



Mikaela Parker, Head of Student Progress Years 7 and Transition

13 July 2018

Dear Parents and Carers

Moving from Year 6 to Year 7

Welcome from the Year 7 Team

It is my pleasure to welcome your child(ren) to Cheney School. The move to secondary school is a very important step in their education that is both exciting and daunting. We hope that the transition evening and days have helped to settle any nerves that there may be about starting in September. We are very excited about welcoming our new Year 7s in September as they start on their Cheney journey, they are now an important member of our school community, we are looking forward to getting to know them better and celebrating their successes and achievements.

As Head of Student Progress for Year 7 and Transition next year, I will have overall responsibility for the academic outcomes of students as well as prime responsibility for improving the school's provision for learning for all young people within my year group.

I would also like to tell you that I will be taking Maternity Leave beginning before October half term. **Mr Andrew Olubodun** (current Head of Faculty for Design and Technology), will be taking on my role while I am away and we are working closely together so that we can both get to know your child(ren) and make sure that we, together, give them the best possible support and guidance throughout this year.

Working alongside us next year will be **Mr Lee Fieldwick**, Pastoral Leader for **Year 7**. Mr Fieldwick will be committed to the wellbeing of each and every student in their year. If your child needs support, **Mr Fieldwick** is there to listen, offer help and advice, try to resolve problems, or just offer a quiet space to think. He will work with us to ensure that our care for your child promotes their achievement and well-being.

Our most important value at Cheney is **respect**. We believe that everyone in our school community deserves respect. This includes other students, all teachers and adults in the school, as well as the school environment. We expect everyone in the Year 7 community to always be kind to each other and try to offer support to others. We will work with all of our students to appreciate, understand and enact our school values on a daily basis. This will help to make your child's move to Cheney smooth and ensure everyone feels happy and safe at school.

Mr Fieldwick is your first point of contact if your child is ill or absent from school:

Email: LFI@cheney.oxon.sch.uk

Phone: **01865 755256**

For any other issues or questions, please do not hesitate to contact myself or Mr Olubodun on:

Email: MPA@cheney.oxon.sch.uk

Phone: **01865 755155**

Email: AOL@cheney.oxon.sch.uk

Phone: **01865 755155**

**Head**

Rupert Moreton, BA, MA, M.Ed

*Think for yourself, act for others***Preparing for September**

Please find below important information to help you prepare for the first few days at Cheney School.

- **Reading book, Equipment and Prepared for Learning (REP):** literacy skills are a crucial part of academic success, therefore, we encourage every student at Cheney to carry a reading book with them. This is an expectation for all Year 7 students. In addition to their reading book, they will also need their exercise books for their lessons; we will provide this in the first lesson for each subject. **You will need to provide standard equipment in their pencil case**, please find this detailed below:
 - 2 Blue/Black Pens
 - 2 Pencils
 - 2 Highlighters
 - 2 Purple Pens
 - A Rubber
 - A Sharpener
 - A Ruler
 - Maths Equipment/Calculator
- **Uniform:** guidelines can be seen on the school website <http://www.cheney.oxon.sch.uk/Uniform> where there is also a link to the Stevensons website. Stevensons have recommended that you place your order/shop as early as possible to avoid the busy period in late September. They also want us to remind parents that they have extended opening hours at their Banbury Road shop during the summer months. We appreciate your support to ensure that your child is dressed in the correct school uniform from Monday 3 September onwards. Please ensure that all uniform is labelled, especially PE kits and winter coats. If possible please use iron-on or sewn labels.
- **First day school timings:** the first day of the new term for Year 7 students is on **Monday 3 September**. School starts at **8.30am** and the first day will finish earlier than usual at **1.05 pm**. The shortened first day is to allow our new Year 7 students an opportunity to adjust to life in secondary school, they will spend the first part of the day in a year group assembly and then with their tutor, before following their timetable after break time. From Tuesday 4 September onwards students will be dismissed at the normal time of **3.10pm**.
- **Entering and leaving school:** students enter and leave school through the attendance gate at the Gipsy Lane entrance. This is the same gate used during the transition days.
- **Dropping / collecting and parking around school:** we endeavour to promote healthy-living, independence and environmental awareness among our students and as such, we encourage all students to make their own way to school on foot, by bike or using public transport. We hope you can support us with this, but if you do wish to bring or pick up your child by car, please note that there is no available parking or turning space on site (unless you have a special arrangement with the school) or on Cheney Lane or at the junction with Warneford Lane. There is limited on-street parking on Warneford Lane towards Morrell Avenue. If your child is cycling to school, please be reminded to provide them with a cycle helmet and a lock for storing their bike safely in the bicycle shed during the school day.
- **Parent Pay:** Cheney School is a cashless school. We use the online payment system Parent Pay for all financial transactions including school meals, trips payments etc. Parent Pay details will be made available to you in the second week of term, week beginning 10 September.



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- **Lunches and buying food from the canteen:**
 - Canteen accounts for new students are set up in the first few days of term using a fingerprint system. The accounts are linked to Parent Pay, which allows you to charge your child's account online. Please be aware that the fingerprints will only scan 5 different points of your child's thumb and that this information is handled confidentially by the school. The purpose of using this system is to help keep the canteen system flowing as smoothly as possible during the busy serving times at break and lunch. However, if you are concerned about your child's fingerprint being recorded then it is also possible to set up a four digit PIN number.
 - **Because Parent Pay set-up will not be completed until the second week of term, your child will need to bring cash or a packed lunch to school for the first two weeks of term.** If you would like your child to buy food from the canteen please provide them with a small amount of cash for those first two weeks. A cooked main meal costs £2.40. If you would like them to buy a snack during break then you may wish to provide them with a little more.
 - If your child is currently receiving Free School Meals, this should continue automatically into secondary school. If we encounter any issues with Free School Meals, we will contact your child's primary school for verification.
- **Photograph for the school record:** during the first few days we will take your child's photograph. Please be aware that this is a snapshot of your child to identify them for our school records and not a professional photograph that can be purchased.
- **Arranged supervision at the end of the day:** during the transition days we offered to collect students from lessons and supervise them until parents arrived, if there had been prior contact with the school. Please be aware that this was a special arrangement to support the change from primary school and it is not possible for us to do this on a long term basis. All students will be dismissed through the attendance gate and you are welcome to meet them there at the end of the school day.
- **Lockers:** we have some lockers available for Year 7 students in their social area. They can be rented for a deposit of £10 which includes the rental of a combination lock. These will be arranged with students during the third week of term, week beginning 17 September. If you would like your child to have a locker then please add £10 cash to your Parent Pay account once it has been set up. This money will be returned at the end of the school year when the locker has been vacated and the combination lock is returned to the school.
- **Homework:** homework is an expectation of secondary school life and we will support our new Year 7 students to ease in to a homework schedule gradually. Homework will be set using an online system called [Show My Homework](#). We will introduce the Year 7s to this system during a tutor lesson in the first few weeks and send an email and letter to you with a password for yourself and your child.



The School Day, Term Dates and Key Dates

As mentioned above, the first day of the new term for Year 7 students is **Monday 3 September**. School starts at **8.30am** and the first day will finish earlier than usual at **1.05 pm**. From Tuesday 4 September onwards students will be dismissed at the normal time of **3.10pm**. Please find below the timings of the school day.

Tutor Time	8.30-8.55am
Transition between lessons	8.55-9.00am
Period 1	9.00-10.00am
Break	10.00-10.30am
Period 2	10.30-11.30am
Transition between lessons	11.30-11.35am
Period 3	11.35-12.35pm
Lunch	12.35-1.05pm
Period 4	1.05-2.05pm
Transition between lessons	2.05-2.10pm
Period 5	2.10-3.10pm

Please make a note of the key dates for Year 7 parents below. We really encourage you to try to attend the parent and information evenings; this is a unique opportunity to visit the learning environment and to talk to the staff who work with your child every day, to discuss their successes and achievements and any issues or concerns.

Term 1

- Monday 3 September - first day at school
- Thursday 13 September 5.30 to 6.05pm – “Meet the Tutor” and Parent Information Evening
- Friday 19 October - Progress report 1

Term 2

- Thursday 8 November 3.45 to 7.00pm - Parents Evening



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Term 3

- Friday 25 January - Progress report 2
- Thursday 14 February - Celebration Evening

Term 4

- Week beginning 1 April - Mock examinations in English and Maths

Term 5

- Friday 3 May - Progress report 3

Parents evenings and other key dates and events will be recorded on the calendar on the [school website](#).

A Message from our Librarian - Summer Photo Competition

All students are invited to take part in the summer photo competition. Take a photo of yourself indulging in some summer reading – with a twist! Bizarre locations, silly positions, daft outfits encouraged. The best photo will win a prize and all entries will be displayed in the library.

For example, what about reading through the shelves in a supermarket, or whilst wearing a silly costume, or whilst covered in sand on the beach? Nothing dangerous though; we don't want any broken limbs!

Please email your photo to Mrs Fenton on jfe@cheney.oxon.sch.uk.

Finally, Mr Olubodun, Mr Fieldwick, the tutors and I will encourage your child to embrace every opportunity, to try new things and push themselves out of their comfort zone. As your Year Team we will give them opportunities, support them and celebrate their achievements. I'd like to sign off with our Year 7 motto:

'hold yourself with pride, keep passion in your heart and persevere the actions that will help you to achieve your dreams.'

We wish you and your family a wonderful summer.

Kind Regards

A handwritten signature in blue ink, appearing to read 'MParker'.

Mikaela Parker

Head of Student Progress Year 7 and Transition