

22 July 2011

## **Letter to All New Year 7 Parents**

Dear Parent/Guardian

### **Re: Arrangements for the First Day of Term – Monday 5 September 2011**

We hope your son/daughter enjoyed his/her Induction Days on Thursday 14 and Friday 15 July. As a year group, our new pupils certainly made a good impression. Our staff enjoyed working with them and our local MP, Geoffrey Clifton-Brown, who coincidentally visited the School on Friday 15 July, commented specifically on the calm and purposeful atmosphere within the School and the high levels of engagement including Year 7.

I am pleased to congratulate Caroline Skerten, who you met through our induction programme as Head of Key Stage 3, on her appointment to the post of Temporary Assistant Head at Deer Park and advise you that Cath Brace, currently Assistant Head of Key Stage 4, will be leading our Key Stage 3 Pastoral team from 1 September 2011. As Head of Key Stage 3 Miss Brace will work closely with other colleagues in the team including your son/daughter's tutor, who should be your first point of contact, and our dedicated Key Stage 3 Pastoral Managers, Sue Cowley and Louise Stubbs, to ensure he/she continues to make a smooth transition and good progress in their learning.

We are looking forward to welcoming your child back to Deer Park School for our first day of term, Monday 5 September 2011. All pupils should be in school by 8.45am and make their way to their tutor rooms for Registration at 8.50am. On Monday 5 September there will be an extended tutor period until 9.15am when Lesson 1 will begin. This will give tutors the opportunity to ensure your son/daughter receives a new copy of his/her timetable, a school diary and instructions on the day's routine. Please ensure that your child is properly equipped for learning and has the standard school equipment: pens, pencils, a ruler etc.

Please make sure that your child is wearing the correct school uniform and has the correct PE Kit. All items can be obtained through D & J Sports in Cirencester. It will not be necessary for your child to bring their PE Kit on the first day back to school as no practical PE lessons will take place on Monday 5 September. Pupils in Year 7 will have a formal school photograph taken on Tuesday 13 September.

**Please remember to name everything clearly with your child's full name as we do have a lot of unmarked lost property! Anything found in school which is named is automatically returned to its owner.**

If using any of the school buses, please ensure that your child knows the pick-up times by asking either older pupils or the relevant bus company. If you are entitled to a free bus pass, this should be sent to you by Shire Hall during the holidays. You can contact the School Transport Officer at Shire Hall on 01452 425493 or online at [www.gloucestershire.gov.uk/educationtransport](http://www.gloucestershire.gov.uk/educationtransport). School finishes in the afternoon at 3.25pm when home buses run as usual. If your child wishes to bring a bike into school later on in the term, they must collect a permission form from the Pastoral Office.

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Our canteen serves a variety of hot and cold food during morning breaks and lunch-times and you can also order an individual healthy packed lunch for your child for a day or for the whole week. Order forms will be available from the school website in September. In the canteen, where a typical two course hot meal will cost approximately £2, we operate a stored value card system (Smart Card) which pupils can use to pay for their lunch and break time snacks (cash can also be used to purchase food, but the stored value card is more secure). Cards will be issued to all new pupils at the start of the day on 5 September and money can be added to these via the ParentPay online payment system or with cash or cheques (cheques should be made payable to CDPS) with amounts at your discretion. Details of how to create a ParentPay account will be sent out to you in late August so you will be able to credit money to your child's stored value card before they start school. There will be an opportunity for pupils to pay cash/cheques to the Finance Office at the start of the day on 5 September. Pupils will also be able to collect any maths equipment and locker keys which have been pre-ordered. Anyone who wishes to order a locker and has not filled out the appropriate form can check availability by contacting the school Finance Office in September.

I remind you of our attendance policy, which requests that you telephone school before 8.50am if your child is going to be absent for any reason. This should be followed by a phone call on each subsequent day of absence and a signed absence note, by letter or in your son/daughter's diary, on the pupil's return to school. We need the signed note to be able to authorise the absence. Pupils who miss registration for any reason must sign in at Reception otherwise they will appear on our list as absent. We operate an 'absence alert system' and you will receive an automated telephone call informing you of your child's absence until we receive notification from you.

At Cirencester Deer Park School we operate an automatic communication system that will contact you directly by phone and/or text message to your mobile phone. This will keep you updated with events in school and will notify you quickly should the occasion arise. Your child will be automatically included on the system. However, should you prefer not to be notified of events in school concerning your child by this means, please contact the school at the start of the term to discuss further. We also issue a weekly email Newsletter to parents to keep you up to date with news and events and again you can opt out of this facility if you wish to do so.

I hope you and your family have a lovely summer, and I wish your child all the best for September.

Yours sincerely

Chiquita Henson  
**Headteacher**