

**Head**

Jolie Kirby, BA, NPQH

*Think for yourself, act for others***Sylvia Hawken, Deputy Head**

27 April 2016

Dear Parents and Guardians

I am writing to inform you of the changes we have made to our Pastoral System. We have decided after a detailed evaluation process that our College Leaders will now focus on Year Groups and will act as Heads of Year.

What does this mean?

- Each College Leader will also lead a Year Group
- All e-mails about student achievement and attendance should go to the Head of Year not the College
- We ask all parents to e-mail and communicate through the Head of Year and the Assistant Head of Year and the tutor

Does this mean my son/daughter will no longer be in a College?

No, all students remain in their Colleges and remain with their present tutors. Colleges remain in Cheney and will be a vehicle where values and ethos will be established. Colleges will still meet for Assemblies, Celebrations and later Inter College Competitions.

What will the Head of Year do?

Each Head of Year will have a strategic focus for their Year group. They will be responsible for tracking and monitoring students:

- Academic progress
- Year group attendance
- All safeguarding issues
- Any Behaviour for Learning issues
- Running Year Group Assemblies

What does this mean for me as a Parent/Carer?

- This means that from the week beginning Monday 2 May we ask all parents to contact the Assistant Head of Year for any absence or enquiries about school
- To contact the Head of Year about anything around Academic Achievement or Progress, or concerns around behaviour

Who do I contact and what are the telephone numbers and e-mail addresses?

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| Year 7 | Head of Year Mr J Ewen (Curie College) e-mail jen@cheney.oxon.sch.uk tel: 01865 755279 | Assistant Head of Year Miss A Hawkins e-mail ahs@cheney.oxon.sch.uk tel: 01865 755256 |
| Year 8 | Head of Year Mrs S McIlveen (Newton College) e-mail smc@cheney.oxon.sch.uk tel: 01865 75207 | Assistant Head of Year Mrs A Blair (Temporary) e-mail abl@cheney.oxon.sch.uk tel: 01865 755202 |

Head
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| Year 9 | Head of Year Mr T Stacey (King College) e-mail tst@cheney.oxon.sch.uk tel: 01865 755224 | Assistant Head of Year Ms R Clear e-mail rcl@cheney.oxon.sch.uk tel: 01865 755272 |
| Year 10 | Head of Year Mr S McEvoy (Austen College) e-mail sme@cheney.oxon.sch.uk tel: 01865 755278 | Assistant Head of Year Mrs L Owen e-mail low@cheney.oxon.sch.uk tel: 01865 755253 |
| Year 11 | Head of Year Mrs J Bradley (Owens College) e-mail jbr@cheney.oxon.sch.uk tel: 01865 755236 | Assistant Head of Year Mrs A Blair e-mail abl@cheney.oxon.sch.uk tel: 01865 755238 |

If you have any problems with these new details please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink that reads 'S. Hawken' with a horizontal line underneath.

Sylvia Hawken

