



To Parents/Carers of Year 7 Pupils

8th September 2017

Dear Parent/Carer,

Year 7 Physical Education

As parents of our next cohort of Year 7 pupils, I am sure you are looking forward to your child becoming involved in the wider life of the school.

A major part of this here at Saint Cecilia's, Church of England School is through sport. Many of our pupils represent the school with distinction, winning Surrey cups and many borough events. It is a source of great joy for many of the pupils. This year alone we have led well over 130 fixtures as a department.

Representing the school should be classed as a huge honour and is in fact treasured by our pupils with pride in the values that we instil here at school. Discipline, Teamwork, Rigour and competitive spirit are all key to what we are doing here at school along with the most important of them all, Fun. Please find included in this letter the PE protocol for the pupils here at school. Pupils have to meet certain academic conditions in order to attain this privilege

PE Team Fixture Protocol

Pupils and students will only be able to represent the school if they meet the following criteria:

1. A positive number of behaviour points
2. Are making sound progress against their target levels/grades in the majority of their subjects
3. Catch up on any work missed because of the fixture (to be recorded by the pupil/student in their planner)
4. Good attendance and punctuality

If a child meets these criteria they will be selected for the team based on ability and attendance at the club. The fixture will be announced in school via a **TEAMSHEET**. This will be displayed on the notice board located outside the girls' changing room. This teamsheet will be shared with the captain of the team and the general office. The teamsheet will have all relevant details included i.e. Opposition, Date, Times, Kit etc

The general office will then email or text the relevant parents in advance of the game with the details of the fixture. Your son/daughter will also be coming home with the details verbally. **This will happen no later than 3 days prior to a fixture being announced**

Once this process has taken place, your son/daughter will be expected to attend the fixture barring an emergency. If they cannot attend the fixture they are to let the teacher in charge know as soon as possible so a replacement can be found.

Pupils will be expected to make their own usual way home from the fixture on returning. All teachers who take a fixture will have the teamsheet containing your emergency numbers in case of injury etc

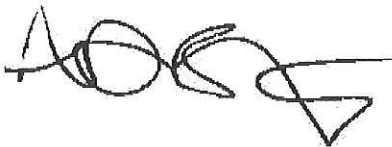
I hope that the process is clear for you and that you are as excited as I am about welcoming your son/daughter to Saint Cecilia's, Church of England School and looking forward to them being involved in the wider life of the school.

Could I please ask that you make sure

1. The school has an updated email address that your regularly check
2. An updated mobile number

This will help make the process as smooth as possible.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Alexander Bishop', with a stylized flourish at the end.

Alexander Bishop

Curriculum Team Leader for Physical Education and Year Leader for Year 10