



## THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust

January 2019

Dear Parents/Carers

I would firstly like to wish you all a happy and prosperous New Year. As an academy community we begin a new chapter together and as your serving Headteacher I look forward to continuing to work collaboratively with all our families.

For those who perhaps do not know too much about me, I would like to take this opportunity to say a little bit about myself. I joined the academy back in 2005 and have worked within the academy in many different roles and subjects. In more recent years I served as Deputy Head for both Mr Maguire and then also alongside Mrs Moise-Dixon.

Having seen the academy strengthen and grow for the benefit of our students over the years, I am committed to serve the students and families to achieve their very best. There will be no radical changes made as I know the staff and students work very hard and in great partnership with parents. However, we are always looking to improve for the benefit of our students and so I will of course keep parents and carers informed as time goes on and the academy develops and strengthens.

I look forward to leading the academy and seeing you all over the course of the remainder of the year.

A few updates and reminders:

### Uniform

I ask parents/carers to consult with the website with regards to uniform information, before you spend good money on incorrect items and on expenses such as piercings and haircuts.

As the winter weather turns colder, I would like to remind you that students should be wearing their winter uniform (full details can be found on the academy's website). All coats should be plain navy or black and need to cover the blazer. (A top coat is optional but strongly recommended in this cold weather). A plain black or navy scarf and gloves are optional but should not to be worn without a top coat. A plain black or navy hat may also be worn during the Autumn and Spring terms. Please note that short, thin blouson-type jackets, hooded jumpers and leather jackets are not allowed.

There has been a growing trend for boys to cut lines in their hairline and eyebrows, both of which are not permitted. I thank parents and carers for their continued support to uphold our uniform code.

### Academy Policies

I remind parents/carers of the website which has all our key documents and policies, and in particular of the Attendance Policy and the Behaviour and Discipline Policy. We aim to uphold the highest standards of both attendance and behaviour and look to your full support to maintain these. To this end, appointments during the course of the day and absences from the academy should be avoided where possible. Students are expected to uphold good conduct on the way to the academy, at the academy and going home from the academy.

Students are not permitted to enter local shops or loiter along the local streets, students are to go straight home upon leaving the academy. We have built a great reputation within the community and this is in part due to students respecting the local area.

#### Year 11 and Year 13 Booster Classes

The Year 11 and Year 13 booster timetables commence on Monday 21<sup>st</sup> January 2019. These are in place to give our students the best chance of attaining the grades they deserve. We know that students benefit immensely from these additional lessons and I ask that you encourage your child to attend as many relevant sessions as possible. Saturday School also targets students who require additional support. Further information will be sent to the parents of those students who are targeted, however, should students wish to attend of their own choice then they should speak to the teachers concerned before they attend.

#### Breakfast Club

A reminder that supervised Breakfast Club runs every morning, Monday to Friday from 8.00am to 8.40am. Please note that students who are on Pupil Premium have an additional £1.00 added to their accounts.

#### Contact Details

Can parents/carers please ensure that if your contact details change, you inform the academy immediately. For health and safety reasons it is vital that the academy has up to date contact details for all parents/carers.

#### Staff Update

We welcome the following staff who started at the academy at the beginning of the new term.

Mr G Bailey – Media Studies teacher  
Mrs K Armand – Librarian  
Mrs A Fernandes – Science teacher  
Ms N Cabezas – Science teacher  
Ms K Coe – History (1 term)

We said goodbye to the following staff towards the end of the autumn term:

Mrs A Moise-Dixon – Headteacher  
Mr R Thorndyke – Head of Music  
Ms C Patel – Science teacher  
Mr T Kaleda – Network Manager  
Ms M Bihal – Finance Assistant/Librarian  
Ms R King – Student Learning Mentor  
Mrs H Malik-Brown – Head of Media Studies (Maternity leave)

#### School Fund

As mentioned in the September 2018 letter, we are asking for a contribution of £60 per family. Your generosity allows so much to be achieved and adds significantly to the funds directly raised by the Governors. Of course, if you feel that you are in a position to contribute more, this would be very much appreciated. If on the other hand, your financial circumstances are such that you can afford less, then this will still be appreciated as all goes to the greater good of the students. In these austere times for school budgets, these contributions make a huge difference to what we can provide. Your support is greatly appreciated.

### Helpline

I would also like to remind both parents/carers and students that the academy has a Helpline email which is linked directly to myself and offers the opportunity to report any confidential issues/concerns such as bullying, child protection or safeguarding concerns. The email address is [helpline@tpc.academy](mailto:helpline@tpc.academy).

### Diary Dates

Important diary dates for this academic year can be found on the academy's website. Please note the academy half-term and end of term dates as they may differ if you have siblings in other schools. In particular I remind you of the Easter break being **Monday 15<sup>th</sup> April to Friday 26<sup>th</sup> April 2019**.

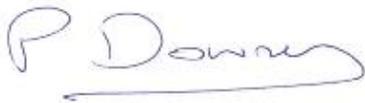
### Term Dates for Academic Year 2019-2020

I enclose the term dates for the next academic year from September 2019 to July 2020. These are also available on the website. Please note that students do not attend the academy on staff inset days.

Finally, should you wish to see me regarding any matter pertaining to your child, please contact my PA, Mrs Julie Bolton, to arrange a mutually convenient appointment.

With my best wishes for 2019

Yours sincerely

A handwritten signature in blue ink that reads "P Downey". The signature is written in a cursive style with a long horizontal flourish underneath the name.

Mr P Downey  
Headteacher