



# ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL  
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

VIDETE BONA DOMINI

20<sup>th</sup> July 2018

Dear Parent/Carer,

Thank you for your continued support throughout this academic year, our fifth.

Year 11 successfully completed their GCSE examinations; we pray that they get the grades that they need to continue to the next stage of their lives. We also give thanks to all the teachers and support staff who have worked tirelessly with, and for, our young people; and to their parents and carers, for all that they have done for them.

The last few weeks have been particularly fun with the warm weather we have had. However, our outdoor Feast Day Mass, our fifth annual Sports Day at St Mary's University (the best one yet), together with the various music ensemble evenings, the Primary Festival and the recent FoSRR Annual Summer Ball which raised £20 253 for the Sports Hall Appeal, all helped to continue to cement our developing community.

There is a lot of what I hope is useful information and guidance contained in this letter, so thank you for taking the time to read and respond to it as well as discussing its contents with your daughter/son.

## COME TO SCHOOL EVERY DAY, ON TIME...

There is a very strong and obvious correlation between academic attainment and attendance. Students should not miss College unless they are particularly and unusually unwell. We have high expectations regarding attendance and punctuality and our policy which forms part of the Home School Agreement aims to develop a strong sense of belonging for all St Richard Reynolds students, encourage them to maximise their learning opportunities, and embed the importance of understanding employment expectations.

If your child is too sick to attend College please inform the College by phone or email as soon as possible. **Students are responsible for catching up with any learning missed through any absence.**

One key aspect of College life that you should reference is the attendance of your daughter/son. The attendance figure is detailed on their report and should be in excess of 96%, our minimum expected target. If this is not the case, you may well be contacted again separately to explore the reasons why and what we need to do to help you and your child improve that figure.

Poor punctuality is an issue for a small number of students and as we begin the new academic year, the consequence for it will be intensified. If the journey to College is causing your child to be regularly late it may be useful to investigate finding a school closer to where you live.

It is good to see an increasing number of students cycle to school. I would encourage more to do so if they can and remind everybody who does cycle that they **MUST wear a cycle helmet.**



Clifden Road • Twickenham TW1 4LT • 020 8325 4630  
[www.strichardreynolds.org.uk](http://www.strichardreynolds.org.uk) • @stRRCCollege

Principal: Richard Burke BSc M.A.  
Diocese of Westminster

Sadly there remain a small number of families who still take their families on holiday during term time. On these rare occasions, students will be referred to the Local Authority Educational Welfare Service, and the matter may become a legal one. Term dates for the next academic year can be found on our website.

We plan to have two days (12<sup>th</sup> September and 14<sup>th</sup> November) in the Autumn term when we will be trialing a compressed day of 6 forty minute lessons; meaning that students will be dismissed at 2pm in the High school and 2.15pm in the Primary school. This is being done to give time for important staff training and not compromise your child's learning time. We will review this trial at Christmas with a view to extending its use in the academic year 2019/20.

We will be running the usual TRAINING DAY schedule on the following dates when the school will be closed to students:

Tuesday 6th November  
Monday 25th February  
Monday 3rd June (High school/Sixth form only)  
Wednesday 3rd July

The College will also be closed on Friday 30th November.

### **IN FULL SCHOOL UNIFORM...**

Students continue to wear their uniform smartly and we are proud to receive many compliments on their appearance. The expectation remains that they look smart in their uniform from the moment they leave their house in the morning until they return in the evening.

Thank you for ensuring that your child has the correct College bag and shoes. May we also remind you that haircuts should be conventional. In particular, hair should not be dyed an unnatural colour and boys' hair should be clear of their collar, not be shorter than a Grade 2, or cover their ears. Shaved lines and patterns are not permitted.

Please ensure that all belongings can be identified with owners' names. We are still collecting a large number of un-named items and these will be re-cycled at the end of each half-term.

Please also use the summer break to refresh any tired items, or those that your daughter/son has outgrown. In particular, please ensure that all clothing and property is clearly labelled with your child's name. At the same time, please replenish pencil cases with the correct equipment, including a scientific calculator.

If your daughter/son has misplaced particular items, I suggest that they check the lost property in the School Office. **Unclaimed items will be recycled at the beginning of term.**

**Please bring any good quality, unwanted uniform items to the College Office.**

For those students starting in the Sixth Form in September, please ensure you have read the Dress Code so that your child is dressed appropriately from day one.

### **PE 'UNIFORM'**

Could I please draw your attention to the following information regarding our school PE kit for September 2018:

- Many of our Year 10 & 11 students have outgrown their skort. The College has worked with Stevensons to source a new longer length skort which will be available to purchase

over the Summer. Please check your daughter's skirt length and buy the new one if needed. **Year 11 students** can continue wearing the current design and may wear plain black leggings underneath.

- Leggings are ONLY permitted when worn underneath the skirt or school PE unisex shorts which are now available to buy for both boys and girls.
- **A new PE timetable in September will mean we will be able to use the changing rooms for lessons so students will not be coming into school wearing their PE kit, unless they have been selected for a sporting event which takes place all day.**
- Students are only allowed to wear *SRRCC* tracksuit bottoms and hoodies which are available to buy directly from Stevensons which have the College logo on. Other tracksuit bottoms **WILL NOT** be allowed from September 2018.

If you have any questions, please don't hesitate to contact Mr Whitfield via [m.whitfield@srrcc.org.uk](mailto:m.whitfield@srrcc.org.uk)

### **READY & EQUIPPED TO LEARN...**

Thank you to all High School parents whose children consistently come to College ready and equipped to learn. For those few who need supporting, please ensure that your daughter/son has a pencil case with the following equipment in it as a minimum EVERY DAY:

2 pens (blue or black ink only please)

**Purple** pen

2 pencils

Scientific calculator

Ruler

Protractor

Compass

Rubber and sharpener

Non-permanent board marker

Highlighter

Glue stick

Students should also **always** have their reading book with them.

Please use the holidays to replenish stocks and be ready for the new academic year.

It would be disappointing if we have to send students home to rectify uniform or equipment issues at the beginning of the new academic year, so please check that everything is in place for September.

### **NEW FEEDBACK AND MARKING POLICY**

Throughout this last academic year we have been trialing a new feedback and marking policy, based on research by the Department of Education that marking and feedback should be: manageable, meaningful and motivational. You may have noticed our marking grids in your child's books. Please see the APPENDIX below for a broader overview of what has changed in our marking and feedback policy and how you can best support your child. We will also go over this approach in Curriculum Evenings in the Autumn Term.

### **BUILDINGS**

There remain a number of building projects including:

- finishing off the Sports Hall

- Haile Block refurbishment to create two more Laboratories and a Technology room
- Haile Block roof replacement to be completed

There is an additional project taking place over this holiday period, it is the next stage of the refurbishment of the Haile Block to accommodate an additional laboratory and Technology room.

## **GOVERNORS' FUND – SPORTS HALL APPEAL**

Thank you to all those parents who continue to support us year on year by paying into the Governors Fund. We rely heavily on these contributions. If you have not donated to the Governors Fund before, please consider doing so via:

<https://mydonate.bt.com/charities/strichardreynoldscatholiccollege>

Thank you to all of those families who have responded to our Sports Hall Appeal. Details of how to contribute to this fund are available on our website.

A special word of thanks to all those who sponsored me for my Camino Challenge over Easter. To date we have raised over £13 000, but there is still time to push on towards £15 000 by donating via: <https://mydonate.bt.com/fundraisers/richardburke2>

Congratulations too, to the group of parents who recently completed an amazing 50km 'walk in the countryside' in 12 hours 13 minutes raising, so far, almost £6 000.

<https://mydonate.bt.com/fundraisers/srcc50kmwalk>

Finally good luck to the parents who are cycling to the birthplace of St Richard Reynolds in Devon to raise money for the appeal. Please encourage them by sponsoring their magnificent effort via:

<https://mydonate.bt.com/fundraisers/srccpilgrimpeddlers>

If you would like to fundraise for our Sports Hall Appeal we can help you set up a fundraising page via the BT My Donate link. Please contact the College Office for details.

## **COMMUNICATION**

Please remember to keep your contact details accurate by informing the College via the office of any changes as soon as possible. There have been cases recently when we have been unable to make contact with a parent or carer through any of the details that they provided.

Virtually all parents have supplied a working email address to enable us to communicate via ParentMail.

We plan to introduce a parent newsletter in the new academic year and would welcome any feedback from parents on the information you would like to see in it. Please send any suggestions via [office@srcc.org.uk](mailto:office@srcc.org.uk)

## **STAFFING**

At the end of this academic year we say goodbye, good luck and thank you to a number of staff, for a variety of reasons:

Mrs Wilkinson and Mrs Murray from our Learning Support Department;  
 Ms Gomes (RE) who is getting married and moving to Essex;  
 Ms O'Shea (Science) who is returning to Ireland;  
 Ms McKeown (Geography) who is returning to Scotland;  
 Ms Sanders (PE) who is returning to Kent;  
 Ms Langan (English) is moving to Kew College;  
 Mr Hasker (Primary) is moving to Kent;

Mrs Rickard (Languages) is returning to retirement having supported this year;  
Mr Chibba (Science) who has been offering additional support this year;  
Mrs Shakespeare (Mathematics) and Ms Parr (Mathematics) who are leaving to pursue other challenges.

Ms McKnight (PE) and Ms Corbin (Mathematics) who both successfully completed their teacher training with us. Ms McKnight has secured a position at the Bolder Academy and Ms Corbin will begin her maternity leave.

Ms Murphy (Vice Principal) who is moving to Upton Hall School on The Wirral.

The following staff will be joining us in September:

Ms Thompkins	Geography
Mrs Hunt	Geography
Mrs Foster	Psychology
Mr Goddard	Subject Leader Social Sciences
Mrs Gelata	Economics & Business Studies
Mr Darke	Mathematics
Mrs Santos	Mathematics
Mrs Veale	Languages
Ms Kieser	PE
Ms Murphy	RE
Mrs Green	Primary
Ms Mayor	Science
Ms Musgrave	Science
Ms Ferrary	Science

We have also recently appointed Molly Bayliss-Conway as our first lay Chaplain who will also be the parish of St Margaret's Youth Worker. Molly will begin her role in September.

From September, the College's Leadership structure will be:

Leadership Team:

Mr Burke	Principal
Ms McMullen	Head of Primary School
Mrs Simmons	Senior Assistant Principal (Learning & Teaching)
Mrs Fisher	Business Manager
Mr Novak	Assistant Principal (Raising Standards Leader)
Mrs Lord	Assistant Principal (Head of 6 <sup>th</sup> Form)
Mr McPaul	Assistant Principal (Inclusion and Safeguarding)
Mr Butcher	Assistant Principal (Behaviours <b>for</b> Learning)
Mrs Farrar	Director of Learning (Maternity leave)

Heads of Year:

Ms Gellard	Year 7 (LT link: Ms McMullen)
Mrs Massey	Year 8 (LT link: Mr Butcher)
Ms Hayles	Year 9 (LT link: Mr McPaul)
Mr Barber	Year 10 (LT link: Mrs Simmons)
Mrs Tyler	Year 11 (LT link: Mr Novak)
Mrs Santos	Due to go on maternity leave in October

## **SAFEGUARDING**

Please make time to talk to your child about the dangers of experimenting with illegal substances and other risky behaviours. Richmond has one of the highest rates of drug use in London and summer holidays are a typical time for children to cause concern. Please make sure you know where your child is and whom they are with. **Talk To Frank** is a website that has vital information for people about types of drugs, and advice for parents on how to discuss them with their children.

Regulating the amount of *screen time* their children experience is a challenging task for many parents. There are numerous suggestions to help balance your daughter/son's activities during the summer holidays. The following is offered as a **daily** routine **before** they encounter any screen...:

Getting up, washed and fully dressed without being reminded;  
Making, eating and clearing away breakfast;  
Taking the dog for a walk (your own or a neighbour's);  
Getting some exercise – a swim, bike ride or jog;  
Playing a board game;  
Doing a household chore such as stacking the dishwasher;  
Reading a chapter of a decent book.

## **FoSRR**

Thank you to the hard working team of parents who are the backbone of The Friends – in particular, Mr Nolan, the Chair. The team have contributed so much financially and socially to our community over the year, not least the Annual Summer Ball that helped raise well over £20 000 for our Sports Hall Appeal.

## **COMMUNICATION**

I am sure that you regularly check out website for news and information. Please do make it a homepage on your PC/tablet, and please follow us on Twitter @StRRCollege.

## **ARRANGEMENTS FOR THE START OF THE NEW ACADEMIC YEAR**

3rd September 2018: Training Day

4th September 2018: Sixth Form orientation

5th September 2018 : Year 7 orientation and Primary Start

6th September 2018: All High School (including Sixth Form) and Primary in (except for Reception staggered start).

If you are going away during the summer break I hope that you return safely. For everybody else I hope that there is time to relax and rest before returning refreshed in September. Thank you for your contribution to another memorable year for St Richard Reynolds Catholic College. I continue to be grateful to receive so much support from my colleagues, our students, the Governing Body and so many parents; our College continues to be a growing, thriving community because of it. We also give thanks for the graces and blessings that God has bestowed upon us all over the last year, and pray that this will continue.

Videte Bona Domini.

Best Wishes,

A handwritten signature in black ink, appearing to read 'R.E. Burke', is centered on the page. The signature is written in a cursive style with a large 'R' and 'B'.

**R.E. Burke**  
Principal



## APPENDIX

### ***Feedback comes in many forms at St Richard Reynolds***

When looking in your child's book you will notice that a number of feedback strategies have been implemented. The following document outlines how your child is receiving feedback at SRRCC.

#### ***Verbal feedback***

The majority of research shows that verbal feedback is the most effective form. This is more often than not, because it is immediate and students can act on it instantly. Your child will be spoken to EVERY lesson at school and therefore will be receiving feedback **at least** six times a day.

**You can support your child** by asking about what verbal feedback they have received and then supporting them in addressing these targets.

#### ***Self and peer assessment***

Teaching students to be able to identify their own gaps in knowledge, often using success criteria (a written list of how to achieve in a piece of work), mark schemes and exemplar material enables them to become lifelong learners who will develop a growth mindset to their work. Research also shows that receiving feedback from a peer as well as an adult improves reliability and often offers practical solutions for improvement.

**You can support your child** by asking them to review their work before it is handed in, directing them to any success criteria or mark schemes that have been offered and peer assessing it with them. This will not only help them to achieve in their school work but also become lifelong learners.

#### ***Class Assessment Grid***

When teachers assess and mark books, often there are common misconceptions and areas for development. One way to address this is whole class feedback.

With this method the teacher reads a rotating sample of students work but does not make individual marks in books. This doesn't mean that feedback isn't happening.

Teachers use a grid to record feedback as they read students' work. They make notes of common strengths, targets and misconceptions. They then use this feedback to plan the next lessons and ask the students to reflect on this feedback, using purple pen, in class.

Because this is a much quicker way of recording feedback, teachers can spend time planning lessons that address the students' needs.

**You can support your child** by reviewing these grids with them and encouraging purple pen work at home.

#### ***Deep marking of targeted work***

Effective written feedback is planned, considered and timely. At St Richard Reynolds, departments think hard about and plan for which pieces of work are given detailed feedback. This "green panned" work will provide detailed and specific feedback to individuals and will include tests and end of term assessments.

**You can support your child** by reviewing the green panned work and discussing strategies to ensure that this feedback is acted on and seen in future work. Their teacher will be doing this too.

#### ***What you shouldn't expect to see***

Research shows that marking every page does not support student progress and the time taken for the teacher to make a mark on every single piece of work would be better spent planning effective tasks to promote progress in students' learning.

**You will not see written feedback on every piece of work.** Students can be overwhelmed if they receive too many targets; they will make more progress with fewer more focussed areas to work on.

**You will not see ticks or marks on every piece of work.** In fact there will be many pieces of work where there will be no written feedback evident, but having read the above you will know that feedback is in fact happening in every lesson, every day.