

# Student & Parent School Bulletin

Monday 8<sup>th</sup> January 2024 week 16B

## Message from Ms Pike, Headteacher:

Dear Parents and Carers

Happy New Year!

I hope you have all had an excellent break. It is really good to see everyone back in school - students have made a great start and there is a real positive and purposeful air around the site.

It is also good to get back into established routines - we are all creatures of habit! Forming good habits is something that we are concentrating on discussing explicitly with students in the coming weeks - in tutor times, assemblies, and in lessons. Our routines around school are so important to us - they create a calm and predictable atmosphere which allows a real focus on learning.

This is definitely what we have in school, but as with everything, it can always be improved. We will be looking at why these good routines and habits are important, and what each of us can do as part of the school community to develop them - individually and as a whole. The focus during the coming week will be good habits and expectations for tutor time itself. Please do feel free to discuss this with your child, as support from home is very valuable, and good routines and habits are helpful there, too!

Have a good week,

Kindest regards

## 1. Year Group Notices

### Years 7-11 - Locker problems and replacement keys

If your child has an issue with their locker, they should first head to the Careers Office (S13a) and speak to Mrs Woodman or Mrs Nash. If there is no one in the Careers Office, they should speak to their year office.

If your child loses their locker key a replacement **must** be paid for via the ParentPay shop (£5); there is now a new box to tick for a replacement key. Please note that we **cannot** accept cash payments. Once the payment is made it can take a few days for it to appear on the system; students who have made payments will be notified when their key is ready for collection. Please be aware that the school does not always have replacements keys in stock; if a replacement key has to be ordered it can take up to a week for the replacement to arrive.

### Years 11 and 12 - Brighton and Sussex Med Event

The next Brighton and Sussex Med school event is on Wednesday 17<sup>th</sup> January. This is for Years 11 and 12 and covers a Journey through the NHS. We will start at 3.15pm and end about 4.45pm. Please let me know if you intend to come so I can organise refreshments ([sbuckland@felpham.org.uk](mailto:sbuckland@felpham.org.uk)). All Year 11 and 12 students from local schools are welcome.

Miss Buckland, Science Department

## 2. School canteen

Please [click here](#) to view the menu for next week. Our lunch menus run on a 3-week cycle, below is a link to our website which shows all 3 menus and the morning break menu, [click here](#).

## 3. Medical room

Please note it is the responsibility of parent/carers to assess the health and wellbeing of their child in the morning before school to ensure that they are well enough to attend (school) that day. FCC will always respect a parents/carer's decision to send their child into school and therefore will encourage students to continue on, once they have arrived.

If a student is **sent** home ill, after being unwell in school, they will be marked as ill (the same as if they were reported ill in the morning) and parents/carers will be contacted to collect them.

**Please note:** If a student does not follow the medical room /classroom procedure and phones home themselves to be collected, it will be marked as unauthorised.

Mrs Stout, Welfare Assistant

#### 4. Allergy Alert

We would like to request that students do not bring nuts or nut products in school lunch boxes. This serves to set out all measures to reduce the risk to those children and adults who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive. The school aims to protect children who have allergies to nuts and other allergens, yet also help them, as they grow up, to take responsibility as to what foods they can eat and to be aware of where they may be put at risk. We really appreciate your cooperation in being mindful of products that may include nuts.

We have a high number of students at school that are not only at risk of anaphylaxis due to consumption, but also air born. Definition Anaphylaxis (also known as anaphylactic shock) is an allergic condition that can be severe and potentially fatal. Anaphylaxis is your body's immune system reacting badly to a substance (an allergen), such as food, which it wrongly perceives as a threat.

FCC really appreciates your consideration in this matter in order to keep all our students safe.

Mrs Stout, Welfare Assistant

#### 5. Attendance reminders - voicemail, text and email are available to contact 24 hours a day

A reminder at the start of this term that all absences, holidays, appointments and late arrivals need to be reported to the Attendance Office only, please and not to year offices, form tutors or class teachers. Please report absences **before 8.30am registration** and include a reason for the absence. Absences that are not reported to Attendance, or are without a reason, are marked as unauthorised. Please see full information below.

1. **Reporting Absences** - Absences that are not reported to Attendance, or are without a reason, are marked as unauthorised.  
Direct: 01243 838028      Text: 07860 054358      Email: [attendance@felpham.org.uk](mailto:attendance@felpham.org.uk)
2. **Appointments** - Parents should make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the student should only be out of school for the minimum amount of time necessary for the appointment. All appointments during school time require an appointment letter/card/email etc to be sent to [attendance@felpham.org.uk](mailto:attendance@felpham.org.uk) so that it can be uploaded to your child's record to support the absence.
3. **Illness** - We expect parents to send their child in when they are feeling unwell with mild symptoms. This includes colds, feeling sick, menstrual pain and aching limbs.
4. **Sickness** - If your child has a sickness bug, they will need to remain off school until 48 hours after their last episode of sickness and/or diarrhoea to prevent spreading the illness. They will be sent home if they arrive in school before this time limit.

Information on how to report absences of any kind are on the website under:

- Parents & Students - Attendance

#### 6. PE Kit

At the start of this term, we would like to remind students and parent/carers of the following:

##### 1. Winter Kit

Please ensure your child brings in additional Winter PE kit for outside PE lessons (see below):

- The FCC black thermal TECH jumper with school badge (compulsory)
- The FCC black reversible rugby shirt with school badge
- The FCC black reversible waterproof jacket with school badge
- A black base layer thermal long sleeve top
- Black base layer leggings (shorts must be worn over the top)

##### 2. PE Kit for lessons

Please note that students need to bring their PE kit to school for all PE lessons, including those who have brought a letter to advise they are unable to participate physically due to an injury or medical condition. Students with a note are still required to change into their kit for the lesson, this allows the learning to continue in a non-practical way and enables students to take on roles such as coach or an official.

##### 3. Year 7 swimming

Students should bring in their PE kit if they are not taking part in a swimming lesson, along with a note from home.

Thank you for your support, The PE Department

#### 7. Whole School Council meeting - Wednesday 10<sup>th</sup> January

Please can our Whole School Council Reps attend the next meeting on Wednesday 10<sup>th</sup> January, 10.30-11.40pm in the Blake Conference Room. Refreshments available from 10.30am. Please check Teams for the agenda, thank you.

Mr Summers, Assistant Headteacher

## 8. Exam Information

### January 2024 Exam Series (unit exams for Years 12 and 13 on vocational courses)

Some vocational courses have unit external exams starting from Wednesday 10<sup>th</sup> January to Thursday 18<sup>th</sup> January 2024. Students involved have their timetables on their student portal and parents/carers can view via their MCAS accounts. Please [click here](#) to view the January 2024 Exam Series timetable.

### Year 13 Mock Exams

These begin week commencing Monday 22<sup>nd</sup> January until Thursday 1<sup>st</sup> February 24, (some students have clash exams on Friday 2<sup>nd</sup> February). Students' mock timetables are available on their student portal and parents/carers can view on their MCAS accounts. Please [click here](#) to view the Year 13 Mock Exams timetable.

Mrs Whelan, Data & Exams Manager

## 9. Teaching Training

Bosco Sussex Teacher Training are recruiting applicants to train in a range of primary and secondary subjects; this is for anyone who has a degree and is interested in teaching. An information evening is being held via Teams on 11<sup>th</sup> January between 6-7pm. Please [click here](#) to view a flyer with more information.

## 10. School Ski trip 2025 update

We are looking to increase our numbers for this trip to 50 students, if anyone would like to join this, please see the information below.



Following on from the continued success of the school ski trips, we are now taking deposits for the trip planned for February half-term 2025. Non-skiers are more than welcome, with over 50% usually attending annually.

The total cost of the trip is **£1589.00, which is broken down into instalments over the year.** The price is great value for what for the students will be offered and they have an amazing experience. We have received many offers and quotes, and this is best price, with the best hotel and slopes on offer that we have used for many years.

The group of approx. 40-50 students travel to Austria for six days of skiing for 5 hours a day. The price includes travel, full board accommodation (3 meals a day), ski pass, ski equipment hire (skis, poles, ski helmet and boot hire), full ski tuition, a trip hoodie and evening activities. The accommodation has full en-suite facilities and great in-house entertainment.

Please [click here](#) to view the original letter and [here](#) to view a PowerPoint.

**If your child would like to join this trip, please email me at [Jross@felpham.org.uk](mailto:Jross@felpham.org.uk) stating your child's name, tutor group and skiing experience (beginner, 1 week, 2 weeks or more).**

If you have any questions, please email me at the above email address.

Mr Ross, PE Department

## 11. Careers Update from Mrs Woodman, Careers Leader

### Students in all Year Groups - Job of the week

This week's Job of the Week is [social worker](#).

Discover what the job entails, what qualifications you will need to get into it, what subjects are useful for it and the salary you might earn. If you want to find out more about a specific job pop along to the Careers Hub (S13b) and speak to Mrs Woodman or Mrs Nash.

### Students in Years 7-11 - Keeping Xello up to date

Remember to keep Xello updated with everything you do in and out of school. By recording your experiences and successes in Xello you will have a permanent record of the things you have done. When you come to write your CV or personal statement, Xello will automatically add all of these in for you, without you having to try and remember what you did and when.

**Using Portfolios** - Portfolios let you showcase everything you do, in or out of school. [This video](#) explains how to create Portfolios; the link to the video can also be found on the home page of Xello in Links and Resources.

**Remember, you access Xello via Office/Microsoft 365:**

Click on the 9 dots (top left of the screen) and then on the Xello icon.

Once in Xello click on About Me in the black menu bar at the top of the page, scroll down the page and either add an experience or upload something into Portfolios.

If you have any issues accessing Xello then please see Mrs Woodman or Mrs Nash in the Careers Office (S13a)

**Year 10 students - Army Careers Day at Thorney Island - February 2024**

There are just a few remaining spaces available on this half-day visit to Thorney Island to find out more about careers in the Army. If you would like to find out more about the different sections of the Army and what they might be able to offer you, see Mrs Woodman or Mrs Nash in the Careers Office as soon as possible (S13a)

**Careers Information - week commencing 9<sup>th</sup> October 2023.**

Please [click here](#) to view more careers opportunities for students and information for Parents and Carers.



➤ [Click here](#) to be taken to our dedicated Careers website, with lots of information/links for parents and students.