

1st September 2017

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University of Kent Academy Trust Academies

Dear Parents/Carers,

I am really delighted and privileged to be able to write my first letter to you as the new Principal of Chatham Grammar School for Girls. I apologise for the delay in you receiving this letter, but the sign off and transfer of Chatham Grammar School for Girls, to the University of Kent Academies Trust, by the Department of Education was not completed until the 1st September.

I am really looking forward to meeting your children, and as many of you as possible in the weeks and months ahead. I hope that you will see a real step change in the performance of the academy as it embarks on a major new improvement journey, supported and driven by our new sponsor, the University of Kent. This will ensure our students achieve the best possible outcomes to secure their chosen career pathway and develop into confident, assertive and aspirational young women.

Please find below some information regarding the start of term and some reminders of our systems and procedures.

Arrangements for the start of term

We have a staggered start to the beginning of term, allowing our new Year 7 students the opportunity to settle in. Start and arrival times are as follows:

Wednesday 6th September Year 7 - arrival 8.20am
Year 13 – arrival 9.30am
Year 12 – arrival 10.00am

Thursday 7th September – All year groups in - students should be on site from 8.20am ready to start lessons at 8.30am.

Exam Results 2017

There were encouraging signs that our students coped well with the introduction of the new public exams - new linear A levels and the 9 -1 graded GCSEs in English and Maths. Results generally remained in-line with 2016 results. This is a huge accomplishment given the increase in demand and difficulty for these new exams and is testament to the hard work and determination of our students, staff and parents/carers. Many students attended extra study sessions after school, during holidays periods and on Saturday mornings to ensure they were best prepared to meet the challenges of the new exams. Sixty-four students secured placements at universities, further education or in apprenticeships. We wish all our students success in their future endeavours.

Events for the Academic Year

Please find below a number of dates for your diary. All parent/carer consultation evenings run from 4.00pm to 7.00pm. Students are encouraged to attend with their parents/carers. We do have an appointment system, but if your child comes home and says they cannot get an appointment, please give us a call and we will do our utmost to find a slot for you, or arrange a phone call to you regarding your child's progress in a subject.

Year 7

- 5th October 2017 – Parent/Carer Consultation evening with Personal Tutors 5.00 until 6.00 pm
- 21st February 2018 - Parent/Carer consultation evening 4.00 - 7.00pm

Year 8

- 10th January 2018 - Parent/Carer consultation evening 4.00 - 7.00pm

Year 9

- 1st February 2018 - Parent/Carer consultation evening 4.00 - 7.00pm

Year 10

- 15th November 2017 – Parent/Carer consultation evening 4.00 - 7.00pm

Year 11

- 21st September 2017 - Information evening at 5.00 – 6.00pm
- 19th October 2017 – University of Kent Academies Trust Sixth Form recruitment evening from 5.00 - 7.00pm for those students wishing to join our post 16 provision
- 7th December 2017 - Parent/Carer consultation evening 4.00 - 7.00pm
- 18th April 2018 - Parent/Carer consultation evening 4.00 - 7.00pm

Sixth Form

- 7th December 2017 - Parent/Carer consultation evening 4.00 - 7.00pm
- 18th April 2018 - Parent/Carer consultation evening 4.00 - 7.00pm

Other dates

- 11th October 2017 – New Entrants Open Evening at 5.00 pm (early closure at 12.00 pm for current students)
- 14th October 2017 – New Entrants Open Morning

You will be informed of all events by email or text so please can you ensure you keep the Academy informed of any changes to your email address or mobile phone number. Thank you.

Exam Weeks

In order to best prepare students for their GCSEs and A level exams the Academy has three formal exam weeks throughout the year, for Years 7, 8, 9, 10 and 12. There are also two mock exam weeks for Year 11 and 13.

Please remember at GCSE there are hardly any subjects that still have course work – student’s success rests on doing well in the exam itself. This is why we need to give them continual practise at sitting exams under formal conditions. Please have a look at the dates for the exams weeks below and support your child in revising. Most exams test not only what the student has studied in the weeks/months leading up to the exam, but also test previous knowledge, skills and understanding acquired. You will be sent a text/email reminding you of the upcoming exams and students will receive a timetable of their exams prior to the exam periods. Dates set for exam weeks are:

Years 7, 8, 9, 10 and 12

6th - 10th November 2017

19th – 23rd February 2018

18th – 22nd June 2018

Year 11 and 13 mock exams:

13th - 28th November 2017

5th – 20th March 2018

Planners

As you know we use planners for students in a number of ways; to record any key information, student timetables, homework that may have been sent as well as to collect credits (achievement points). It is important that students take good care of their planners as they will use them for the whole year.

Uniform

It is important that the uniform policy at Chatham Grammar School for Girls is rigorously followed and students should adhere to our strict uniform code at all times. We make no apologies for insisting on high standards. Please ensure your child fully understands and adheres to the uniform policy. From the beginning of term no student in any year group will be allowed to wear any jewellery other than a watch (unless for religious reasons which will need to be evidenced) and no make up will be permitted for years 7-11. We will send students home for breaching uniform rules.

Behaviour

Although the majority of students are extremely well behaved there are a few students who sometimes fail to respond to our strict behaviour codes. In addition, a few students fail to complete homework’s, and other learning activities, without a proper reason. In these cases, students will be set a detention. As you may know schools have a legal right to set detentions and do not have to give notice to parents /carers - placing the onus on the student to tell their parents/guardians. Students may be given a same day 30-minute detention - however if a student has a bus to catch because they live far away, then the staff member will delay the detention for 24 hours to allow you to make alternative arrangements for your child’s pick up. For detentions longer than 30 minutes a student will be given 24hours notice.

Term Dates 2017-18

Term One	6 th or 7 th September (dependent on Year group) – 20 th October
Term Two	6 th November 2017 – 20 th December 2017
Term Three	8 th January 2018 – 9 th February 2018
Term Four	19 th February 2018 – 29 th March 2018

Term Five 16th April 2018 – 25th May 2018 (*7th May Bank Holiday)
Term Six 4th June 2018 – 20th July 2018

Staff Development Days 2017-2018

Staff training and development will be on the following days, (students are not required to come to school).

Monday 4th and Tuesday 5th September 2017
Friday 13th October 2017
Friday 1st December 2017
Thursday 4th and Friday 5th January 2018

In addition, in preparation for our New Entrants Open Evening on Wednesday 11th October 2017, the academy will close at 12.00pm for students. Those in receipt of a free school meal will have a packed lunch to take with them. However, all Year 8, and some Year 7 students, will be required to attend the evening. More information about this will be sent to you in due course. The Academy will also be holding an Open Morning on Saturday 14th October and again Year 8 students will be required to attend.

I look forward to working with you in the years ahead to secure a strong partnership for the benefit of your child. Please do not hesitate to contact your child's Personal Tutor or myself if you have anything you would like to discuss or share.

The CEO / Executive Principal of the Trust, Judy Rider, will be writing to you in the next few weeks with more information regarding the University of Kent Academies Trust, and with information on how you can become a Trust Governor, or join a new Parent/Carer forum to shape the future vision of CGSG.

My very best wishes for the year ahead.

Wendy Walters
Principal