

### **STUDENT INFORMATION FORM**

Our main school records are held on computer and it is very important that this information is up to date as it contains such essential matters as emergency contact telephone numbers, lunchtime arrangements etc. If you have joined us from one of our partner primary schools in Abingdon, this information will have been passed to us. You will be sent a copy of this information at the beginning of the year so that you can check that it is all accurate. If you have an e-mail address it would be very helpful if you could let us know the details.

If you are new to the area we will ask you to complete a simple form which will ensure that we have all this information.

*The school is registered under the Data Protection Act and ensures the confidentiality of all information held on computer.*

### **FAMILY INCOME SUPPLEMENT**

We appreciate that moving to a new school can involve considerable expense and that this can be difficult for many families. We may be able to arrange for you to pay for uniform in instalments. The school also has some limited funds which may be made available to help students and parents to meet these costs, but these are restricted to those in receipt of either Income Support, Income Based Jobseekers Allowance, Immigration and Asylum Act, 1999 Support, Child Tax Credit provided the annual income of the parents/guardians does not exceed £13,480.00. We can also use this as criteria for offering some limited assistance towards the costs of school trips and other activities. Finally, free school meals are also provided for students whose parents qualify for any of these benefits.

Thus it is very helpful if we know if you receive any of the above entitlements. Such information is treated in strictest confidence and all families are encouraged to let the School Office know if they qualify at the beginning of the year.

### **CONTACTING THE SCHOOL**

We believe that students are likely to get the most from their education when there is a strong sense of partnership between home and school. This partnership must be based on good communications and we would encourage you to contact the school whenever you feel this is necessary. If there are problems we can help with, or should know about, or if your child has achieved something we can share in, please let us know. We would also like as much feedback as possible from you concerning the life of the school.

The school address is:

**Larkmead School  
Faringdon Road  
Abingdon  
OX14 1RF  
Tel: 01235 520141  
Fax: 01235 544866  
E-mail: [office.4125@larkmead.oxon.sch.uk](mailto:office.4125@larkmead.oxon.sch.uk)**

In the case of an emergency, if you need to contact your child during the day, the School Office will pass on any messages you leave.

Your main staff contact is your child's form tutor. If necessary, they will be able to pass on specific queries to other members of staff best placed to deal with the issues raised. It is always helpful to contact the school by letter or 'phone in the first place, as individual staff may not be available to deal personally with an issue if parents arrive at school without warning.

You can arrange a meeting by 'phoning the school, or sending a letter through your child's tutor. The best times to contact staff by telephone are before 8.45am or after 3.10pm.

Details of the full year team will be provided for students joining other year groups, but Year Heads for 2008/09 will be as follows:

Director of Learning Year 7	Mrs R Webster
Director of Learning Year 8	Mrs A Screen
Director of Learning Year 9	Mr J Adams
Director of Learning Year 10	Ms A Philips
Director of Learning Year 11	Miss J Dering
Head of Sixth Form	Mr G Rhodes

Other key staff for new students include:

**Leadership Team:**

Headteacher	Mr C Harris
Deputy Headteacher	Mr J Dennett
KS3 Co-ordinator	Mrs P Bennett
KS4 Co-ordinator	Mr L Crowe
KS5 Co-ordinator	Mr G Rhodes
Business Manager	Mr G Seymour
Head of Learning Support	Mrs P Best
Headteacher's Personal Assistant	Mrs P Valentine
LT Personal Assistant	Mrs S Swain
Student Welfare Officer	Mrs A Pettifer
Finance Manager	Janet-Marie MacTavish
Attendance Officer	Mrs T Higgs

Other useful contact details are provided on the inside of the back cover of this booklet.

**COMMUNICATION**

Most communications from school will be by letter, telephone, or email. We aim to keep you informed of your child's progress, and we will contact you at an early stage if we have concerns about work or behaviour. We will also let you know if your child has done particularly well in any aspect of school life!

There is also a termly newsletter to keep you informed about school life, which is published on the school website together with other useful information.

### **TIMING OF THE SCHOOL DAY**

The school day for students runs from 8.45am to 3.10pm. Lessons are either 55 or 60 minutes long.

The timings for the day are as follows:

Monday to Friday

8.45am	-	8.55am	Registration/Assembly
8.55am	-	9.50am	P1
9.50am	-	10.45am	P2
10.45am	-	11.05am	Break
11.05am	-	12.05am	P3
12.05am	-	1.05pm	P4
1.05pm	-	1.55pm	Lunch
1.55pm	-	2.10pm	Registration
2.10pm	-	3.10pm	P5

### **ARRIVING LATE/LEAVING EARLY**

We attach considerable importance to punctuality. Students should be in school in time to arrive at their tutor base for morning registration at 8.45am. Arrival after this time will be counted as late and tutors will inform parents and take appropriate action if this becomes a habit! If students miss registration for any reason in either the morning or afternoon, they must report to Student Services.

If your child needs to leave school early, for example for a dental appointment which could not be arranged at another time, it is very important that they sign out at Student Services. This means that we can always have an accurate check on who is in school and this would be vital in the event of a serious incident such as a fire. If your child does need to leave school early, please send a note to the Tutor to confirm when you would like your child to leave. They should get this note signed by their Tutor and Director of Learning.

### **TERM DATES 2008/09**

<b>INSET Day (staff only)</b>	<b>01.09.08</b>
<b>INSET Day (staff only)</b>	<b>02.09.08</b>
<b>Term 1 starts for:</b>	
<b>Year 7 and Year 12</b>	<b>03.09.08</b>
<b>All Years</b>	<b>04.09.08</b>
<b>INSET (staff only)</b>	<b>03.10.08</b>
<b>October Holiday</b>	<b>27.10.08 – 31.10.08</b>
<b>Term 2</b>	<b>03.11.08 – 19.12.08</b>
<b>Christmas Holiday</b>	<b>22.12.08 – 02.01.09</b>
<b>INSET Day (staff only)</b>	<b>05.01.09</b>
<b>Term 3</b>	<b>06.01.09 – 13.02.09</b>
<b>February Holiday</b>	<b>16.02.09 – 20.02.09</b>
<b>Term 4</b>	<b>23.02.09 – 03.04.09</b>
<b>Easter Holiday</b>	<b>06.04.09 – 17.04.09</b>
<b>Term 5</b>	<b>20.04.09 – 22.05.09</b>
<b>May Bank Holiday</b>	<b>04.05.09</b>
<b>Whitsun Holiday</b>	<b>25.05.09 – 29.05.09</b>
<b>Term 6</b>	<b>01.06.09 – 17.07.09</b>

This information was correct at the time of publication. Any subsequent changes and reminders of published dates are regularly given in the newsletter.

### **THE START OF THE NEW SCHOOL YEAR - 3 SEPTEMBER 2008**

School begins as normal at 8.45am. Year 7 students should go to the Main Hall and sit with their Tutor Group. After an introductory assembly, they will go to their tutor bases with their Tutor and will be given their homework planner, a map of the school and their timetable. They will spend period 1 with their Tutor on this process. Periods 2-4 will be in lessons. They will return to their tutor base for period 5 and Tutors will review the day and answer any questions.

They will be told which teaching group they are in, but do remember that these are reviewed throughout the year and we will move a student if this is in their best interest. If you are concerned about anything at all in these early days of term, please do not hesitate to contact your child's Tutor.

All other year groups start on **THURSDAY 4 SEPTEMBER.**

### **ATTENDANCE**

We believe that regular attendance at school is absolutely vital if students are to make progress with their education and maintain relationships with their peers. To raise the profile and importance of good attendance with students, their attendance is published termly on the Attendance Board in the school restaurant. We also encourage students to attend as regularly as possible by presenting certificates each term to those who achieve 100% attendance. Good attendance is also rewarded with points which count towards the Larkmead Certificate, which is presented at the end of the year. The tutor group with the best attendance for the whole year is also rewarded with a social outing.

However, we realise that some absences are unavoidable. Please contact the **School's Attendance Officer on 01235 544844 by 10.00am** on the first day of absence. Unexplained absences will be reported to the Education Welfare Officer.

In common with other schools in Abingdon, we discourage student absence for holidays in term time. If such an absence is unavoidable, written requests should be sent to Mrs Bennett (KS3) or Mr Crowe (KS4).

*The school produces a helpful guide to "Attendance at School" which is distributed at the start of the year.*

### **TRAVELLING TO SCHOOL**

**Coaches and buses:** These are normally provided for students living more than 3 miles from the school and the details of pick-up points and times are given to individual students. For safety reasons students must travel on the coach to which they have been allocated and they should use the safety belts provided. Students will be issued with a bus pass which should be carried at all times. Bus drivers are entitled to refuse to transport students who are not able to show an appropriate pass. If students lose their passes, they should come to the school office. The cost of a replacement is £4.00. A high standard of behaviour is expected of all students in their journeys to and from school. School rules of behaviour apply on the coaches and at all collection points. Serious offenders may be banned from the use of this transport. In such cases parents must make alternative travel arrangements for their children.

Late buses are available for students who take part in after-school clubs and activities on Tuesdays, Wednesdays and Thursdays

All buses leave from the bus park at the front of school. Members of staff supervise this area after school and all students must follow their instructions in the interest of everyone's safety.

**Cycles:** Many students choose to cycle to school. Bicycle sheds are provided, which are locked during the school day and while the school will take all reasonable precautions, it must be clearly understood that no liability is accepted for cycles or their fittings.

A few simple rules apply to ensure the security of bicycles and the safety of students who cycle to school.

#### **Security**

- ALL BICYCLES MUST BE LOCKED and left in the allocated areas
- keep a record of details of your cycle, including the frame number
- cycles should not be lent to other students
- only students with cycles should go into the bike sheds and they should not loiter in these areas

#### **Safety**

- cycles must be roadworthy and will be safety checked at the beginning of each year. Cycles which pass, will be marked with a numbered sticky label which are checked regularly
- ALL STUDENTS ARE ENCOURAGED TO WEAR A CYCLE HELMET (and receive a reduction in the cost of hiring a locker if they do so)
- cycles must not be ridden in the school grounds
- students should follow staff directions when leaving the site
- the exit to the school is a STOP junction
- cycles must be ridden carefully and in accordance with the Highway Code. Unsafe cycling will result in withdrawal of permission to bring a cycle to school

**Walking:** Faringdon Road is extremely busy and all pedestrians must cross where they can be supervised by the School Crossing Patrol.

**Parents' Cars:** For reasons of safety, because of the considerable volume of traffic entering and leaving the school, parents' cars should not wait outside the main exit, in the main internal roadways or in the car park of the neighbouring school. Parents collecting students at the end of the school day should do so from the main playground and not leave until the warning bell is sounded.

Parents are asked to strictly maintain the 5mph speed limit in the interest of the safety of all students.

Only students in the Sixth Form are allowed to bring vehicles to school - application to do so should be to Mr Rhodes.

### **ILLNESS AT SCHOOL**

We take our duty of care very seriously. Thus the school has a medical room and a Student Welfare Officer, who is a qualified 'First Aider'. Parents are asked to let both the Student Welfare Officer and the Tutor know if their daughter or son has any special medical condition, although such information is always treated with appropriate confidentiality. We will also ask for an emergency telephone number for contacting parents in the case of an accident or sudden illness.

Whilst regular attendance at school is absolutely essential for educational progress, parents should take care not to send sick children to school who then have to be sent home during the first part of the day. Likewise, any injuries or ailments occurring at home cannot be dealt with at school.

### **PLEASE DO NOT SEND SICK OR INJURED CHILDREN TO SCHOOL FOR US TO 'LOOK AT'. SUCH CASES SHOULD GO DIRECT TO YOUR DOCTOR.**

In cases of emergency students will be sent to hospital or taken to the Health Centre and parents notified. However it is regretted that we cannot take sick children home. If your child becomes unwell, you will be contacted where possible and asked to collect him/her. If this is not possible, we can arrange a taxi, but must charge this to you. No student will be sent home unless we have been able to contact you. With this in mind, it is essential that you give us an emergency contact number where we can reach you during the day. There is space for this on the Student Information form.

As a result of recent changes in regulations we are not able to give out any non-prescription medicines to students. If your child requires prescription medicine to be given during the school day, please obtain a 'supporting pupils with medical needs' pack from Mrs Pettifer, the Student Welfare Officer, and fill in the permission form so we can dispense their medication safely.

### **EQUIPMENT**

When your child starts at Larkmead, the following equipment is essential:

- a reasonably large and firm bag in which to carry their books
- a pen
- a pencil
- a rubber
- a 30cm ruler
- coloured pencils
- a book in which they can make rough notes
- a separate bag in which to carry their P.E. kit

We suggest you do not buy Maths instruments or a calculator until your child has talked to their Maths teacher, as you could find that you have bought expensive equipment which is not required.

We know that some students tend to carry all their equipment around with them every day. Only bringing in books and equipment needed for the day is a useful habit for students to develop, reducing the weight of their bag considerably!

### **LOCKERS**

Lockers are provided for those students who wish to use them. They are available by a rental system which will be explained at the start of the academic year.

### **LOST PROPERTY AND PERSONAL BELONGINGS**

It is very likely that your child will lose some item during his/her time at school! It is sensible therefore, to mark all property with your child's name. If things are lost a student's first action should be to check with the Student Services to see if it has been handed in. They collect all lost property. It can be reclaimed at lunchtime daily.

### **SCHOOL UNIFORM**

We believe that high standards of dress promote high standards of work and behaviour.

The co-operation of all parents is requested to ensure that students are in correct uniform at all times. Please ensure that extremes of fashion are avoided.

#### **WINTER**

#### **UNIFORM for all students**

<b>Shirt</b>	Plain white woven material, long or short sleeved, with collar and buttoning to the neck
<b>Sweatshirt</b>	* Black Larkmead
<b>Tie</b>	* Black with gold stripe

#### **GIRLS**

#### **BOYS**

<b>Trousers</b>	Plain black, tailored and without decoration. Not jeans, fashion trousers, tracksuit bottoms or similar	<b>Trousers</b>	Plain black, tailored without decoration. Not jeans, fashion trousers, tracksuit bottoms, or similar
<b>Skirt</b>	Plain black, no fashion extremes		
<b>Socks</b>	Plain black or white	<b>Socks</b>	Plain dark colours
<b>Tights</b>	Natural or black		

#### **SUMMER**

#### **ALTERNATIVE UNIFORM (Optional)**

<b>Shirt</b>	*White polo shirt with Larkmead logo (collar down, may be worn outside of trousers)
<b>Hat</b>	*Plain black with Larkmead logo
<b>Shorts/ Three-quarter length trousers</b>	Plain black tailored, not jeans or fashion or sports.

\* Larkmead Sweatshirts, polo shirts, school ties and dirty work aprons are obtainable from the School Office.

- **Shoes** - Plain black, not boots, reasonable sturdy styles with no ornate decorations. Heels should not be more than 5 centimetres. Training shoes are not acceptable.
- **Outdoor Coat** - Warm and waterproof, without offensive slogans or studs.

- **Aprons** - A navy Woodworker's type apron\* for use in Art and Design and Technology.

For Food Technology any type of apron may be worn except that worn for the heavier crafts. This can be purchased from school, or students may bring one in from home.

- **Jewellery** – Students may wear a watch, **ONE** flat signet ring, **ONE** pair of small **STUD** earrings and a single St. Christopher and chain or similar: all jewellery must be removed in PE and Design and Technology lessons as it is potentially hazardous. The following are **NOT** permitted- bracelets and necklaces, hoop/drop earrings, tongue studs, belly button rings, nose studs, eyebrow studs. Such piercings should be timed so that they heal before the start of term. Students wearing excessive jewellery will be told to remove it.

- **P.E KIT**

* <b>Shorts</b>	Black
* <b>T-Shirt</b>	Gold
* <b>Rugby Shirt</b>	Gold
<b>Sports trainers</b>	Plain
<b>Hockey or Football boots</b>	
<b>Hockey or Football socks</b>	*Long plain black
<b>Shin pads</b>	

If students wish to wear tracksuit bottoms during the winter terms, these should be purchased via the school. P.E. staff can answer any other questions about P.E kit.

**PLEASE NOTE** - there is no difference between boys and girls P.E. kit.

In line with recommendations from the Rugby Football Union and the Hockey Association, we encourage students to wear a mouth guard when involved in these sports either in lessons or competitive games. Mouth guards can be purchased from P.E. Department.

**Items marked \* must be purchased from School at very competitive prices.**

**All students wear full uniform until the end of Year 11. In the Sixth Form there is no uniform, but we expect high standards of dress, suitable for the working environment. Leisurewear is inappropriate.**

Parents may purchase articles of school uniform (except ties, Larkmead sweatshirts and P.E. kit marked \* above) from any supplier, **providing styles, materials and colours are adhered to. IN ALL CASES OF DOUBT, PLEASE CONSULT THE SCHOOL BEFORE PURCHASE.**

- All clothing, including outdoor coats and P.E. kit, must be clearly and permanently named. It is virtually impossible to trace unnamed items.
- In the case of P.E. shirts and shorts, it is helpful if the student's initials are clearly displayed on the outside so that staff can see the initials when the item is being worn.

## **HOMEWORK**

Homework is a vital part of the work of all students. Each student has a planner incorporating the homework timetable, and a homework notebook and parents are asked to inspect and initial this each week.

The school attaches great importance to homework and parents should contact the Director of Learning if their child is not undertaking adequate, regular homework. Such work is essential in developing self-discipline and the skills for independent learning.

We hope you will be able to provide a quiet area for homework with a table or desk to work on. T.V. and radio are distractions and do not help children to work purposefully.

## **LUNCH TIME ARRANGEMENTS**

At the beginning of the school year, you will be asked to indicate what lunchtime arrangements you would prefer for your child.

1. There is a cash restaurant which provides a variety of dishes at competitive prices. Free lunches are available to children whose parents receive Income Support, Job Seekers, Immigration and Asylum Act and Child Tax Credit (dependent on income). Please make sure you apply in good time. Forms can be obtained from the School Office.
2. Students may bring a packed lunch and eat it in rooms designated for this purpose. They are expected to tidy the room.
3. **Except for the Sixth Form, students may not leave the premises without the special permission of their Director of Learning or the Key Stage Coordinator.**
4. All Year groups have a social space for use during lunchtime but students should remain in their own social space and not wander around the buildings. Whenever the weather permits, students are encouraged to be outside in the fresh air. Details of the rooms available are explained at the start of the year and students are expected to use these areas responsibly.

## **CLUBS AND SOCIETIES**

Many clubs and societies exist during the lunchtime and after school for students of all ages. Some are especially for Year 7 students and there will be an opportunity to find out about these at the beginning of the year. We also make available a variety of play equipment for students use at break and lunchtime. This includes soft balls, (football, rugby), basket balls and Quick Cricket. Students may also play a game of table tennis on one of our three tables.

## **CHARGING FOR SCHOOL ACTIVITIES**

The school has a strong tradition of visits and residential work in a wide range of areas, for example, curricular fieldwork, outward bound activities, foreign exchange and theatre visits. The Education Act allows for the charging of board and lodging costs. Travel, entry to places of interest etc. must be a voluntary contribution by parents. However, we trust that parents will want their son/daughter to participate and so make the voluntary contribution as funds available for subsidy are extremely limited and trips will have to be cancelled if costs cannot be covered. School will always try to help where families are in receipt of Family Income Supplement or Supplementary Benefit, and as always, such matters will be treated discreetly and in confidence.

External examination fees represent a sizeable proportion of the budget and students are entered on the advice of their teachers, at no cost to the parent. The Education Act allows us to recover from parents 'wasted fees' i.e. where a student fails to complete coursework requirements or fails to sit an examination without good reason. Similarly, parents may be asked to pay the cost of breakages or damages that result from misbehaviour.

### **PASSPORTS**

Teachers are always willing to help the families in our school with authorising passport forms. As you know these can be time consuming and do take teachers away from their other duties. In these circumstances a voluntary contribution to the school funds would always be appreciated.

### **REVIEWS, REPORTS AND PARENTS' EVENINGS**

As part of all lessons at Larkmead School, staff regularly review, assess and record student progress. If staff are particularly concerned about any aspect of a student's work they will contact home, and we would also urge parents to let us know if you have concerns. As well as this continuing process, there are three formal occasions each year when parents will receive information about progress:

1. Subject teachers complete formal reviews annually. There is also an opportunity for a student to evaluate their own performance as part of the process. These subject reviews will be sent home to you at the relevant time. You will have the opportunity to respond in writing as soon as you receive the reviews. You keep the reviews and we keep a copy of them for future reference.
2. We also hold a Parents' Evening, which is an essential part of the consultation procedure and we expect that you and your son or daughter will join us for this evening. As well as the Year team and subject teachers, there are always at least two senior members of staff available for you to consult. Appointments are scheduled for five minutes, so if you have a more complex matter to discuss it is helpful if you make a further appointment for another occasion, since if your appointment over runs it has a 'knock on' effect on other parents.
3. We also complete Progress Sheets for each student which record progress and effort, in individual subjects, but do not include detailed written comments. Once these are completed they are sent home.

Our aim is to have one of these formal contacts with home each term, but the precise order varies from year to year to meet the needs of related demands such as external examinations.

Students also have 3 mentor sessions with their tutor per year to monitor progress.

If you do have anxieties at other times please do not hesitate to contact the school straight away. Difficulties tackled as soon as they occur are more easily solved than those which are left and, consequently, grow. If the concerns are subject specific, please contact the subject teacher, but more general concerns should be addressed to your child's Tutor.

## **BEHAVIOUR AND DISCIPLINE**

We expect high standards of behaviour and discipline as it is in such an environment that students are most likely to achieve their potential. We believe that the best form of discipline is self discipline and this is what we work towards. However, this can only develop where there are very clear guidelines and high expectations of how students should behave. This is why every classroom in Larkmead has a poster entitled The Ladder of Consequences as a reminder of what we expect.

We believe in encouraging positive attitudes in our students, but at the same time we are very clear about the sorts of behaviour which are not acceptable. When discipline problems arise our aim is to deal with them quickly and fairly. We have a clear ladder of discipline which includes a range of different sorts of detentions, tasks to benefit the community within the school and removal from lessons for varying periods of time. In the event of serious incidents we will exclude students from school.

Parental support in issues to do with behaviour and discipline is essential and we work on the principle that parents would want to know at an early stage if problems are beginning to emerge. Governors have approved a formal Behaviour and Discipline Policy, available on the school website.

## **RECOGNISING ACHIEVEMENT**

The school has a strong reputation for recognising achievement in all its forms. In order to encourage further improvement the school makes annual awards for work, progress and attainment.

### **Records of Achievement**

A scheme for recording, reviewing and reporting on students' progress and achievement operates throughout the school. This involves students in making regular reviews and assessments of their own learning inside and outside the classroom, and within and beyond the school. Parents, as well as teachers, have the opportunity to respond to their comments.

These reviews will give valuable evidence of academic and other attainments as well as personal qualities, and should prove helpful to students seeking employment or entry to further and higher education.

### **Rewards**

In all areas of school life students are regularly praised for their efforts and achievements. These achievements whether for academic or personal success, good attendance, or community service, carry a point's score, and build towards a Larkmead Certificate which is awarded at the end of each year at Bronze, Silver and Gold. Students are also rewarded more frequently with certificates (Years 7 & 8) and with the chance to win vouchers (Years 9, 10 & 11). We also encourage students and parents to share with us their achievements and successes out of school. Student achievements are regularly celebrated in year group assemblies which take place each week and in the whole school assembly at the end of every term.

## **STUDENT INVOLVEMENT IN THE RUNNING OF THE SCHOOL**

We encourage the Sixth Form to take an active role in the running of the school. They elect a Head Girl and Boy and their Deputies. In addition, there are Sports Captains and Senior Prefects. They organise social activities for younger students like discos and the annual pantomime.

The Head Girl and Boy run our Student Voice which is a platform where matters of concern to students can be discussed and then taken to the Leadership Team and Governors. This is serviced by Year Voice made up of Tutor Group representatives and a member of the Year Team. Each year group organises a 'non-uniform day' each year. Students pay for the privilege of not wearing uniform on a specific day. Funds raised by these days are shared between a charity chosen by the year group, and our Environment Fund. At the present time this fund has provided the money to buy new tables, benches and a canopy for the playground. Charities supported in recent years include Cancer Research, Children with Disabilities, Medical Research, Comic Relief, Children in Need and See-Saw. In addition, Year groups often choose to raise money for a particular cause. We think that helping other people who are less fortunate is an important aspect of a student's education.

## **THE GOVERNING BODY**

The Governing Body has a very important role in matters of school policy and its constitution ensures that Parent Governors are able to play a full part. All parents can vote in the election of Parent Governors who normally serve for four years.

The current list of Governors at the time of publication is:

### **2008/09**

#### **Local Authority**

	<b>Term of Office</b>
Dr C Cooper	31.8.08
Dr J Tweed	31.8.08

#### **Parent Governors**

Mrs J Dudley-Smith	31.8.10
Mrs C Dyer	31.8.08
Mrs E Leaver	31.8.11
Mrs S O'Higgins	31.8.09
Mr G Palmer	31.8.11
Mr M Platt	31.8.11
Dr M Sene	31.8.08
Mrs K Turner	31.8.09

#### **Community**

Ms F Croft	31.8.08
Mr D Lever	31.8.11
Mr G Tarrant	31.8.10
Mrs A Taylor	31.8.11
Mr I Watson	31.8.10

#### **Associate**

Mr K Lucy

#### **Teaching Staff**

Mr G Williams	31.8.10
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#### **Support Staff**

Mrs S Munday	31.8.09
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#### **Headteacher**

Mr C Harris

## **USEFUL CONTACTS**

### **LARKMEAD SCHOOL: THE HEADTEACHER**

Mr Chris Harris  
Larkmead School  
Faringdon Road  
ABINGDON  
Oxon. OX14 1RF

Tel: 01235 520141  
Fax: 01235 544866  
E-Mail: office.4125@larkmead.oxon.sch.uk  
Website: www.larkmead-school.com

### **THE CHAIR OF GOVERNORS**

James Tweed  
(Contact via School Office)

### **OXFORDSHIRE COUNTY COUNCIL LOCAL AUTHORITY**

#### **DIRECTOR FOR CHILDREN, YOUNG PEOPLE AND FAMILIES**

Janet Tomlinson  
Macclesfield House  
New Road  
OXFORD  
OX1 1NA  
Tel: 01865 815122

#### **Queries concerning School Admissions:**

Administrative Officer  
Tel: 01865 816266

#### **Queries concerning School Transport:**

Transport Officer  
Tel: 01865 815328