

# The Canterbury Academy

A school for all the talents



## Information Booklet for Parents 2022-23

*In partnership with Simon Langton  Grammar School for Boys to provide a grammar school band for boys and girls in a comprehensive school for all the talents*



## Welcome to The Canterbury Academy Trust

The Canterbury Academy Trust consists of The Canterbury Primary School, The Canterbury Academy, The Canterbury Academy Sixth Form, The Canterbury Enterprise & Employability College, The Canterbury Youth & Engagement Provision and City and Coastal College.

Most of The Canterbury Academy Trust is located on The Canterbury Campus. The Canterbury Campus is a geographical expression which labels the site and all the facilities and services on it. These include: The Primary School; The Canterbury Academy; The Canterbury Academy Sixth Form; The Enterprise & Employability College; City View Pre-School & Nursery; Appeti Tennis (a private tennis facility); The Willows (East Kent Medical Needs Service); hair and beauty facilities; a Performing Arts Centre; a professional music recording studio; Canterbury Adult Education; a sports centre and associated facilities including beach volleyball courts, athletics track, floodlit football pitch, floodlit multi games area, fitness gym and sports hall; a Youth & Community Club; a Youth Team; Cascade (a professional dance company) and, others who will move on to site as we increase our partners and services. These facilities exist for the use and benefit of our students and our local community.

The Canterbury Multi Academy Trust has a Trust Executive Principal, Mr Watson, who oversees all of The Trust's operations. Mr Watson can be contacted at [jwtson@canterbury.kent.sch.uk](mailto:jwatson@canterbury.kent.sch.uk)

The Trust Executive Vice Principal is Mrs Crane, who can be contacted at [ccrane@canterbury.kent.sch.uk](mailto:ccrane@canterbury.kent.sch.uk)

Each part of The Canterbury Academy has its own divisional head.

The Head of the Middle School (Years 7, 8 and 9) is Mrs Banbery, who can be contacted at [abanbery@canterbury.kent.sch.uk](mailto:abanbery@canterbury.kent.sch.uk)

The Head of the Senior School (Years 10 and 11) is Mr Brooke, who can be contacted at [jbrooke@canterbury.kent.sch.uk](mailto:jbrooke@canterbury.kent.sch.uk)

The Head of the Sixth Form (Years 12 and 13) is Mrs Winslow, who can be contacted at [lwinslow@canterbury.kent.sch.uk](mailto:lwinslow@canterbury.kent.sch.uk)

The Director of Post 16 Learning is Mr Hadlow, who can be contacted at [shadlow@canterbury.kent.sch.uk](mailto:shadlow@canterbury.kent.sch.uk)

## **Welcome to The Canterbury Academy**

The Canterbury Academy provides a comprehensive option because it attracts children of all abilities and all gifts. The Canterbury Academy has 4 pillars of excellence: academic excellence for all; excellence in sport; excellence in performing arts and excellence in practical learning and enterprise education. Because we are based upon the campus this means we can 'offer as much as possible, as often as possible, for as many as possible' so that the students can discover where their talents lie. We really do believe that 'all children walk with genius' and that 'every child is good at something'.

We have a well-established partnership with The Simon Langton Grammar School for Boys. The Langton link means that we run 'grammar school' bands in the core subjects of maths, English, science, humanities, languages and IT. We also cater for gifts and talents in all the other, and equally valuable, areas such as art, drama, dance, music, design technology, sport, practical working, working with and caring for others, leadership and many more.

We believe we are a 'school for all the talents'.

The Canterbury Academy offers exceptional facilities and provision in Sport (supported by various partners e.g. Canterbury Rugby Club); in Performing Arts (supported by various partners e.g. The Royal Shakespeare Company); in practical learning in our Enterprise & Employability College (supported by various partners e.g. The Peter Jones Foundation) and in more traditional academic study (supported by our partner school, The Simon Langton Grammar School for Boys).

The Canterbury Academy is located on The Canterbury Campus and offers 'a wealth of opportunity' in school and non-school time, in term and non-term time, for boys and girls. We want to improve the life chances of our children and help in the community.

For students who do not want grammar school, for students who do not want a single sex school, for students who do want sport, for students who do want performing arts, for students who do want practical learning and for students who want to experience as much as possible, as often as possible, then The Canterbury Academy may well be attractive. For students who possess traditional academic ability, and who may also wish to benefit from our expertise in sport, performing arts and practical learning, then our partnership with The Simon Langton Grammar School and our 'grammar school' classes may also appeal.

**Mr Jon Watson**  
**Trust Executive Principal**

### **Timings of the School Day**

8:30 am	Students should be on site
8:45 am	Morning mentor briefing
9:00 am	Period 1
10:00 am	Breaktime for Years 7, 8 and 9
10:20 am	Period 2 for Years 7, 8 and 9
10:00 am	Period 2 for Years 10 and 11
11:00 am	Breaktime for Years 10 and 11
11:20 am	Period 3
12:20 pm	Lunch and activities for Years 7, 8 and 9
12:20 pm	Period 4 for Years 10 and 11
1:10 pm	Period 5 for Years 7, 8 and 9
1:10 pm	Lunch and activities for Years 10 and 11
2:00 pm	Period 6
3:00 pm	End of 'formal' lessons for Years 7-11
3:00 pm – 6:00 pm	Period 7, 8 and 9 for 6 <sup>th</sup> form

### **Break and Lunchtimes**

Students are required to remain in the school grounds during break or lunchtimes. Lunch for all students, whether brought from home or bought in school, will be supervised in the hall.

The school operates a split lunchtime across the Middle and Senior Schools, which allows all students the opportunity to access our facilities (specialist rooms, designated activities, support and intervention, and catering). Students may use the Learning Resource Centre (LRC) at lunchtimes or take advantage of the supervised activities across the school.

### **Teaching Groups**

Students will work in different groups for different subjects and combinations of subjects. They will be taught by subject specialists focused on ensuring all students enjoy and achieve and make appropriate progress.

We are currently working in partnership with The Simon Langton Grammar School for Boys to provide greater stretch, challenge and pace. In the English Baccalaureate (EBacc) subjects (maths, English, science, history, geography, IT and modern languages) in Years 7 and 8

students will work in either Langton linked accelerated groups or mixed ability mainstream groups. Some students will be in the Langton stream for both English (with humanities) and maths (with science), whereas others, who have particular strengths in one area, may work in the Langton stream for just one set of EBacc subjects. In the foundation subjects (PE, visual arts, performing arts and technology) there is not academic setting as progress through mixed-ability groups and because this reinforces our comprehensive ethos. Students in the Langton cohort will study an individualised curriculum and will work with staff across both schools. This partnership represents a fantastic opportunity to enable those students with academic talents to achieve their potential.

### Essential Classroom Equipment

<ul style="list-style-type: none"> <li>• At least 2 black or blue biro</li> <li>• Sharpened lead pencils</li> <li>• Eraser</li> <li>• Ruler</li> <li>• Sharpener</li> </ul>	<p>Equipment required for specialist subjects:</p> <ul style="list-style-type: none"> <li>• Colouring pencils</li> <li>• Pair of compasses</li> <li>• Protractor</li> </ul>
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### Reports, Parents' Evenings and Learning at the Academy Evenings

There will be opportunities for you to meet your child's teachers during the course of the year through online and in-person evenings. These events are an excellent opportunity to view your child's work, discuss their progress and set targets for the future. If, however, in the meantime, you have any queries or concerns, please do not hesitate to contact us.

Reports will be issued and sent home twice a year and will provide details of progress in subject areas. The reports will also show attendance and conduct points. Parents can contact the appropriate Head of Learning by email at any time for information about their child's progress.

Mrs Cox, Senior Head of Learning (Middle School): [rcox@canterbury.kent.sch.uk](mailto:rcox@canterbury.kent.sch.uk)

Mr Swindley, Head of Year 7 Learning: [aswindley@canterbury.kent.sch.uk](mailto:aswindley@canterbury.kent.sch.uk)

Miss Richardson, Head of Year 8 Learning: [richardson@canterbury.kent.sch.uk](mailto:richardson@canterbury.kent.sch.uk)

Mr Bonney, Head of Year 9 Learning: [jbonney@canterbury.kent.sch.uk](mailto:jbonney@canterbury.kent.sch.uk)

Mrs Bonneywell, Senior Head of Learning (Senior School): [nbonneywell@canterbury.kent.sch.uk](mailto:nbonneywell@canterbury.kent.sch.uk)

Mr Rattigan, Head of Year 10 Learning: [drattigan@canterbury.kent.sch.uk](mailto:drattigan@canterbury.kent.sch.uk)

Miss Phillips, Head of Year 11 Learning: [lphillips@canterbury.kent.sch.uk](mailto:lphillips@canterbury.kent.sch.uk)

## **Homework**

It is important that students understand the importance of homework. The government considers that learning from home is an important part of the good education to which all our children are entitled.

At The Canterbury Academy, homework will be used to support classroom learning through a range of different activities. In Years 7 and 8, compulsory homework activities will be scheduled for the EBacc subjects. In Years 9, 10 and 11, all subjects will set homework activities.

In order to facilitate and support this system, our students and staff use an online platform called Satchel One: Show My Homework. This system enables students, and their parents, to view their homework and its deadlines. Our students are also able to view their lesson timetable through this app. Our new students will be trained in using this system at the start of the academic year and will be able to download an app to support them with accessing their work and receiving appropriate reminders. We hope you will find this development useful and will use it to support your child's completion of homework tasks.

In order to help your child with homework the Learning Resource Centre is available every day at lunchtime and after school until 4.30pm. This is a well-resourced space with IT equipment and well-informed staff who are able to assist with homework. Please encourage your child to take advantage of this excellent resource.

## **The Mentor System**

The Mentor is the member of staff assigned to your child to monitor and promote progress in their academic studies and to enable them to achieve highly. Mentors meet their mentees as a group every morning. They also meet with individual students on a regular basis, reviewing performance, discussing learning tactics, exploring learning styles and helping students set targets so that they can enjoy and achieve.

The Mentor will get to know your child very well. The Mentor will come to understand your child's potential and help find ways to achieve it. Should you ever wish to discuss how your child is progressing then you can contact your child's Mentor. This can be done by contacting the appropriate Head of Learning. During normal school hours the mentors are assigned to teaching and learning duties and, therefore, cannot be called to the telephone.

## The House System

There are 4 houses:

- **Marlowe (Red)** Head of House, Miss R. Huckle
- **Bloom (Purple)** Head of House, Miss R. Dyck
- **Tallis (Yellow)** Head of House, Mr S. Mullin
- **Cowdrey (Green)** Head of House, Miss J. Winter

Students in Years 7 – 11 wear their school tie with the appropriate house colour.

We believe very strongly, as a school for all the talents, that hard work, achievement, progress and contributions to the school and wider community should be rewarded. The House system provides a framework where rewards can be given and achievement celebrated within the spirit of healthy competition. Rewards are not only given to celebrate the success of individuals but also the combined success of groups within a House. This teaches students, in a positive way, that their actions have an impact on their community. Rewards come in the form of achievement points, certificates, letters home and a variety of extended opportunities.

## Clubs and Extra-Curricular Activities

There will be provision for homework before, during and after school. There will also be a variety of other learning experiences provided after school, at weekends and during non-term time. It is our expectation that every student will participate in at least one extra-curricular activity. There will be regular published material explaining the wealth of opportunity. For details of what extracurricular and holiday activities there are you can contact Mrs Furner, our Extended Services Co-ordinator, at [tfurner@canterbury.kent.sch.uk](mailto:tfurner@canterbury.kent.sch.uk)

## Recognition and Rewards

The Canterbury Academy believes that all children are good at something. It is a school for all the talents. Achievement will come in many forms – academic, artistic, sporting, social, musical, dramatic etc. – and The Canterbury Academy will provide a variety of different ways of recognising and rewarding this.

We endeavour to reward students for excellence across every aspect of their school experience: attitude to learning, learning power (resilience, resourcefulness, reflectiveness and reciprocity), conduct, service to the community, our four pillars, attendance, punctuality, and outstanding pieces of work. Students will build up positive achievement points across these areas and will earn themselves rewards and prizes at specific milestones.

## **School Meals - Before School, Break and Lunch Times**

The school canteen provides a wide range of nutritious foods. A breakfast service is available daily from 7:45 am and at morning break cold drinks, rolls and fruit can be purchased. At lunchtimes students can choose from a range of different food types. There is a choice of main meal, served with vegetables and a range of pasta pots plus dessert.

The Canterbury Academy uses Arbor Pay for meal and trip payments. Once parents have registered for the system, money can be credited to students' account through a range of payment options. Students will then use fingerprint recognition to spend the money in their account. Detailed accounts of what the money is being spent on will be available on request.

Parents have the opportunity to complete an eligibility assessment to establish whether they are entitled to Free School Meals. If entitled, they can complete an application for Free School Meals via [www.kent.gov.uk](http://www.kent.gov.uk). Please remember that, if your child was eligible for Free School Meals at primary school, this eligibility will not transfer automatically, so you must re-apply. If you have any queries relating to this please contact our Student Receptionist, Mrs Douglas on [sdouglas@canterbury.kent.sch.uk](mailto:sdouglas@canterbury.kent.sch.uk)

## **Smoking**

On July 1<sup>st</sup> 2007 England became 'smoke free' and the campus is a 'No Smoking' site. This applies to all adults whether they work here or are visiting.

## **Illness**

If a student is ill at school their classroom teacher will send them to Student Reception with a note. Our trained first aid staff will assess the situation and take the appropriate action. We will only contact a parent/carer to collect a student if their condition deteriorates. Please discourage your child from calling you separately if they are feeling unwell, in order to allow us to assess the situation at school. In cases of serious illness or accident an ambulance will be called, and you will be contacted immediately.

It is very important that we have an emergency contact number where you as parent/carer or a relative can be reached during school hours. So please ensure that you keep the school up to date with any changes to contact details.

## **Attendance and Punctuality**

As a school, we believe whole-heartedly in the importance of good attendance and punctuality both to school and to lessons during the day. Please ensure that you make every effort to get your child to school each day on time. It is important that students are in school



ready for the start of mentoring at 8:45am in order to receive the day's notices and ensure they are prepared and ready to learn.

Our attendance team, led by Ms Cooper ([scooper@canterbury.kent.sch.uk](mailto:scooper@canterbury.kent.sch.uk)), monitors attendance to school very closely and works together with families to break down any barriers that prevent good attendance. We may, if necessary, request supporting evidence for prolonged absence and will work with our attendance partners in the local authority to increase attendance.

We would ask you to support us by ensuring that, wherever possible, medical and dental appointments are arranged for evenings and non-term times. Any exceptional requests for leave during term time must be sent through to the appropriate Head of School well in advance.

Excellent attendance is recognised and rewarded with achievement points awarded to the individual students and to the House. We will work with students who have difficulties with attending school, but please encourage your child to attend every day, on time, as excellent attendance & punctuality are key skills necessary for their adult lives.

Our Ethos team is available to students and parents/carers daily. Our Support Managers can be contacted directly to discuss any concerns regarding students' wellbeing, conduct or safety. Our students can speak to their Support Manager before school, at break and lunchtimes and after school. They can also contact support staff through submitting an online form at any time by scanning the QR code.

Please use the following contact information to email your child's Support Manager:

Year 7 – Mrs Cork on [scork@canterbury.kent.sch.uk](mailto:scork@canterbury.kent.sch.uk)

Year 8 – Mrs McDermott on [dmcdermott@canterbury.kent.sch.uk](mailto:dmcdermott@canterbury.kent.sch.uk)

Year 9 – Mrs Golding on [rgolding@canterbury.kent.sch.uk](mailto:rgolding@canterbury.kent.sch.uk)

Year 10 – Ms Felts on [afelts@canterbury.kent.sch.uk](mailto:afelts@canterbury.kent.sch.uk)

Year 10 – Ms Goldsack on [kgoldsack@canterbury.kent.sch.uk](mailto:kgoldsack@canterbury.kent.sch.uk)

## **Safety**

Students at secondary school should always try to consider the dangers implicit in any situation and act accordingly. In and around the school, students should take appropriate care on stairs, corridors and outside areas. They should also report things they consider unsafe to members of senior staff.

Parents should only drop their children off in safe places. Students travelling to school by bicycle should have had the appropriate training and always exercise the greatest care and wear protective clothing. On their way to school students should cross roads at the appropriate place, take care by the river and not venture onto the railway line.

If any parent or any student has a concern about child protection then they should report this to one of the school's Designated Safeguarding Leads. If any student, or parent, has concerns about any matter which could cause harm to students then they should pass this on to Mr Watson.

## **School Dress**

### **Uniform essentials:**

- Plain black tailored/smart trousers or a knee length pleated skirt.
- Black blazer with school badge.
- Plain white long/short sleeved shirt.
- School tie with appropriate coloured stripe (dependent on House).
- Plain black leather school shoes, low heels, fully enclosed.
- **Trainers, Vans, Converse trainers, pumps and plimsolls/canvas shoes are not permitted.**
- Black v-neck school jumper.
- Plain black tights only (no leggings, no fluffy socks, no patterned tights).
- Please note that only 2 items of jewellery are allowed.
- Hooped/dangly earrings or facial piercings are not permitted. Body piercings must be removed for health and safety reasons if a member of staff considers them to be dangerous for an activity.
- Caps and hoodies are not to be worn in school.

### **Personal possessions:**

The school cannot be held responsible for personal possessions that are lost or stolen; neither is any member of staff. It is advised, therefore, that you do not bring anything valuable into school.

## **Students' Classroom Code of Conduct**

We expect students to:

- Arrive at every lesson on time, in good uniform and ready for learning.
- Enter the classroom in an orderly way, coats off, equipment and planner on the desk, bag on the floor under the desk, wait quietly for the register to be taken.
- Keep their mobile phone switched off and in their bag.
- Listen when the purpose of the lesson is being explained.
- Make sure that their homework deadlines and checkpoints are appropriately recorded and understood.
- Listen carefully and always respect other people's points of view.
- Raise their hand if they want to speak.
- Stay in their place.
- Stay on task.

- Get a note if they need to leave the room.
- Pack away quickly and quietly when asked.
- Put their chair away and wait to be dismissed.
- Help keep the school a clean and pleasant place by not dropping litter.

### **School Sanction System**

The aims of the school's behaviour policy and systems are to promote good behaviour, self-discipline and respect; to prevent bullying; and, to ensure that all students can work to the best of their ability. Our conduct sanctions are designed to enable students to take time to reflect upon their actions, make amends, if necessary, and make resolutions for their future conduct.

It is important to us that our students represent our school community positively both in and out of school. We will take any negative actions from students very seriously, dealing with any actions that could bring the school into disrepute under the school's sanction system.

Although the school can issue same night detentions, we will not always use this system and will continue to give parents/carers appropriate notice for any after-school sanction lasting longer than 10 minutes. It is important to note that parental permission for a detention is not legally required, although the school will listen to reasonable requests for a change of date for detention.

### **Home-School Communication**

The school uses Arbor to communicate information (including trips, events and detentions) to our parents. Please ensure that you register for this site, downloading the relevant app if appropriate, and check it regularly for any messages. If there are any changes to your contact information for Arbor, please let our administrator, Ms Mowbray, know on [smowbray@canterbury.kent.sch.uk](mailto:smowbray@canterbury.kent.sch.uk)

### **Balance of Probability**

In terms of school discipline, the Executive Principal of the Trust works according to the concept of 'balance of probability'. It means that if Mr Watson believes that 'on the balance of probability' (which means more likely than not), rather than absolute proof, that something happened then he can take action and apply appropriate sanctions.

## **The Use of Force**

Clearly, all adults must obey the law and schools cannot use force to punish children. However, and contrary to popular belief, there is not 'a no touch rule' in schools. It is neither illegal nor an assault for a member of staff to use reasonable and proportionate force to control or restrain a student if this proves necessary in the following circumstances:

- To stop a student committing a criminal offence (or for younger students what would be a criminal offence).
- To protect self or others.
- To prevent damage to property.
- To maintain good order and discipline (which can include physically removing a child from a classroom or any other situation where learning is being prevented through ill-discipline).

## **The Power to Ban Abusive or Aggressive Parents**

School premises are private property and parents will generally have to have permission from the school to be on the premises. This permission is implied and parents are welcome on site, but if they wish to speak with someone, then they will need to book an appointment and to sign in.

Any visitor to the site should treat people on it with respect and courtesy. In the unlikely event of a parent being abusive or aggressive towards children, other parents or staff then the Executive Principal of the Trust can ban them from the school site.

## **Mobile Phones and Other Smart Technologies.**

The school does not have a site ban on new technologies. A mobile phone used responsibly is no problem. In fact, they can be quite helpful in terms of improving safety and augmenting learning. However, used irresponsibly, these devices are incredibly disruptive to learning. Therefore, mobile phones must be switched off during lessons. If a mobile phone is used in lesson (and after reasonable request to put it away) then it will be confiscated and returned at the end of the school day only. Persistent mobile phone misuse will lead to further sanctions.

Please note that 'cyber bullying' and 'electronic harassment' of any form will be taken very seriously and may be reported to the police. If a mobile device is being used, then it will be confiscated and returned only to the parent.

Students must also realise that photographing or videoing of staff or students without permission is unacceptable. Photographing or videoing any incident which could then cause

offence, or which could bring the school into disrepute is unacceptable. In these events the device will be confiscated and returned only to the parent/carer.

Any device that is used for the purposes of social media must be used in an appropriate manner so as to not endanger students' safety or wellbeing or bring the school into disrepute.

### **Students' Property**

Students should not bring valuables such as large sums of money, jewellery and other items into school. The school cannot take responsibility for the safekeeping of personal items and is not insured for their loss.

Lockers are not provided for students at The Canterbury Academy. Therefore, students should make sure they bring with them only what is needed for the day. Any student who loses an item of clothing should check with Lost Property at Student Reception. PE changing rooms will be kept locked when students' belongings are stored there and students must ensure their items are stored sensibly within these changing rooms. Any valuables should be handed in to staff during PE lessons where they will personally supervised.

If students intend to cycle to school, it will be important to ensure that the bike can be securely padlocked and the helmet safely stored and that students take responsibility for doing this.

### **Photographs of Students**

Occasionally, we may take photographs or video footage of the children at our school. We may use these images in our school's prospectus or in other printed and visual publications that we produce, as well as on our website. We may also make video recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of an event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. We will only use images of students who are appropriately dressed, to eliminate the risk of images being used inappropriately.

A photo consent form was included in your admission pack and should have already been returned to school, letting us know what you consent to with regards to using your child's photo.

## **The Academy Parents' Forum**

We are always interested in your views. Our Parents' Forum is an open group for parents to receive information and discuss issues relating to the Academy. Meetings are held once a term and you will be advised of dates via email. We believe that you should be able to have a say in what goes on at the Academy and be able to ask us questions about we operate.

In the past we have listened to parental opinion on a variety of topics including: sex and relationship education, homework, student groupings and our Academy status.

If you are interested in attending a future meeting or if there is something you would particularly like to talk about, please contact Ms Mowbray at [smowbray@canterbury.kent.sch.uk](mailto:smowbray@canterbury.kent.sch.uk)

## Summary of useful contacts

Chair of Board of Directors (Governors) is Mr Mark Johnstone and should you wish to contact the Chair of Directors please email:

D. Scott	<b>Clerk to Board of Directors</b>	dscott@canterbury.kent.sch.uk
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### Heads of the component parts of The Canterbury Academy Trust

J. Watson	<b>Trust Executive Principal</b>	jwatson@canterbury.kent.sch.uk
C. Crane	<b>Trust Executive Vice Principal</b>	ccrane@canterbury.kent.sch.uk
B. Farrell	<b>Trust Executive Vice Principal</b>	bfarrell@canterbury.kent.sch.uk

### Senior Staff at The Canterbury Academy

A. Banbery	<b>Head of Middle School</b>	abanbery@canterbury.kent.sch.uk
J. Brooke	<b>Head of Senior School</b>	jbrooke@canterbury.kent.sch.uk
L. Winslow	<b>Head of the Sixth Form</b>	lwinslow@canterbury.kent.sch.uk
S. Hadlow	<b>Director of Post 16 Learning</b>	shadlow@canterbury.kent.sch.uk

### SENCo

V. Butler	<b>Trust SENCo</b>	vbutler@canterbury.kent.sch.uk
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### Staff responsible for the Langton link

T. Fox	<b>Head of Academic College and Assistant Headteacher from SLGSB</b>	tfox@thelangton.kent.sch.uk
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### Ethos and engagement

C. Small	<b>Vice Principal – Ethos and Engagement</b>	csmall@canterbury.kent.sch.uk
S. Cooper	<b>Assistant Vice Principal – Attendance</b>	scooper@canterbury.kent.sch.uk

### **Changes in Contact Information**

It is vitally important that we are advised of any changes in your child's contact details in case of an emergency situation.

If you have moved address, changed telephone numbers, email address etc. we would be grateful if you could complete and return this page showing the appropriate changes in order for us to be able to update our records.

Please return this page to Mrs Douglas at Student Reception or alternatively email [sdouglas@canterbury.kent.sch.uk](mailto:sdouglas@canterbury.kent.sch.uk) with the updated information clearly stating the name of your child and your details.

<b>Changes to Contact Details</b>	
<b>Name of Student</b>	
<b>Parent/Carer Name</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>Email Address</b>	