Term Dates for 2018-19:
- **Autumn 1**: 8 weeks
  - Monday 3rd September to Friday 26th October
- **Autumn 2**: 7 weeks
  - Monday 5th November to Friday 21st December
- **Spring 1**: 6 weeks
  - Monday 7th January to Friday 15th February
- **Spring 2**: 7 weeks
  - Monday 25th February to Friday 12th April
- **Summer 1**: 4 weeks
  - Monday 29th April to Friday 24th May
- **Summer 2**: 7 weeks
  - Monday 3rd June to Monday 22nd July

**INSET Days:**
- Monday 3rd September 2018
- Tuesday 4th September 2018
- Friday 26th October 2018
- Friday 7th December 2018
- Monday 22nd July 2019

**Meet the Tutors:**
- 5pm till 7:30pm
- All Year Groups: Thursday 4th October 2018

**Subject Consultations:**
- 5pm till 7:30pm
  - Year 7: Thursday 13th June 2019
  - Year 8: Thursday 21st March 2019
  - Year 9: Thursday 9th May 2019
  - Year 10: Thursday 16th May 2019
  - Year 11: Thursday 25th October 2018
  - Years 12 and 13: Thursday 31st January 2019

**The School Day**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.42am</td>
<td>School gates locked</td>
</tr>
<tr>
<td>8.45am</td>
<td>Registration</td>
</tr>
<tr>
<td>9.05am</td>
<td>Lesson 1</td>
</tr>
<tr>
<td>10.05am</td>
<td>Lesson 2</td>
</tr>
<tr>
<td>11.05am</td>
<td>First Break</td>
</tr>
<tr>
<td>11.35am</td>
<td>Lesson 3</td>
</tr>
<tr>
<td>12.35pm</td>
<td>Lunch Break (Lower School)</td>
</tr>
<tr>
<td>1.05pm</td>
<td>Lesson 4 (Lower School)</td>
</tr>
<tr>
<td>1.35pm</td>
<td>Lunch Break (Middle School)</td>
</tr>
<tr>
<td>2.05pm</td>
<td>Lesson 5</td>
</tr>
<tr>
<td>3.10pm</td>
<td>End of School</td>
</tr>
</tbody>
</table>
The Senior Leadership Team:

Headteacher: Ms Emma Leaman | eleaman@colmers.school
Deputy Head / Head of Middle School / DSL: Mr Steve Morris | smorris@colmers.school
Deputy Head / Head of Lower School: Mrs Emma Wilks | ewilks@colmers.school
Assistant Head / SENDCo: Mrs Ruth Bennett | rbennett@colmers.school
Assistant Head / Behavioural Inclusion: Mr Craig Boardman | cboardman@colmers.school
Assistant Head / Teaching Staff Development and DSL: Mr Martin Brookes | mbrookes@colmers.school
Assistant Head / Social and Emotional Inclusion: Mrs Sarah Finch | sfinch@colmers.school
Assistant Head / Mathematics: Mr Matt Fox | mfox@colmers.school
Assistant Head / Science: Mr Brett James | bjames@colmers.school
Head of Sixth Form: Ms Mel Thompson | mthompson@colmers.school
Associate Staff Manager / HR Manager/PA to Head: Mrs Teresa Davis | tdavis@colmers.school
School Business Manager: Mr Kevin Tranter | k.tranter@colmers.school

The Middle Leadership Team – Heads of Department:

English – Lower School: Miss Charlotte Price | cprice@colmers.school
English – Middle School: Mr Stuart Warner | swarner@colmers.school
English – Upper School: Miss Lindsay Mason | lmason@colmers.school
Mathematics – Lower School: Mr James Watkin | jwatkin@colmers.school
Mathematics – Middle School: Mr Iestyn Pratt | ipratt@colmers.school
Mathematics – Upper School: Mr Robin Williams | rwilliams@colmers.school
Art – Middle and Upper School: Mrs Chloe Lewis | clewis@colmers.school
Biology: Mrs Marie Fletcher | mfletcher@colmers.school
Chemistry: Mr Mike Bagnall | mbagnall@colmers.school
Create – Lower School: Miss Ruqaiyya Qazi | rqazi@colmers.school
Explore – Lower School: Miss Kelly Nevin | knevin@colmers.school
Film Studies: Miss Laura Rushton | lrushton@colmers.school
Food Technology: Mrs Alex Henshall | ahenshall@colmers.school
Geography: Miss Rachel Clarke | rclarke@colmers.school
Graphics: Mrs Nicola Ianson-Jones | nianson-jones@colmers.school
Health & Social Care: Miss Gemma Murray | gmurray@colmers.school
History: Mr Andy McHale | amchale2@colmers.school
Computer Science: Miss Charlotte Whitehouse | cwhitehouse@colmers.school
Learning for Life: Mrs Emma Hewston | ehewston@colmers.school
French: Mr Darren Jones | djones@colmers.school
Music: Mrs Emma Brereton | ebrereton@colmers.school
My World – Lower School: Miss Anya Lewis | alewis@colmers.school
My World – Lower School: Miss Lucy Hufton | lhufton@colmers.school
PE & Sport: Mr Mike Wilcox | mwilcox@colmers.school
Physics: Mr Brett James | bjames@colmers.school
Psychology and Sociology: Miss Catherine Byng | cbyng@colmers.school
RE/ Philosophy & Ethics: Mrs Samantha Dawson-Smith | sdawson@colmers.school
Resistant Materials: Mr Andy Bagnall | abagnall@colmers.school

The Middle Leadership Team – Heads of Year:

Year 7: Mr Aaron Williams | awilliams@colmers.school
Year 8: Mr Paul Bradley | pbradley@colmers.school
Year 9 (and Enrichment): Mrs Linda Wilcox | lwilcox@colmers.school
Year 10: Mr Ryan Ramsey | ramsey@colmers.school
Year 11: Mr Adrian Bennett | abennett@colmers.school
Punctuality – Be On Time!

We place a very high emphasis on punctuality because good time-keeping promotes both employability and courtesy. Students should start the day on a positive note by being on time.

Students must be on site before 8.45am. The school gates are locked at 8.42am and learning begins at 8.45am. The school gates remain locked from this point until the very end of each school day. During these school hours, students may only enter and leave the site through Pupil Services in the Leisure Centre.

Students in Years 7 to 11 always line-up outside before school and uniform checks are undertaken. Tutor groups are led into registration by their tutor at exactly 8.45am.

Lateness always leads to detentions.

Attendance – Be In School!

Educational research and our own evidence show that students who achieve five or more good GCSEs mostly have between 95% - 100% attendance at school. Regular attendance means that students don’t miss chunks of the learning process and are therefore able to make all the relevant connections between parts of a topic or module.

Establishing a regular habit of attendance and punctuality prepares students fully for the very competitive world of work and/or further education. Prospective employers and colleges are always interested to know from us an applicant’s attendance and punctuality record.

Homework – Be Prepared!

Homework has a different purpose for every child, depending on their age and stage at school. By Years 9 and beyond, the purpose becomes much more about revising for tests and examinations. Remember, you can check the homework that has been set by looking in your son or daughter’s homework diary every day. If you think we are setting too little or too much homework then just email or call your son or daughter’s tutor or their Head of Year.

<table>
<thead>
<tr>
<th>Year</th>
<th>How Much Homework Each Day?</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 and 8</td>
<td>60 – 85 minutes. Set in every in every subject – four homework tasks per day.</td>
</tr>
<tr>
<td>9</td>
<td>85 -90 minutes. Set in every in every subject – four or five homework tasks per day.</td>
</tr>
<tr>
<td>10 and 11</td>
<td>90 – 120 minutes +. Set in every in every subject – five homework tasks per day.</td>
</tr>
<tr>
<td>12 and 13</td>
<td>At least four hours per week, per subject.</td>
</tr>
</tbody>
</table>
Uniform & Equipment – We Belong Together

In the event of a query / dispute, the Headteacher’s decision on a student’s uniform and appearance is final.

Footwear
- Plain black leather type school shoes. Shoes must be appropriate for school life and demands.
- Any laces must be black.
- No branding.
- No trainers, pumps or canvas footwear.
- No sling backs, boots or shoes with significant heels.
- Loud, bright socks are not acceptable.

Outdoor wear
- A plain dark outdoor coat, preferably blue.
- No denim, or denim look alike to be worn.
- No large lettering, camouflage style.
- No sweatshirts, tracksuit tops, “hoodies”, leisure or brightly coloured/patterned coats.
- No caps at all. Hats to be removed inside the buildings. All outdoor wear to be removed in classrooms.

Trousers and skirts
- Official school-skirt or tailored trousers.
- No denim, or denim look alike to be worn.
- Skirts should be school style only (blue tartan) and be no more than 5cm above or below the knee.
- No lycra/stretch material.
- No decoration (belts/buckles/zips/buttons/sparkle etc.).
- No track suit bottoms or other fashion trousers.

Hair and jewellery
- No unreasonable or extreme haircuts – please check before attending barbers/hairdressers.
- No shaved patterns or lines in the hair or eyebrows.
- Only plain dark coloured hair bands/clips/slides – no other hair accessories (e.g. bows, flowers etc.).
- Hair colouring must be natural hair colour only (i.e. not purple/pink/peroxide/red etc.).
- Jewellery is restricted to one small ring, a watch and one pair of plain small sleeper/stud earrings and no other piercings (no nose, tongue, eyebrow studs etc.). See fuller guide for further information.

Make-up
- Lower School - no make-up or nail varnish or false nails.
- Middle and Upper School - any make-up must be subtle – no dark eyeliner, false/large/dark eyelashes, no bright eye shadow and only light foundation. No nail varnish or false nails.
- Lower, Middle and Upper Schools - no visible tattoos or body art.

Equipment
- A suitable school bag that will carry and protect school books.
- Homework Diary.
- At least two pens, a green pen, two pencils, eraser and a ruler.
- A reading book.

Did we miss anything?
Let us know if next year’s handbook should include additional items of information.