



STAFF BULLETIN

Week Commencing 30 August 2010



HEAD'S FOCUS FOR THE WEEK: To ensure that uniform is worn correctly and all students are issued with new uniform cards.

Assemblies: None

VI Form Assembly: None

SLT to meet daily at 8.30 am

OFF ROLL: Diana Kolinyak 7(09A)

ON ROLL: None

All classroom bookings to be made through Mrs L Donald

All other room bookings to be made through Mrs H Frost

Advance Notice – 4 Twilight sessions have been scheduled for 2010/11 and will take place on
14 September 2010, 5 October 2010, 9 November 2010 and 24 May 2011

Mon 30/8/2010 Holiday

Tue 31/8/2010 Holiday

Wed 1/9/2010 Inset Day – see details later in bulletin

12.15pm Celebration Lunch for all staff at Chichester Hotel

Thu 2/9/2010 First day arrangements – see details later in bulletin

3.15pm SLT meeting

Fri 3/9/2010 Registration – Year 7-11 students to complete weekly achievement sheets

Gold and White 100% punctuality stickers to be issued by tutors at Friday registration (any staff who need more please see Mr D Windeatt)

Form Tutor Monitoring Sheets (Upper School to Mr D Windeatt and Lower School to Mr P Mower) by 3.00pm

Homework Monitoring Sheets from Subject Leaders due to Mr D Windeatt by 3.00pm

HOY Weekly HW diary monitoring sheets due to HOUS/HOLS by 3.00pm

HOLIDAY LIST			
Dominic Robinson	07B	02-Sep-10	02-Sep-10
Connie Hibbert	06U	02-Sep-10	03-Sep-10
Warren Marshall	05B	02-Sep-10	03-Sep-10
Kellen Pearton	08B	02-Sep-10	03-Sep-10
Jemma Hart	07M	02-Sep-10	03-Sep-10
Amy Stone	06E	02-Sep-10	03-Sep-10
Luke Taylor	08A	02-Sep-10	03-Sep-10
Emily Smith	12E	02-Sep-10	06-Sep-10
Brooke-Ella Harman	09C	02-Sep-10	07-Sep-10
Taylor Harman	06M	02-Sep-10	07-Sep-10
Charlotte Warway	08P	02-Sep-10	08-Sep-10
Jodie Johnson	07M	03-Sep-10	06-Sep-10

FIRST DAY ARRANGEMENTS CHECKLIST

Year 7	Arrive at	8.45 am	and go to West Hall
Years 8/9/10/11	Arrive at	9.35 am	and go to tutor rooms
Years 12	Arrive at	9.30 am	and go to B & E conference room
Year 13	Arrive at	10.00am	and go to B & E conference room

SLT, Head of Lower School, Head of Yr 7, Yr 7 tutors, First Aid, Pastoral Team:

8.30 am: Welcome, check uniform and direct new Year 7 students to West Hall.

Head of Year 7

8.45 West Hall	- welcome new students and seat in tutor group order
9.00 West Hall	- address the students after the Head has spoken

Year 7 Tutors

8.30 – 8.45	Tutors must accompany students to the hall and line them up. - welcome and direct new Year 7 students to West Hall. - seat students in tutor group order - sit at the end of the first row of their tutor group.
9.30	- escort tutor group back to respective tutor rooms.
9.30 – 10.55	- tutor time (see check list below)
10.55 – 11.10	Break
11.10 – 12.10	P3 normal lesson
12.10 – 1.10	P4 normal lesson but with early lunch for the first two weeks
12.50	Yr 7 tutor groups BEAU go to lunch
1.00	Yr 7 tutor groups CHMP go to lunch
1.10 – 1.45	Lunch: voluntary help around school would be appreciated
1.45 – 2.45	Period 5 - normal lessons
2.45	School finishes.

SLT, Heads of Year 8-11, Pastoral Team:

9.00-9.30 am: Welcome and check uniform at front and back gates

Year 8/9/10/11 and Sixth Form Tutors

	Tutors must accompany students to the hall and line them up in register order
9.35	Students arrive & go straight to tutor rooms.
9.35 – 10.55	Tutor time interspersed with assemblies:
10.00 – 10.20	Year 8 assembly, then back to tutor time
10.35 – 10.55	Year 9 assembly, then to break
10.55 – 11.10	Break
11.10 – 12.10	P 3 normal lesson, interspersed with assemblies:
11.10- 11.30	Year 10 assembly, then back to P3
11.50 – 12.10	Year 11 assembly, then to P4
12.10- 1.10	P 4: normal lesson.
1.10 – 1.45	Lunch: voluntary help around school would be appreciated
1.45- 2.45	Period 5 - normal lessons
2.45	School finishes

Tutor time:

- Emphasise that pm registration is part of Period 5 lesson- don't be late!
- Issue timetables and student planners
- Issue uniform cards
- Prepare personal statement sheets
- Discuss school routines, change of day, fire drill, passes (lunch, bicycle, clubs etc)
- Emphasise school expectations, examination success, extra-curricular activities.
- No student off site at lunchtime without an official pass (to go home only)
- Lunch time pass applications from Mr A Draycott
- Take names of students on Stephenson's bus, Langdon Hills or Thamesway bus and return form to Mr A Draycott.
- Tell students that lost property is held at Student Reception
- Free School Meal tickets from Student Reception at break times.

STAFF INSET DAY

Wednesday 1 September 2010

"AIMING FOR THE NEW OUTSTANDING"

PROGRAMME

All sessions in the West Hall unless otherwise stated

8.00 - 8.45	Meeting for new teaching staff (B&E Conference Room)	<i>Chris Carrott & Mat Harper</i>
8.15 - 8.45	Refreshments available (West Hall) Slideshow	
8.45 - 8.55	Welcome Introduction of new staff and staff in new roles Overview of day	<i>Mat Harper</i>
8.55 - 9.10	Headteacher's address	<i>Bob Hodges</i>
9.10 - 9.30	Review of results: A Level & GCSE	<i>Alan Liddell</i>
9.30 - 12.00	Departmental target setting (in departments) Department time	
12.00	<i>Depart for lunch at the Chichester</i>	
12.15 - 1.45	Lunch at the Chichester	
2.00 - 3.00	Department time	
3.00 - 3.20	Launch new KS5 Assessment Tracking (to SLs and Sixth Form staff)	<i>Nick Sydenham & Karen McEwan</i>
3.20 - 3.35	Safeguarding & Uniform	<i>Darren Windeatt</i>
3.35 - 4.05	Tutor meetings (venues tba)	<i>Yr 7: P Mower Yr 8: E Smith Yr 9: G Theobald Yr 10: M Spencer Yr 11: C Carrott Yr 12/13: K McEwan</i>