

**Head**

Rupert Moreton, BA, MA, M.Ed

*Think for yourself, act for others***Emma Hart, Head of Transition**

16 July 2020

Dear Students, Parents and Carers joining us in September,

**Your Tutor, Transition Days, Getting Ready for Cheney**

We are very excited about welcoming you into our Cheney community. In preparation for September I wanted to reinforce that it is normal to feel a little anxious and that we intend to spend a considerable amount of time, during your first two days, introducing you to all aspects of Cheney School. We hope the details covered in this letter will reassure you that there is lots of planning happening in order to support your transition to secondary school.

Your tutor in Year 7 will be Ms Guy. She teaches Art and her photograph is below.

**Additional information for parents/carers**

In September, all years will return to full time education. The school will open under the guidelines set out by the DFE <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>.

The school is working hard to develop plans so that children and staff can return safely. Risk assessments and systems of control to prevent the spread of the virus are being put in place. Students will be taught in "Year Group Bubbles" and will spend their free time supervised in a year group bubble. However, school will only be open to Year 7 and 12 students on Thursday 3rd September and Friday 4th September to help Year 7 get used to being in school and to feel more confident.

On Thursday 3rd and Friday 4th September, pupils will spend plenty of time with their tutor focusing on their well-being, with some fun games and ice-breakers for students to get to know each other. They will take a tour of the site before following a varied timetable, allowing them to experience a range of subjects from our curriculum. On Friday 4th September, Tempest will take your child's photograph. Further information about how to purchase these photographs will then follow directly from the company.

# Cheney School

Cheney Lane, Headington  
Oxford OX3 7QH

T: 01865 765726 F: 01865 767399

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For the first two weeks of the school, Year 7 students will need to bring a packed lunch or money to buy lunch. In the second week of school, all parents will be contacted to set up online accounts so that the canteen is cashless and runs using cards, rather than thumb prints, following the current government guidance. 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 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.

The timings for the transition days on the 3rd and 4th September will follow the same timings for the normal school day. The school starts at 8:30am and finishes at 3:00pm. On the transition days the pupils will enter and leave the school through the attendance gate on Gypsy Lane. On Friday their Tutor will then show them how to find their entrance from Monday 7th September.

We try our best to promote healthy-living, independence and environmental awareness among our students and as such, we encourage all students to walk, bike or make their own way to school. However, if it is essential you escort your child to school, parents are directed not to enter the school grounds unless by prior arrangement. 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 Warnford Road towards Morrell Avenue. If your child is cycling to school, please remember to provide them with a cycle helmet and a lock for storing their bike safely in the bicycle shed during the school day. After coming through the main gates from the street, all students should dismount their bike.

**Reading book, Equipment and Prepared for Learning (REP):** Literacy skills are a crucial part of academic success, therefore, it is compulsory for every student at Cheney to carry a reading book with them. This is an expectation for all Year 7 students. We have an excellent Library and our Librarian, Mrs Fenton, will support all students to find books they will enjoy. In addition to their reading book, they will also need their exercise books for their lessons and we will provide these 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
- 4 Highlighters
- 2 Purple Pens
- 12 Colouring pencils
- A Rubber
- A Sharpener
- A Ruler
- Compass/Protractor/Calculator
- Glue stick
- Scissors



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**Uniform:** Guidelines can be seen on the school website and there is a link to the Stevensons website: <http://www.cheney.oxon.sch.uk/Uniform>. We appreciate your support to ensure that your child is dressed in the correct school uniform from Thursday 3rd September. Please ensure that all uniform is labelled, especially PE kits and winter coats. If possible please use iron-on or sewn labels. Please note that any coloured or white flashing on footwear is not allowed.

**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 at the end of the first term.

**Homework:** Homework is an expectation of secondary school life and we will support our new Year 7 students to ease into 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. We won't set formal homework for the first couple of weeks while our Year 7 students get used to the new experience of secondary school.

**Attendance:** All students are expected to attend school; good attendance is 95% or better. If you know you will be absent then please do one of the following:

- Complete the [Cheney School Student Absence](#) Google Form
- Call the attendance manager Mr Hawkswood on 01865 755237
- Email Mr Hawkswood [rhw@cheney.oxon.sch.uk](mailto:rhw@cheney.oxon.sch.uk)
- If leaving a telephone or email message please include the following information
  - The name, form and year group of your child
  - Your name and contact details
  - Reason for absence
  - Expected date of return
  - Please inform us for each day of absence.

Finally, Mr Stacey, Ms Clear, 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, outstanding wrap around pastoral care and celebrate all achievements. I'd like to sign off with some advice and our Year 7 motto:

'No matter what, always be respectful and try your hardest at all times'. In a world where you can be anything, **BE KIND**.

We wish you and your family a safe summer.

Kind Regards

Mrs Emma Hart  
[eha@cheney.oxon.sch.uk](mailto:eha@cheney.oxon.sch.uk)

