

# PENAIR SCHOOL

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*10 September 2021*

Dear parent/carer,

A huge warm welcome to Penair School, whether this is your first time entrusting a child to us or whether you have older children who have been through our gates.

I hope that you have all managed to enjoy the summer, and that you have been able to find time to enjoy a good rest. I also hope that your child has been looking forward to starting at Penair School. Remember it is also perfectly normal for students (and adults!) to have been feeling a bit anxious; moving from primary to secondary school is a big step.

I strongly believe that we achieve the best outcomes for young people when all key stakeholders work together. With this in mind, I look forward to working closely with you and your child, and I would like to reassure you that we have a strong team of adults here in school: form tutors, student welfare officer, Attendance Intervention Mentor, SEN, teaching staff, senior leaders as well as all of our vital support staff. I am confident that you will quickly get to know us and I know that any issues can be quickly ironed out with good communication.

You will have seen Mr Davidson's start of term letter so I won't repeat what he has already said, but I wanted to take the opportunity to remind / inform you of a few key points:

## **Routines.**

Getting into the good habit of preparing the school bag the night before will ensure that students always have the equipment that they need. If they have PE on their timetable, on that day they should attend school wearing PE kit, which they will keep on for the whole day. If students wish to change after and before their PE lesson, they must change into school uniform. For Drama and Dance students should come to school in their normal uniform and change into their drama kit for their lesson changing back into their school uniform after the lesson.

Students will soon begin to have homework. We will be running some homework support clubs after school and times will be advertised. Please do talk to your child about homework; it is likely that they will need some guidance on meeting deadlines and being organised and it would be appreciated if you could support the work we will also do in school on this.

### **Arriving in the morning / picking up after school.**

The current guidance is that students using a bus should continue to wear a face covering. If students are being dropped off at school by car, please use the second entrance. Please use the car turning circle, and do not obstruct the route for the buses. We know that drop off and pick up times are busy and so I would ask that all parents and carers are courteous of other road users and members of staff on duty who may have to direct traffic at times. I would also ask that you remind your child of the need to make his or her way safely to school when walking or cycling and to please be aware of other road users and remember to be ready, respectful and safe at all times.

### **Medication and Illness.**

Any medication must be stored with our student welfare officer Mrs Binding and it must be clearly named and labelled. There is a form which must be completed by parents and you can access this on the school website. Please note that we are not able to give out paracetamol or any other medication unless a form has been completed.

If your child feels unwell during the school day it is vital that they alert a member of school staff and if necessary we will make contact with you if your child needs to go home. If your child has a mobile phone it can be tempting for them to call a parent first. If this happens, please do advise them to tell an adult so that we can properly support them in the first instance without them contacting you first.

### **Other Information.**

We usually run a Year 7 parent information evening in early September and this year we have decided to run this virtually. All of the information we usually share will be recorded and you will be able to view this online – I will confirm how and when you will be able to access this in the coming weeks.

### **ClassCharts.**

Parents and students will be allocated login details for ClassCharts, which is the online platform we use for setting homework and for awarding positive and negative behaviour points. Details on how to create an account come out through tutors and this will enable you to keep up to date with all homework and behaviour. If you have any problems with creating an account or logging in, please contact your child's tutor in the first instance.

We will continue to send letters and information to you, so please ensure that your contact details are up to date and let your child's tutor know if there are any changes. If you don't already follow us on social media, you might like to find our pages on Facebook and Instagram.

### **Contact Details.**

Most issues can be resolved by your child's form tutor in the first instance. Please be mindful that staff have heavy teaching commitments and may not immediately see any messages you send. Staff are also not expected to reply to emails outside of working hours. We aim to reply as quickly as possible, and certainly within 48 hours.

7P Mr Carnell: [mcarnell@penair.cornwall.sch.uk](mailto:mcarnell@penair.cornwall.sch.uk)  
7E Miss Mitchell: [bmitchell@penair.cornwall.sch.uk](mailto:bmitchell@penair.cornwall.sch.uk)  
7N Mrs Laban: [plaban@penair.cornwall.sch.uk](mailto:plaban@penair.cornwall.sch.uk)  
7A Mrs Innard: [hinnard@penair.cornwall.sch.uk](mailto:hinnard@penair.cornwall.sch.uk)  
7I Mr Atkinson: [datkinson@penair.cornwall.sch.uk](mailto:datkinson@penair.cornwall.sch.uk)  
7R Mr Beckett: [mbeckett@penair.cornwall.sch.uk](mailto:mbeckett@penair.cornwall.sch.uk)  
7S Miss Adam: [aadam@penair.cornwall.sch.uk](mailto:aadam@penair.cornwall.sch.uk)  
7C Miss Bucknole: [abucknole@penair.cornwall.sch.uk](mailto:abucknole@penair.cornwall.sch.uk)

Mrs Binding is our Student Welfare Officer and Ms Oakley is our Attendance Intervention Mentor for Year 7. You can contact them via: [Year2026@penair.cornwall.sch.uk](mailto:Year2026@penair.cornwall.sch.uk)

I do hope that the first few weeks go smoothly, but please do get in contact if you need assistance.

Yours sincerely,



Bryony Dawson  
Year 7 Personal Development Leader  
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