

Dear Parents

First of all, I would like to take this opportunity to introduce myself as Colfe's new Academic Deputy Head. I joined the school in September from St Paul's School in Barnes, replacing Andrew Matthews.

Looking ahead to next term, I would like to advise you all of the arrangements for reports, assessment sheets, internal exams, and parents' evenings. There will be full reports for Year 13 and Year 11, and parents' evenings for Years 9-12. All year groups will receive an assessment sheet at half term, apart from Year 11, who will instead receive a sheet reporting on their performance in the mock examinations; and all year groups not receiving a full report (ie Years 7-10 and 12) will receive an end-of-term assessment sheet.

	Spring 1 <sup>st</sup> half	Spring 2 <sup>nd</sup> Half
Year 13	Assessment Sheets 6 <sup>th</sup> Feb	Full Report March 17 <sup>th</sup>
Year 12	Assessment Sheet 6 <sup>th</sup> Feb	Formal Mocks Feb 21 <sup>st</sup> and 22 <sup>nd</sup> Assessment Sheets March 11 <sup>th</sup> Parents' Evening March 13 <sup>th</sup>
Year 11	Mocks 7-17 <sup>th</sup> Jan Exam Assessment Sheets 29 <sup>th</sup> Jan	Full Report March 17 <sup>th</sup> Parents' Evening 31 <sup>st</sup> Jan
Year 10	Assessment Sheets 6 <sup>th</sup> Feb	Parents' Evening 21 <sup>st</sup> Feb Assessment Sheets 17 <sup>th</sup> March
Year 9	Assessment Sheets 6 <sup>th</sup> Feb	Options Evening 26 <sup>th</sup> Feb Parents' Evening 6 <sup>th</sup> March Assessment Sheets 17 <sup>th</sup> March
Year 8	Assessment Sheets 6 <sup>th</sup> Feb	Options Evening Feb 19 <sup>th</sup> Assessment Sheets 17 <sup>th</sup> March
Year 7	Assessment Sheets 6 <sup>th</sup> Feb	Assessment Sheets 17 <sup>th</sup> March

As you know, we are constantly looking at ways of improving academic achievement and of helping pupils to organise their time. One problem we are encountering in this increasingly busy school is that of ensuring that missing or late homework is completed satisfactorily. As a result, we have decided to introduce a new system of 'homework detentions' every Friday from 3.30 to 5pm to provide an opportunity for persistent offenders to keep up to date with their work.

From January, when a pupil in Years 7-11 fails to produce completed homework by the deadline, the teacher will give him or her the chance of completing it by the end of that working day or the beginning of the next. If this extended deadline is not met, the teacher will then enter the pupil for 'homework detention' and a letter will be sent to advise the parents of the fact. The session will be supervised by a senior member of staff and will take place in Room 213, where computers will be available if required. The subject teacher will make clear what work is to be completed: it is expected that it will consist of the late or missing work or an alternative, relevant task. Obviously, your support will be very much appreciated in helping the new system through its early stages.

With very best wishes for a happy Christmas  
Yours sincerely

Caroline Butler  
Deputy Head (Academic)