

September 2017

Dear Parent/Guardian

Firstly, I apologise for the length of this letter, but I sincerely hope you take time to read it as it covers very important information in respect to your son/daughter's time with us.

I hope that your son/daughter is settling into College and is enjoying his/her courses. I would like to take this opportunity to welcome you as parents or, if your son/daughter is in the second year, to welcome you back. I would also like to give you some key information which will hopefully help you support your son/daughter to succeed at Coulsdon College.

The College environment and experience

We want to ensure that Coulsdon College is a happy place where all students are supported to succeed in their efforts.

During the induction week, your son/daughter was given the Student Handbook and Student Code of Conduct, which outlines our expectations. If your son/daughter has not received a copy of the Student Handbook and Student Code of Conduct, please ask him/her to collect a copy from Student Reception. Copies of the Student Handbook and Code of Conduct are enclosed for your information. You may wish to look at this so you are familiar with our high standards. Our rules however come down to three expectations:

We expect students to

- Attendance and punctuality to all lessons and (see note below about absence procedures)
- Work as hard as possible
- Respect each other, the staff and the College environment.

Every student meets their personal tutor in the weekly tutorial sessions and also has a Senior Tutor. The tutor and Senior Tutor are there to support students and regularly monitor student progress and attendance. We also have a Student Counsellor and Welfare Officer, who sees students in a confidential environment.

We offer a wide range of extra-curriculum activities and encourage our students to participate and widen their experience. Employers and universities like to see that applicants have participated in extra-curricular activities. We have careers advisers to help students decide on their next progression routes such as apprenticeship or university and related matters. We had our Fresher's Fair on 13 September and I hope that your son/daughter attended the fair. If he/she is interested in joining an activity, he/she should speak with Mr Dave Allan.

Attendance, punctuality and absence procedure

- **If your son/daughter is ill**, please telephone or e-mail the College by 10am on the first day of any absence giving the name, date, reason for absence and expected date of return and the register will be updated. Contact numbers to report absences are: Reception (01737 551176) or Cathy Turner (01737 551176 ext 169).
- **On return**, a letter from the parent/guardian needs to be brought in on the first day of the student's return to college to explain the absence. If this is not received within a week, the absence remains unauthorised.
- **If a student has to leave College during the College day**, through illness or otherwise, he/she must report to Student Reception to sign out before leaving. As parent/guardian, please provide an absence note, as outlined above.

- **If there is any ongoing/long-term illness**, your son/daughter should see his/her Senior Tutor (with supporting medical evidence) to discuss the issue and support needs. His/her Senior Tutor may then get in touch with you to discuss potential support needs.
- **Holiday dates** are listed at the end of this letter. Holidays in term-time will not be authorised under any circumstances and will count as unauthorised absence.
- If there are exceptional circumstances for an unforeseen absence, please contact the College. Attendance is centrally monitored and disciplinary action is triggered if attendance gives cause for concern.
- **If authorised absence falls below 95%**, the first trigger point for disciplinary intervention sets in. You will be informed if this is the case. If there is no sustained improvement, you will be asked to come to a meeting with the Senior Tutor. Students with persistent unacceptable attendance may be withdrawn from their courses.

Learning and achievement

- **Independent study and homework** out of class is vital for success. There is never a time when there is no homework to be done and all students should be spending one hour working outside of class for each hour they spend in class.
- **If a student has fallen behind with work**, teachers will put him/her on a 6 week programme (one or more hours per week). These sessions will be on the student's timetable and takes place in the ILC. There will be a detailed programme for the Learner Improvement Programme (LIP) sessions.
- **All subjects offer highly beneficial workshops**, which students will be asked to attend to support their study. These workshops are usually focused on specific topics or skills.
- Part-time employment can provide valuable work experience. However, there is ample evidence to suggest that more than ten hours a week of part-time work lowers a student's success in his/her courses significantly.

Progress Reviews

We have 6 Interim Report (IR) dates. The first internal review is due at the end of this month and you will be informed if teachers have identified concerns. The July report only applies to Lower Sixth student. The reports will be sent to you at the following times:

Internal review	22 September 2017
Report 1: w/c	16 October 2017
Report 2: w/c	4 December 2017
Report 3: w/c	26 February 2018
Report 4: w/c	23 April 2018
Report 5: w/c	18 June 2018 (Lower Sixth only)

Teachers give grades (1 - 4) for each of the following aspects:
Motivation (quality of the student's work relative to their ability)
Class ethic (conduct/behaviour in class)
Time management (meeting deadlines and keeping up to date)
 All students should be aiming for Grade 4, below three is unacceptable.

Parents' Evenings are as follows:

Wednesday 4 October 2017 Monday 30 October 2017 Wednesday 7 March 2018	Parents evenings following concerns raised in Interim Reports	by invitation only
Monday 11 December 2017	Lower Sixth	open to all parents
Wednesday 13 December 2017	Upper Sixth Intermediate	open to all parents
Wednesday 27 June 2018	Progression evening	

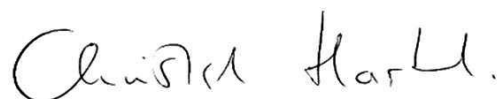
If at any point there is a concern in a subject, the Head of Department will meet with the student and parent/guardian. If the concern is in more than one subject, the students' Senior Tutor will coordinate a meeting with the student and parent/guardian. In any case, targets will be set which will be reviewed at the agreed time (usually 2 weeks). Students will of course be offered lots of support in meeting these targets. Students who do not respond to the targets set, risk being removed from their courses.

As part of the enrolment process, we had sent you a learning needs or an illness/medical condition questionnaire. If you have not already provided us with the information or if there are changes, I would be grateful if you would contact Mrs Cathy Turner (Catherine.turner@coulsdon.ac.uk). If you wish to speak to your son/daughter's Senior Tutor or me about any issues, please contact Cathy Turner and make an appointment.

Thank you for your cooperation.

Finally, I hope that your son/daughter will have a successful and happy time at Coulsdon College and will make the most of the opportunities to progress.

Yours sincerely

A handwritten signature in black ink that reads "Christel Hartland". The signature is written in a cursive, slightly slanted style.

Christel Hartland
Associate Principal (Students)