates.

### **Leave of Absence in Term time**

Parents are aware that they must complete an application form for absence in term time in advance in line with procedure followed by all primary and secondary schools in the North West Area Inclusion Partnership. The form (North West Leeds Schools Application for Absence in Term Time) is available on the School's website, <http://stmarysmenston.com/schoolpolicies.html>

### **Homework**

Students in Years 7 and 8 will receive a homework timetable this week. Students can access details of subjects set on each night at the front of the student's planner and from the Learning Platform. A copy of the timetable will be located on the school website. Please reinforce the importance of homework as an extension of your child's learning.

Headteacher:  
Deputy Headteachers:

Mr R Pritchard BSc (Hons) LTh  
Mrs C M'Mahon  
Mr T Rothwell



### **Pupil/Student Planners**

Planners have been issued to all pupils to assist with the planning and monitoring of schoolwork.

Parents should use the planner to:

Read and sign the "Home-School Agreement"

Sign regularly to indicate the monitoring of homework, and respond to any teacher comments

Provide reasons for absence using the "Message Board" at the rear of the planner

Bring any issues to the notice of form tutors

Look for opportunities to praise children following notification of merits and commendations.

### **Hard Copy Information**

To encourage students to develop a sense of responsibility for items issued by school, and to encourage and support young people in the school community's effort to support a greener world, students in Years 8 – 13 will, from next week, be charged 10p for the photocopying of replacement timetables, letters, etc that they have lost. Where appropriate, letters sent out in hard copy, will also be placed on the Learning Platform and on the Weekly Letter area of the school's website:

<http://www.stmarysmenston.com/weeklyletter.html> under supplementary letters.

### **Medication**

The School's medication policy is available on the school website. All parents are advised to read the policy. As previously, all medication to be stored in school must be handed to Pupil Reception along with completed consent forms, as soon as possible.

### **Charging Policy**

The School's 'Charging Policy for School Activities' is available on the school's website. Parents are advised to familiarise themselves with the policy, which can be accessed under the Information section of the school website at <http://www.stmarysmenston.com/schoolpolicies.html>

Hard copies can be requested from Mrs G Osborne, School Business Manager, email:

[osbornq01@leedslearning.net](mailto:osbornq01@leedslearning.net).

### **Lockers**

Lockers are available to provide secure storage for all pupils. Form tutors have allocated lockers to all students together with their location. The charge for these lockers is £5.00 to be paid by Year 7 pupils and those starting school in other year groups. Payment should be placed in the grey box opposite the small hall in an envelope clearly marked 'Locker Money' with name and form. Once the fee has been paid, a locker will remain available for the pupil's entire time at St. Mary's.

### **Year 8 Monitors**

Parents of Year 8 students will have received a letter about the opportunity to be a monitor for the school office.

### **Year 11 Students at Lunchtimes**

Parents of Year 11 students will have received a letter about leaving the school premises at lunchtimes. Please complete the required permission slip and return to Pupil Reception as soon as possible.

### **PE Extra-Curricular Activities**

The extra-curricular timetable for this half term is given at the end of this letter, and is also available on the School Website.

### **St. Mary's Dinner Card Daily Limit**

Due to the increasing cost of food and services the price of meals, snacks and drinks has steadily continued to rise. This has meant that the current daily limit of £4.00 for each student is not always sufficient and therefore this will increase to £4.50 with immediate effect. However if you wish to set an individual daily limit, please contact the Catering Manager, in writing or by email

[toppsr01@leedslearning.net](mailto:toppsr01@leedslearning.net)

### **Payment for School Meals**

Payments made by cheque for school meals should be made payable to 'Leeds City Council' and placed in the dinner money box located outside the main office.

### Guiseley Juniors Football club

Guiseley Juniors are looking to recruit new players for their boys under 12 squad for the forthcoming season. They have a number of places available and players of all experience and ability are welcome. Guiseley Juniors FC are one of our two 'partner' junior community football clubs and have a wide range of teams training at St. Mary's fantastic Artificial Turf Pitch and playing matches in local leagues. Any interested players or parents should contact Mr Chattoe at school or find details and contacts on the Guiseley JFC website:

[www.guiseleyjuniors.co.uk](http://www.guiseleyjuniors.co.uk)

### Walsingham Pilgrimage

The annual Leeds Diocesan Pilgrimage to Walsingham takes place this Saturday 17 September. It is hoped that a group could travel from St. Mary's. Information is available in school on the Learning Platform. Any student, parents or families who may be interested in joining us, please contact Mrs Julia Findlay immediately by email [findlajv01@leedslearning.net](mailto:findlajv01@leedslearning.net)

### Lourdes Re-union Mass

Staff and students who were involved in the Diocesan Pilgrimage to Lourdes in the summer will meet for a Reunion Mass at 5.00 pm on Wednesday 21 September at St. Mary's.

### Open Day

Our Open Day is on Saturday 8 October, from 11.00 am to 2.00 pm, to which all parents and families are invited to see the work of the school.

Yours sincerely



**R Pritchard**  
Headteacher

	<b>Sports Hall</b>	<b>Gymnasium</b>	<b>Fields</b>	<b>ATP</b>	<b>Top Yard</b>	<b>Other</b>
<b>Mon</b>	<b>Badminton Club</b> Y7, 8 & 9 Mr Tolan Miss Smith	<b>Basketball Club</b> Wharfedale Dragons 3-4pm Y7 & 8 5-6pm U14 Club 6-7pm U16 Club		<b>U13 Girls' Football</b> Mrs Pounder Miss Mallinson		
<b>Tues</b>	<b>Y7 Netball</b> Miss Anderson  <b>Y8 &amp; 9 Netball</b> Mrs Pounder		<b>Y7-9 Rugby</b> Mr Green Mr Steele  <b>Y10 Rugby</b> Mr Sugden  <b>1<sup>st</sup> XV Rugby</b> Mr Thornton	<b>6th Form Football</b> Mr Geldart  <b>Y11 Football</b> Mr Chattoe	<b>Girls' Hockey</b> Y8 upwards Miss Watson	
<b>Wed</b>	<b>Y10 &amp; 11 Senior Netball</b> Mrs North	<b>Table Tennis</b> Mrs Pounder		<b>Y8 Football</b> Mr Chattoe  <b>Y7 Football</b> Mr Twitchell		<b>Cross Country</b> Mr Calderbank
<b>Thur</b>				<b>Y9 Football</b> Mr Harvey  <b>Y10 Football</b> Mr Wilkes		<b>CSLA</b> Mrs Pounder <b>M5</b>
<b>Fri</b>						