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## Carre's Grammar School

Northgate Sleaford Lincolnshire NG34 7DD  
Headteacher N M Law

6 September 2013

NL/JB

Dear Parent/Carer

To the majority - welcome back to Carre's – and to those who are new to the school – a very warm welcome. I hope that you and your family have enjoyed a good holiday this summer. I have pleasure in writing to you with a summary of current news from the school and information about key forthcoming events.

### Public Exam Success

We are always very proud of the achievements of our **A-level** candidates, and this year is no exception. Just over 45% of all grades were A\*-B, and it was particularly pleasing to see that so many achieved personal success and improved over time as a result of their hard work and determination to achieve their best. The results represent a fantastic achievement for the students, who came from a whole range of schools to study in the Sleaford Joint Sixth Form, and this demonstrates the strength of the collaboration between the staff of the schools in the town. Staff, students and parents worked exceedingly hard together in challenging subjects and they achieved highly in these areas. The majority of the students achieved results that enabled them to take up their offers at University, many of them at the country's top institutions, including Oxford and Cambridge. In addition to their academic results, the year group made a significant contribution to the wider life of the school and developed skills which they will find invaluable in their roles as future leaders in their chosen careers.

At **AS** the year group turned in the school's best ever results, with over 45% achieving A-B, and the large majority meeting or improving upon their target grades. This bodes well for them, given that they are half way through their courses, and with continued hard work and application, they should be able to remain in control of their own destiny come August next year.

At **GCSE** the pass rate was once again over 99% 5A\*-C, and just under 50% achieved 5 or more grades at A\*/A. Xavier Cunago achieved a remarkable 13A\*, while others achieved all A\*/A grades - Jonathan Gilmore, Christian Mutti, Andrew Parsons, Joe Tomlinson, Joe Dennis, Jacob Kirwin, James Colston, Kieran Sloan, Venson Pang, Connor Watts and Jack Ketch. A large number of students also achieved a raft of top grades, but *importantly*, all students achieved the grades that have allowed them to go onto the next stage of their education, be it with us at Carre's, or at another institution.

### Staff News

The departure of colleagues and the further expansion in the numbers in the school has necessitated the expansion of the teaching staff to ensure that all students receive high quality education in appropriately sized groups.

**Mrs Pauline Rayfield** has retired after 12 years with us. She was a much valued and respected member of the MFL department who took the decision to retire earlier than she might have done to care for her seriously ill husband. Sadly he passed away recently. Our Head of Maths, **Mrs Rachael Needham**, has taken the decision to leave us to care for her seriously ill daughter; our thoughts and prayers are with them and their families at this time.

**Mrs Leah Kirkman** has left the English Department to pursue her career as an author and educational consultant, having been with us for 5 years, and Mr **David Findlay**, who returned to the school to cover a maternity leave in the English department, and has, in his own inimitable way, influenced the lives of

those around him, has taken up a teaching post in Dubai in September. **Mrs Anne-Marie Coulatti** has been working with us in the MFL Department and is now at The William Farr School.

We wish all of our staff well, be it in future employment, in retirement or in a new life!

**Mrs Sally Collins** joins the MFL Department from Queen Elizabeth's Grammar School, Horncastle. She is an experienced teacher of French and German, and has held management positions at her previous school.

**Mrs Fiona Self** is the first Psychology teacher at Carre's. The continued expansion of the sixth form has necessitated her appointment. She joins us from Grantham College, where she has had a vast experience of Post-16 education.

As part of the Schools Direct programme four trainees will be learning their trade with us: Katharine Sidney (English), Jamie Tomlin (Science), Lucy Smith (History) and Jack Cotton (PE). We wish them well as they embark on their careers, and hope that their experience with us will ensure that they are outstanding teachers of the future, whether it is with us or elsewhere.

### **Building Work**

Once again there has been a comprehensive programme of refurbishment and redecoration throughout the school, with the external décor now more befitting a school of Carre's standing. Windows have been replaced throughout the main school block and internally much has been done to freshen up some tired buildings. Although we are an old and relatively small site we continue to take great pride in creating the very best learning environment for our students. To this end we have transformed the School House, creating 2 additional classrooms, office space, meeting rooms and a new Learning Support suite. We will continue to develop the School House to make it fit for purpose for the changing education environment whilst also celebrating the rich heritage that is special to Carre's and sets us apart from many other schools. The two Art rooms have been completely refurbished, and an old common room has been developed into a classroom.

We will continually strive to expand and improve upon our facilities and we expect that our students will show the same degree of respect towards the buildings as has usually been the case, recognising the hard work put in by the Site Team over the summer.

### **Internal Examinations**

As a school, we feel that it is important that during their time at Carre's, your son/daughter builds up the experience of the formal examination process to prepare for the external examinations in Years 11 to 13. For the students this will be an opportunity to prepare for assessments that cover a larger body of work than those they might do as part of their normal studies, and they should take note of the advice and guidance provided by their subject teachers in terms of revision and exam techniques.

Your son/daughter should view these exams as an opportunity to see how successful their revision and learning techniques are and how effectively they are able to cope with the examination process. He or she should therefore spend time revising actively to ensure that effective and efficient revision techniques for the exams in each subject area are in place.

- Exams for students in Years 7 and 8 will take place during week commencing Monday 30 June 2014.
- Formal Assessments for Year 9 students will take place during week commencing Monday 21 April (these will comprise a mixture of exams and shorter assessments depending on the subject).
- Exams for students in Year 10 will take place during the weeks commencing Monday 5 May and Monday 12 May 2014.
- GCSE Mock Examinations for Year 11 students will take place during the weeks commencing Monday 25 November and Monday 2 December 2013.
- Year 12 Examinations will take place during week commencing Monday 3 March 2014.
- Year 13 Examinations will take place during week commencing Monday 10 February 2014

## Governance

There will shortly be vacancies on the Governing Body for parent governors. Ofsted have judged governance, as part of the school's leadership and management, as being a particular strength of the school, and it is important for the future of the school that this is maintained. Now that we are an Academy there is more responsibility vested in the governors, and they are rightly now more accountable for the finances and strategic direction of the school. This requires a commitment from all of the governors to do more than simply turn up for a meeting once a month, and to take a proactive part in the running of the school, whilst respecting the role of the teaching professionals. Should you like to know about what the role entails, please contact the Chairman of Governors, Mr Andrew Hutton. He can be contacted via email at: [andrew.hutton@carres.lincs.sch.uk](mailto:andrew.hutton@carres.lincs.sch.uk). Should you wish to be nominated for the role, please read the information attached to this newsletter and complete the nomination form. The form should be returned to the school by 20 September.

## Calendar

This can be found on the website. The website should be the first point of reference for school news and events.

## School Sponsored Walk

This will take place on Thursday 17 October 2013. This year we are raising funds for the following charities, in addition to school funds:

- **St James's Hospital** – who have supported Mrs Needham's new born daughter with a condition known as Neutropenia
- **Air Ambulance** - nominated by Paul Sardeson whose farm land we access each year and continues to support the school
- **Lincolnshire Fire & Rescue** - nominated by Lauren Taylor who benefitted from their services after an accident

Last year we raised a total of £17,454.79, inclusive of Gift Aid, which was shared with 50% to school funds and 50% from each Key Stage to charities nominated by students - KS3 Young Carers & NeST, KS4 MS Trust & Alzheimer's, KS5 Vasculitis. This year the PA has kindly offered assistance with the event and we will be able to Gift Aid money raised.

The walk is 12 miles long and usually takes between three and four hours. Students will be free to leave school as soon as they have checked in after the walk. You may, therefore, wish to make some alternative travel arrangements for your child. Those students who will be travelling home at the normal time will be supervised until the usual departure time. There will be no teaching on this day.

Mr Scholefield will be sending out further details shortly.

## Parents' Cars on the School Site

May I remind parents that for safety reasons we do not allow the dropping off of students on the school site after 8 am. Similarly, in the afternoons, parents should not bring cars onto the site before 4.30 pm.

## Absences

May I also remind parents that should their son/daughter be absent from school for any reason, they should, in the first instance, notify the school office. This can be done by telephoning 01529 302181 or by emailing [enquiries@carres.lincs.sch.uk](mailto:enquiries@carres.lincs.sch.uk).

## Lost Property

On the last day of each term we have a Lost Property amnesty. All unmarked property is put out for students to recognise and claim. Any unclaimed items after the amnesty are given to charity. It would be most helpful if your child's property is named as this makes it easier to hand back property which is often claimed to have been 'stolen', when, in the majority of cases, it has been left unwittingly somewhere in the school.

## Music

Carre's Grammar School offers music tuition to students in the following:

Violin	Woodwind
Guitar	Brass
Drums	Piano
Cello	Voice

The school makes a financial commitment to employ music tutors for the whole of the academic year and therefore we require parents to make a similar commitment.

Invoices are issued each term and are averaged over the 6 terms to give equal payments regardless of the number of weeks in the term. Allowances are made in this termly charge for the occasional missed lesson for reasons such as school trips. Amendments are made **only** if the tutor fails to offer the lesson. Consideration will obviously be given if there are exceptional circumstances which mean a student has to stop lessons mid year. We would ask therefore, that parents consider seriously the financial cost and commitment before agreeing to their son taking lessons.

The school is pleased to be able to inform parents that even though we have moved to Academy status, there will still be a discount applied if you qualify for Free School Meals. The discount is 50% and documentary evidence **must be seen** for this to be applied, a copy of which is to be held on our files for audit purposes. Please contact our Finance Department if you wish to discuss this further. We are not able to offer any discount for siblings who also take music lessons. This service has also been withdrawn by County Music Services and would, therefore, no longer be available even if we hadn't become an Academy. Most of our tuition is provided by the Lincolnshire County Music Services and charges will be as follows:

Prices per term: Individual lesson - £97.80	2 sharing - £48.60
3 sharing - £32.60	20 minutes - £65.20 (Singing and drums)

## Cashless Catering

Cashless catering is in place in the school's Dining Hall ('The Chill'). Please could I remind parents to ensure that sufficient funds are uploaded onto Parent Pay for their child's lunches. You should be aware that overdrafts are not permitted except in extreme circumstances.

## Trip Refunds

We try to keep the cost of trips to a minimum, but sometimes there is a small surplus. Where this is the case the balance will be paid directly to the student's ParentPay account, unless requested otherwise.

## Mobile Phones

Whilst we appreciate that many parents like their children to have a mobile phone with them, and we support this in principle, we will not accept them being used in lessons as they disrupt the learning of others. Unlike many schools, we allow mobile phones at Carre's. However, the school cannot accept responsibility for any loss or damage. Phones should be switched off and kept out of sight during lessons. Breaches of this will result in the phone being confiscated and being made available for return at the school office at the end of the day. Should this happen a second time, parents will be required to collect the phone in person from the school office.

Students who are ill should not contact parents before they have reported to the school office. Could you please reinforce this message with your son/daughter.

## Uniform and Appearance

We have a formal uniform which reflects the traditions of the school and our policy is stated in the prospectus and on the school website. We expect our students to maintain high standards of dress during the school day and also when travelling to and from school. This means that shirts/blouses should be

tucked in, for boys top buttons should be done up and blazers/jackets should be worn. Hooded tops are not part of our uniform, and neither are extreme hairstyles. Boys have been given House badges and should wear these on their blazers. For boys, piercing is not permitted, and they should be clean shaven. The dress code is also intended to respect cultural sensitivities. If there are any concerns, then I would be happy to discuss this with parents.

There is a new rugby kit which can be purchased from Sleaford Clothing and Uniform Direct that is compulsory for Year 7 and 8 students. It is hard-wearing and reflects your son's house – each shirt has the main body in red and the sleeves, sides and collars are in the House colour.

### **School Term Dates and Holidays**

The school term dates are published on the school's website. I would respectfully request that holidays are not taken during term time and requests will not normally be authorised, except in exceptional circumstances. Nationally, Government policy is to encourage schools to minimise the amount of teaching and learning time lost as a result of term-time holidays. Schools are now expected to adopt a much more challenging response to requests for leave for such holidays, and this remains our position.

### **Behaviour on Contract Transport**

Despite frequent reminders of our expectations, we are always concerned about any unsatisfactory behaviour on the journeys to and from school. We would be grateful if you would reinforce our expectations by reminding your son about the importance of remaining seated during the journey. Behaviour such as shouting or throwing objects is clearly unacceptable. All students sign a code of conduct regarding travel which makes it clear that poor behaviour may result in a ban from using school transport.

### **e-Access Registration**

Access to your child's online data, such as attendance information, progress grades and student events, is available via the school website – please click on the relevant link on the school home page.

### **Key Forthcoming Events**

Some of the most important forthcoming events for this term are as follows:

9 September	OPRO visit (mouthguards)
9 September	Key Stage 5 Information Evening
16 September	Key Stage 3 Information Evening
17 September	Governor Teaching and Learning committee meeting
17 September	Full Governing Body meeting
20 September	Year 7 CATs
23 September	School photographs for Years 7, 9, 11 and new Year 12s
23 September	Key Stage 4 Information Evening
26 September	European Day of Languages
26 September	School production – Julius Caesar
27 September	School production – Julius Caesar
3 October	Year 12 visit to Christ's College, Cambridge
4 October	Year 9 Geography trip to Peak District
9 October	Sixth Form Open Evening
13-20 October	Spanish Exchange
14 October	Governor Personnel and Welfare committee meeting
16 October	Open Day
16-21 October	MFL trip to France
17 October	Sponsored Walk
17 October	END OF TERM ONE
28 October	START OF TERM TWO
28 October	Governor Finance and Resources committee meeting
4 November	Governor Strategic and Development committee meeting
6 November	Year 13 Parents' Evening
7 November	Senior Maths Challenge
7 November	Year 13 Geography trip to Sheffield
11 November	Drama trip to Stratford

18 November Governor Teaching and Learning committee meeting  
18 November Full Governing Body meeting  
19 November Year 11 Careers Event at KSHSSA  
21 November Year 10 Parents' Evening  
25 November- Year 11 mock exams  
6 December  
9 December Christmas concert  
10 December Governor Finance and Resources committee meeting  
16 December Governor Strategic and Development committee meeting  
18 December Senior Prizegiving  
19 December Curriculum Day  
20 December Carol Service  
20 December END OF TERM TWO

Finally, I would like to thank parents for their support and encouragement in the education of our students and wish you and your family all the best for 2013-14.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N M Law', with a small dot at the end.

**N M Law**  
Headteacher

Enclosure

6 September 2013

Dear Parent/Carer

### **Election of Parent Governor**

In accordance with the Education Act 2002, and the Academy's Articles of Association, the Governing Body of each school shall include Parent Governors, these being parents of registered students at the school elected by such parents.

The definition of a parent is found in the Children Act 1989. In addition to the actual parents of a child, "parent" can include any person who is not a parent of a child but has parental responsibility for him or her or who has care of the child.

Vacancies for Parent Governors have now arisen at our school, with the resignation of one governor and the term of two others coming to an end. It is, therefore, necessary to hold an election.

If you are interested in being a candidate please complete the slip attached, proposed and seconded, and forward it to the Returning Officer at the school, to arrive not later than Friday 20 September. It is recommended that candidates supply a short personal statement (not more than 50 words) about themselves for circulation to voters. A copy of the relevant documentation will also be available for download on the school website.

Candidates should be aware of certain disqualification clauses relating in particular to bankruptcy and criminal convictions. If you are in any doubt about your eligibility to stand for election please contact the Returning Officer who will be able to supply you with further details.

The main duties and responsibilities of school governors are set out overleaf. It should be noted that an elected Parent Governor is appointed for a four year term and may continue in post even though their child may have left the school part way through their four year term of office.

If the number of candidates exceeds the number of vacancies you will be sent voting slips and details about the electoral process via your son. The results of the election will be placed on the school notice board and on the school website.

Any queries relating to this election should be made to the Returning Officer at the school.

Yours sincerely

***Debbie Scott***

**Mrs D Scott**  
Returning Officer

## DUTIES OF A GOVERNOR

Governors are not expected to be involved in the day-to-day management and administration of the school, rather to set strategic plans for the school and to provide the Headteacher with guidance on general principles.

Whilst it is difficult to define in precise terms what all the duties of a governor are, the following are among them:

- To work as a member of the Governing Body for the best interest of the school.
- Attend the regular meetings and special meetings of the Governing Body as well as meetings of any committees to which they have been appointed.
- Become familiar with general educational issues and developments.
- Take an interest in school activities.
- Promote the school within the community.
- Be able to commit time to the duties and responsibilities of a governor.
- Be prepared to become involved in:
  - staff appointments;
  - student discipline;
  - the school curriculum;
  - the financial management of the school;
  - Health and Safety matters;
  - Governor Training.

Governors have an increasingly important role and attending termly meetings only is not enough. It is essential that the person appointed must have and maintain a keen interest in the work and welfare of the school. Inevitably visits must be made to see the Headteacher and what the school is doing; to play an active part in the public and social life of the school. Governors also have the task of being the immediate “lay” support for the professional staff in the school.



**CARRE'S GRAMMAR SCHOOL**

**NOMINATION FORM FOR PARENT GOVERNOR**

To the Returning Officer \_\_\_\_\_

I, \_\_\_\_\_  
(Full name in block capitals)

Address \_\_\_\_\_  
\_\_\_\_\_

Wish to stand for election as a Parent Governor of the above school.

(Signed) \_\_\_\_\_ Date \_\_\_\_\_

This nomination is proposed by \_\_\_\_\_

(Signed) \_\_\_\_\_

Seconded by \_\_\_\_\_

(Signed) \_\_\_\_\_

(Both of whom are parents of students registered at the school).

A short personal statement about yourself (not more than 50 words).