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## Carre's Grammar School

Northgate Sleaford Lincolnshire NG34 7DD  
Headteacher N M Law

4 September 2014

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. Over 50% 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. 10 students achieved all A\*/A. 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 and will open doors for our students.

At **AS** the year group turned in some excellent results, with the large majority meeting or improving upon their target grades. This was the first year in which students could not take modules in January, which has previously been the case, but there appears to have been little discernible impact upon the results. 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 96% 5A\*-C, including English and Maths. Just under 50% achieved 5 or more grades at A\*/A and 40% achieved all A\*/B grades. 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, and the hard work put in has paid off.

### Internal Examinations

As a school, we feel that it is important that during their time at Carre's, the students build up experience of the formal examination process to prepare for the external public examinations taken in Years 11, 12 and 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 29 June 2015.
- Exams for Year 9 students will take place during week commencing Monday 13 April 2015.
- Exams for students in Year 10 will take place during the weeks commencing 27 April and 4 May 2015.

- GCSE mock examinations for Year 11 students will take place during the weeks commencing 24 November and 1 December 2014.
- Year 12 examinations will take place during week commencing Monday 23 February 2015.
- Year 13 examinations will take place during week commencing Monday 26 January 2015.

### Staff News

At the end of last term we bade farewell to **Mrs Sally Collins** whose family has relocated to Worcestershire. She has done a tremendous amount to help move the Modern Foreign Languages forward in her short time with us. **Mrs Jane Thatcher**, our Catering Manager, has left for pastures new after 10 years in which she has transformed the school canteen and provided the excellent meals that are the envy of other schools and leave soggy semolina, tough brisket and sloppy mash a thing of the distant past. In the Ethics and Philosophy Department **Mr Jesse Ratcliff** has started a new career with the Lincoln Diocesan Board after 10 years with us, having previously been at The Priory LSST.

As doors close, others opens, and **Mrs Hayley Goymer** has joined the MFL department from Lincoln Christ's Hospital School, taking responsibility for French, in particular. **Mrs Lindsey Tyson** steps into the role of Catering Manager with the added responsibility of delivering 200 primary school meals a day, in addition to those that our own students devour. I am delighted that **Mr Mike Haines**, who was previously the long-serving Head of RE and retired in 2009, has agreed to return to us for the foreseeable future. A further newcomer to the staff is **Mr Neil Quinton**. He takes over as Head of History, having worked in a similar role at St George's Academy.

As part of the Schools Direct programme two trainees will be learning their trade with us: **Dr Edmund White** (English) and **Stuart Campbell** (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 as we continue to take great pride in creating the best learning environment possible. Our rolling programme of re-decoration has continued in the tower block alongside the complete refurbishment of a Science Lab. The kitchen has also had a makeover in time to deliver primary meals in the local area as part of our outreach and service to our partner primary schools. The IT asset replacement has been brought forward 1 year at a cost of £52k and the whole site now has a wireless network costing £34k. We anticipate that this work will also benefit not only students but visitors to the school and premises. Sitting alongside this is the refurbishment of Northgate Sports Hall. This has been undertaken with great support from NKDC as we take over the running of this facility to benefit the school and community from September 2014.

### Governance

There is a vacancy on the Governing Body for a Parent Governor. Ofsted 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, through the school. Should you wish to be nominated for the role, please read the information at the end of this newsletter and complete the nomination form, returning it to school by 19 September.

### Calendar

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

## **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.

## **School Sponsored Walk**

This will take place on Thursday 23 October. This year we are raising funds for several local organisations that have supported the school, in addition to school funds. These will include: Sleaford football, rugby, cricket and golf clubs, South Kyme golf club and Sleaford Rotary Club as well as other charities nominated by students.

Last year we raised over £18,000, inclusive of Gift Aid, which was shared with 50% to school funds and 50% from each Key Stage to charities nominated by students. 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 8am. Similarly, in the afternoons, parents should not bring cars onto the site before 4.30pm.

## **Safeguarding**

From September 2014, parents of boys in Years 7-11 wishing to take their son out of school during the day should report to the school reception where their son will be handed over by office staff. This change in procedure is to make sure that boys are safely delivered to their parents.

## **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.

## **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.

## **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.

## **Payment for Trips**

From September 2014 the preferred method of payment for all school trips will be via ParentPay and we hope to extend this to include payments for Music tuition in the near future. If you would rather pay via an alternative method, please contact the Finance Office.

## 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 and therefore amendments will be 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.

A 50% discount will be applied to tuition and free instrument hire is available if there is eligibility for Free School Meals.

Most of our tuition is provided by the Lincolnshire County Music Services and charges will be as follows:

- £35.80 per hour
- £17.90 per half hour individual lesson
- £11.93 for a 20 minute individual lesson.

Shared lessons are calculated accordingly.

Prices per term: Individual lesson - £101.43	2 sharing - £50.72
3 sharing - £33.81	20 minutes - £67.62 (Singing and drums)

## Wireless Network and Mobile Devices

As mentioned previously, over the summer the school network has been upgraded and there is a wireless network throughout the school. This is to help with administration, but, more importantly, with teaching and learning. We have seen the benefits for the sixth form students who use their own devices, largely for research and accessing online resources, and would like to roll this out to the whole school over the next 18 months. The school will not be providing wireless devices for students, but will provide the facility for parents to purchase devices through a third-party company. Mobile Phones may be used for this purpose only during lessons, with the teacher's permission, and as previously, 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.

The school cannot accept responsibility for any loss or damage of personal devices.

The school has a new policy in place regarding the use of mobile devices – please see the school website [www.carres.lincs.sch.uk](http://www.carres.lincs.sch.uk) under Publications/Policies/Whole school/ICT Bring Your Own Device (BYOD).

## Uniform and Appearance

We have a formal uniform which reflects the traditions of the school and our policy in school uniform 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.

### **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:

4 September	START OF TERM ONE
4 September	Governor Strategic and Development committee meeting
8 September	OPRO visit (mouthguards)
15 September	Key Stage 5 Information Evening
16 September	Governor Teaching and Learning committee meeting
16 September	Full Governing Body meeting
22 September	Key Stage 3 Information Evening
22 September	School photographs for whole school, Years 7, 9, 11 and new Year 12s
26 September	Year 7 CATs
29 September	Key Stage 4 Information Evening
10 October	Year 9 Geography Trip (Castleton)
13 October	Governor Personnel and Welfare committee meeting
15 October	Open Day
15 October	Sixth Form Open Evening
20 October	Governor Finance and Resources committee meeting
21 October	Year 7 Settling-In meetings
23 October	END OF TERM ONE
24 October	Staff Training Day
3 November	START OF TERM TWO
3 November	Governor Pay committee meeting
3 November	Governor Strategic and Development (including Audit) committee meeting
12 November	Year 13 Parents' Evening
13 November	Year 13 Geography Trip (Sheffield)
17 November	Governor Teaching and Learning committee meeting
17 November	Full Governing Body meeting
21 November	Year 11 GCSE PE Orienteering assessment day
24 November	Onatti play (Spanish)
25 November	Progress Grade Reviews
25 November	Year 10 Parents' Evening
9 December	Year 9 Options Evening
9 December	Governor Finance and Resources committee meeting
15 December	Governor Strategic and Development committee meeting
17 December	Curriculum Day
17 December	Senior Prizegiving
18 December	Carol Service
18 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 2014-15.

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

4 September 2014

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.

A vacancy for a Parent Governor has now arisen at our school, with the appointment of Cdr Garry Titmus as a Foundation Governor at the expiry of his term as Parent Governor. 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 19 September. It is recommended that candidates supply a short personal statement (not more than 50 words) about themselves for circulation to voters.

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 below. 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 there is more than one valid candidate, you will be sent voting slips and details about the electoral process via your son/daughter. 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).

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