To all Parents of Pupils in Years 7 to 11

Welcome newsletter from the Head of Secondary

Dear Parents,

The staff and management would like to welcome the parents, both old and new, to the start of an exciting year here at Oxford Academy (2013/2014). First and foremost I would like to thank you for trusting us with the greatest of ammanah – your child/ren in our care. As staff we will do our utmost to ensure that the children in our care receive a high quality education that prepares them for life beyond the school gates.

The secondary school is facing an exciting year as we embark on delivering Year 11 IGCSE classes for the first time. With your prayers we hope that all our students will progress and succeed during the course of this year.

Communication:

The administration will be sending you updates including newsletters, letters and other key information through your children. It is imperative that you read the material that is sent to you and where required, sign and send a receipt slip. Please also ensure that you have updated your contact details with the administration. I would also request that you keep up to date with the school’s events via the school website.

Uniform and shoes:

It is vital that all our pupils are in uniform. Kindly ensure that your child is in the correct uniform. All pupils have had ample time to ensure they have the correct uniform and foot wear. A copy of acceptable footwear guide can be obtained from the school office.

All pupils have been shown acceptable and unacceptable footwear. If your child has been told by his teacher that the footwear is inappropriate, kindly ensure they are provided with the right style and type of shoes immediately to avoid them being penalised in any way. Pupils have until the 18th of September as a deadline to ensure they are in the correct uniform and footwear otherwise they will not be allowed to enter the building.

Attendance and punctuality:

Did you know a pupils’ IGCSE grade can be decreased by one whole grade as a result of 5% absence during the course of the year?

I strongly urge that you as a parent should try and aim for your child to reach a 97% attendance rate as a minimum in order to get the best out of their education. The same applies to punctuality.

Homework:
Over the next few weeks a homework timetable will be uploaded on the school website; you can use this to identify when and how much homework your child should be receiving. Please check that your child is bringing homework and is completing it to the best of their ability.

**Behaviour:**

All pupils need to abide by the school rules which means in essence, listening and respecting. Poor behaviour by even one pupil can completely ruin a well planned lesson and as a result hamper a whole classes’ learning. It is unfair when other pupils are there to learn and a few individuals choose to impact the learning of others. Consequently, poor behaviour will be dealt with seriously and can even result in your child being withdrawn from their IGCSE (Year 10 &11), not being accepted the year after or in the worst case scenario, removed from school.

A significant amount of time is wasted on trivial issues such as chasing up uniform, notes, lateness, attendance and uniform. This time is quality teaching time which we would much rather be using on your children. Furthermore, if staff do not have to deal with the above situations, their time can be better utilised to help your children progress. I thus urge you to support us by helping with the above issues; to help your child/ren progress significantly this year in all areas of the curriculum with your support.

**Late rooms:**

Pupils will finish school at 2pm and any pupils who have not be collected by 2:25pm will be expected to go to the late room. A register will be kept of pupils who are habitually collected late, as this is unacceptable.

**Meetings:**

If you ever wish to meet with a subject teacher, head of department or a member of the management kindly contact the school office who have staff available slots and they will be more than happy to arrange an appointment for you. Staff have teaching commitments as well as meetings, therefore they may not always be available to arrange meetings on a short notice. Thus it is imperative that you communicate all meeting request through the school office.

Thank you once again for trusting us as your children’s second parents. We will aim to work hard and with sincerity to serve the best interests of your children Insha’Allah.

Kind regards

Mr. Arafat Q Hingora

**Head of Secondary**