



## Dear Parents

Merry Christmas and a Happy New Year!

After the usual exceptionally busy term, it has been good over the last week or so to feel that Christmas is in sight. We still have The Carol Service at St Mary's to look forward to and with larger numbers taking part, I know it will be better than ever. Gillotts Voices have had a very busy couple of weeks. We raised about £100 for charity by singing at the Henley Christmas Festival on 30 November and were also delighted, for the fourth year running, to be invited to help lead the singing of the carols following the big switch on of the Christmas tree lights. They then entertained the Mayor's guests at his Christmas party for the over-65s on Tuesday 4 December. At our final assembly this term, there will be an opportunity for the whole school to share some of the performances.

Thanks are also due to the Parents' Association for marshalling on Monday 17 December for the Living Advent Calendar. As one of the Mayor's charities, we will receive a share of the donations on this night and also the final night.

The Department for Education has recently published to schools its analysis of the 2018 exam results, which importantly includes measures of the progress made by students from their entry to the school in year 7, to their GCSE grades in year 11.

Their analysis is that the progress our students make is 'above average' which is a great endorsement of the quality of teaching and learning for all students in the school. We have the fifth best progress score of the 39 state secondary schools in Oxfordshire, which puts us in the top 15%. We are committed to providing all our students with a high quality curriculum that supports their progression, whatever route they want to take, and we have worked hard every year to improve the quality of teaching and learning. These outcomes come about because of the day in, day out hard work of all our staff, and I want to record my thanks for their dedication. We also could not do it without the support of all our parents, and the hard work of the students themselves.

Further thanks are due to the Parents' Association who held another very successful quiz night in November. This event was even more successful than usual with over £4,000 raised. There is no doubt this is down to the dedication of the team of volunteers, who excelled themselves in selling tickets and achieving some amazing prizes for the online auction. We are so grateful to all of you who helped us reach this total in any way.

I would also like to express my thanks to the many parents who are so generously giving to our School Fund. We have been very touched by the gifts and the supportive messages that so often come with them. I continue to work with Headteachers across the country to achieve fairer funding for students in all Oxfordshire's schools.

I would like to wish you all a very happy and restful holiday, with plenty of time for family and friends. We look forward to welcoming students back for the New Year on Monday 7 January.



Catharine Darnton  
Headteacher

## Reminder

### Dropping off and collecting students from Gillotts

As some of you will have found, dropping your child off at the start of the day and collecting them at the end can be a hectic experience. However, if all parents and visitors to the school drive carefully and park considerately, the situation can be improved considerably.

Here are a few points to bear in mind:

**The best places to drop your child off/ collect them by car are:**

Makins Road – there is a network of footpaths that give access to the site. Please however do not park on the pavements or block residents' driveways; please also remind your children to respect residents' property as they walk in.

Leisure Centre car park – a one way system operates around the car park to ease the process. Please note that there is a 'give way' line as you leave the car park, giving priority to vehicles leaving or entering the school.

**Please do not use the bus bay, any area of the school site beyond the turning into the Leisure Centre car park or Gillotts Lane.**

**The bus bay** – we have a large number of buses and coaches, some of which need to reverse to get in or out. Please do not use the bus bay, the school cannot be held responsible for any accidents that may arise. Additionally, apart from the obvious danger this poses to all students, it is likely that your insurance will be invalidated if the clear signage is ignored. Teachers are on duty at the end of the day to ensure students who are waiting for the buses remain behind the barriers. Please do not drop off/ collect or park in the bus bay.

**The school site** – because there is limited space for turning on the site, and because of the number of students walking in or out of school, please do not bring your car onto site at the beginning or end of the day.

**Gillotts Lane** – parents waiting by the kerb on Gillotts Lane effectively reduce the road to single track and this can lead to grid lock. Please avoid parking in this area if you can.

We do understand that there are some difficulties because of the location of the school but if all parents follow the above advice, previous experience indicates that all will go smoothly.

Many thanks for your support and cooperation.

Catharine Darnton  
Headteacher

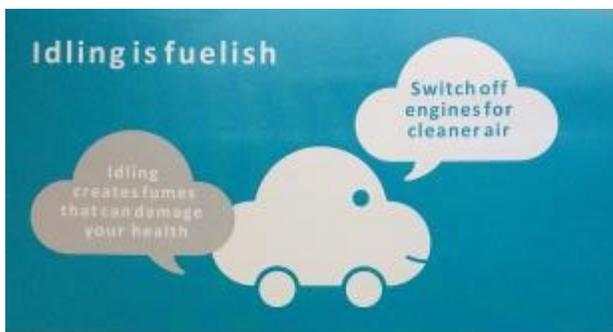
## Holidays in Term Time

You should be aware of Government changes to the regulations concerning pupil attendance at school. Headteachers do have the discretion to grant leave, but they should only do so in exceptional circumstances. If a headteacher grants a leave request, it is for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday. Parents can be fined for taking their child on holiday during term time without consent from the school.

Whilst we have always refused requests for leave in term time if we felt the reason for the request for not sufficiently strong, this means that granting leave in term time will really only be in exceptional cases.

## Parent View

Parent View is an online questionnaire for parents and carers to feed back to Ofsted on their child's school. It is now the main mechanism that Ofsted use to gather parents' views at the time of an inspection. There are just 12 questions to answer. The questions look at the key areas such as happiness, safety, progress, quality of teaching, behaviour and school leadership. The final question asks if you would recommend the school to another parent. Everyone's responses are put together and are available to view on the Parent View website. In order to minimise the risk of abuse, you are required to register and create a password. We would be very pleased to have your ongoing feedback of what you think of the school – please visit <http://parentview.ofsted.gov.uk/>



**Idling is fuelish**

Idling creates fumes that can damage your health

Switch off engines for cleaner air

**Air pollution and idling**

Poor air quality is a major health concern, and the main source of pollution is road transport. Some vehicle journeys cannot be helped, but leaving your engine running when parked (idling) creates unnecessary pollution. Putting a stop to idling is a simple way we can all help to clean up the air that we breathe.

**Vehicle Idling Action**

Air Quality Champions across the country are encouraging behaviour change in a positive way. They are asking drivers to switch off their engines when parked for more than a minute, to help improve local air quality.

To find out more about air quality and idling please visit the Clean Air for Henley Facebook page or email [henley-in-transition@gmail.com](mailto:henley-in-transition@gmail.com)

**Clean Air for Henley**

Supported by Henley-on-Thames Town Council



**Clean Air for Henley**

I'm no idler Vehicle idling action

Idling engines contribute to local air pollution, which is harmful to health. If you would like to help improve local air quality, please switch off your engine if parked for a minute or longer.

**Idling: the myths and the truth**

Idling is 'fuelish' for all sorts of reasons, yet many of us still do it. So our myth-buster guide is here to give you the facts:

Myth	Truth
It's cold outside, I need to keep the engine running to keep the heater on.	If you switch the engine off when you park and keep the ignition on, the heater should stay warm for up to 30 minutes.
If I'm parked on a yellow line, keeping my engine running means I won't get a fine.	Traffic wardens can fine you if you are parked somewhere you shouldn't be, whether your engine is running or not.
But surely it's better to idle because stopping and starting will wear out the engine?	This is no longer a problem with modern engines and by not idling you will use less fuel and reduce your fuel costs.
But surely idling does not contribute very much to air pollution in the grand scheme of things.	Research has shown that switching off engines when parked can reduce pollution levels in the street where the vehicle is parked.

**But, but, but... No ifs, No buts, No idling!**

Idling your engine unnecessarily is an offence and you could be fined.

## Darwin News

### Tutee of the Term

DABY Rhys Strong

DJAS Amy Browne

DFD Helena Reay

DFMW Lara Wood

DHJR/ DSEF Ashleigh Poolan

DREW Krish Sandhu

DPJY Benji Darani

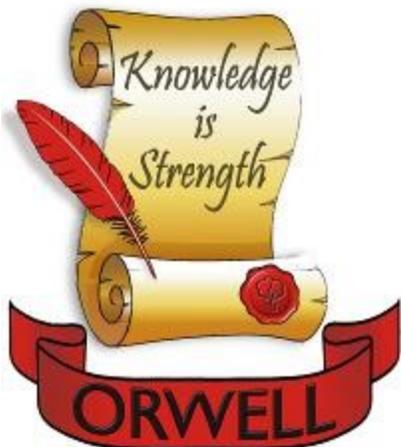
DROM/DGB Michael Croft

DCHA Freya Weiser

DGLW Serena Chilvers

DJLG Ellie Whittle

DGS Chloe Lamden



## Orwell News

### Tutee of the Term

OPCM / LSS Freddie Sayer

OBEG Emily Munden

OCLV Heather Mackenzie

OJDG Tilly Pentecost

OJSK Becca White

OAB / CST Bella Barlow

OEJB Bryony King

OTWN Ria Nyangiti

OGMO Sofia O'Sullivan

OCH Riley Butcher

OACM Amelie Cazey

OGDL/ ELD Sophia Monsen

## Pankhurst News

### Tutee of the Term

PKLO Naomi Hahn

PHJ / JJB Alyarna Cairns

PGDM Lucas Shaffner

PSMS / HLM Amelia Czynsz

PTAG Desmond Malatt

PSJW Magdelene Mountford

PCAD Ashley Field

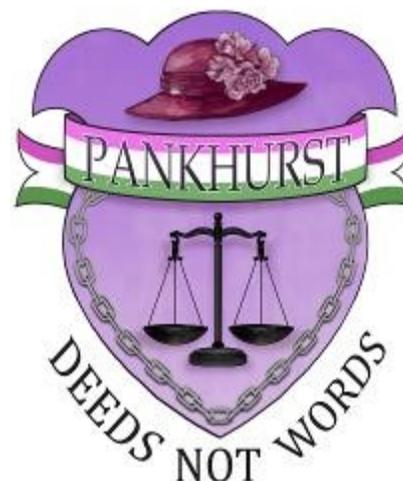
PREE/AB Danny McAllister

PCD/ LS Daisy Green

PFH/ HJS Cleo Sutherland

PCMR Reece Gillingham

PACF Maria Pereira



## 'Not by ourselves alone'



It has been another busy term at Gillotts focusing on the key value of 'Kindness' through our tutor programme, assemblies, and the wider activities around the school community. It has been delightful to see so many positive acts of kindness, thoughtful ideas and positive attitudes towards each other.

Please see below some of the images from our school Twitter account [@gillottshenley](https://twitter.com/gillottshenley) where we like to publicise all the great things that go on from day to day!

Some examples are:

- Tombola Stall to raise money for school charity, St Mungo's at the Henley Christmas Fair
- A tutor group collecting presents and toys as a secret santa idea for local children in care
- A care package delivered by a tutor group to the local care home for Christmas
- Students running cake sales for school charity
- Students making cakes for admin staff on Halloween
- Staff receiving flowers from students to say 'thanks'
- Thank you notes received by many staff from students
- Students serving dinner to attendees at the Mayor's Christmas Party
- Donations to the Nomad Food Bank for Christmas, collected by students
- Students receiving Kindness award badges for acts of kindness in school
- Anti-bullying messages being posted on boards around school

Plus many more!!

The value that we will focus on for next term is 'Respect', an important life skill for all young people to learn.

**Gillotts School**  
@GillottsHenley

Huge congratulations to Ed in Year 9 who has been selected for the @rya Feva XL Zone Squad. Great achievement so far, with potential for further progression towards bigger things. Well done! 🙌🙌🚤🚤  
#sailing #elite #brightfuture #henley



2:00 PM - 11 Dec 2018

**Gillotts School**  
@GillottsHenley

Some enterprising Year 7 students have been baking and selling cookies to raise money for our school charity @StMungos. This has also been an activity towards their @PIXLEdge apprentice award! Well done all #cookies #LORIC #pixl #charity #yummy 🍪🍪



**Ecocleen Services**  
@Ecocleen

Follow

Thank you to the staff & students at @GillottsHenley for such a lovely card and present. It's a pleasure to work with you all  
#thankyou #ecocleen #gillotts #henley #appreciation #thoughtful #Christmas #cleaning #proud #teamwork #workingtogether #Motivation



11:20 AM - 7 Dec 2018

1 Retweet 3 Likes

**Gillotts School**  
@GillottsHenley

It's great to be able to support and contribute to the wider #Henley community and our choir got the opportunity to do that at the @henleymayor1's Christmas Party yesterday. Not only did they perform, but they also supported the food service. Well done! #community #xmasdinner

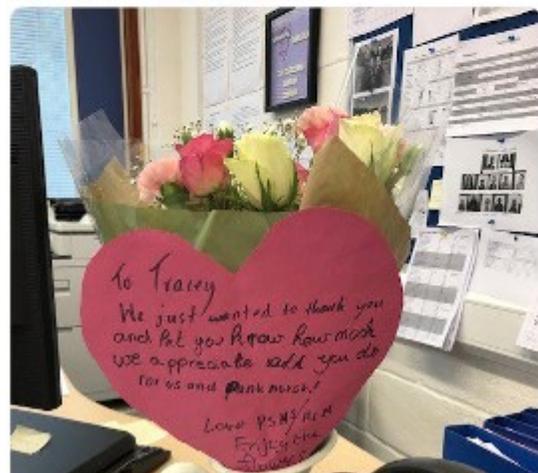




Our Pankhurst student leaders have been busy co-ordinating donations from tutor groups for the Nomad food bank scheme supporting local families in [#henley](#). A fantastic effort by all in Pankhurst and outstanding community spirit [#nomad](#) [#community](#) [#actsofkindness](#) [#helpingothers](#)



Another lovely gesture from the tutees of PSHS/HLM, showing their appreciation for our lovely admin staff who go above and beyond every day! [#ActOfKindness](#) [#henley](#) [#notbyourselvesalone](#) [#Flowers](#) [#makingsomeonesmile](#)



Massive well done to all involved at the [#henley](#) Christmas Fair on Friday evening. Between the Tombola and the carol singers, we raised over £450 for our school charity, [@StMungos](#). Well done all, and thanks to all parents for their kind donations! 🌞🌞🎁



8:56 AM · 4 Dec 2018

Retweets 14 Likes



Well done to Angus in DCHA for being the first recipient of the Gillotts [#kindness](#) badge, awarded to the individual who accumulated the most 'Act of Kindness' achievement points in Term 1. Across school, around 400 points were awarded for [#actsofkindness](#). [#communityspirit](#) [#henley](#)





Gillotts School  
@GillottsHenley

Things were looking busy at the [#childreninneed2018](#) [#BBCchildreninneed](#) cake sale stall this morning...sold out within 20mins and £225 raised in the process! Thanks to all who donated, and to the students who manned the tills! [#Pudsey](#) [#formanorderlyqueue](#)



1:50 PM - 16 Nov 2018

4 Likes



Gillotts School  
@GillottsHenley

A lovely gesture by three of our Year 7 boys this week who volunteered at a pop up soup kitchen in Reading for [@NishkamSWAT](#). The boys handed out gift bags for Diwali to people arriving. Outstanding kindness, compassion and community spirit. Well done! [#kindness](#) [#helpingothers](#)



## Year 11 Romeo & Juliet Live Broadcast

On Wednesday 21st November Year 11 watched a live broadcast of 'Romeo and Juliet' by the Royal Shakespeare Company. The performance offered a modern twist to the tragic tale, with a female actor playing Mercutio and the lines of Lord and Lady Montague switched. Interviews with the directors and lead actors after the production also provided students with an insight into the characters and themes.



## Gillotts hockey and rugby teams find success in Italy

For the first time Gillotts School took a group of 35 year 10 and 11 students on a hockey and rugby tour to Lake Garda in Italy. Tour leader Luke Harding said, "The tour was put together to give the students the opportunity to experience playing rugby and hockey in another country against foreign opposition and to work as a group on and off the pitch to support one another and make lifelong memories."

The trip was highly successful in all respects. Not only did both teams win all of their matches but it was also a thoroughly enjoyable cultural experience for everyone who took part. The rugby team played matches in Brescia and Padova, and the girls' hockey team beat their opposition in Riva del Garda and Padova. Aside from the hockey and rugby, the tour incorporated a boat trip from Garda to Sirmione, outings to other local towns on Lake Garda and a day trip to Milan, where students had the opportunity to have a tour of the San Siro Stadium and visit the famous Duomo di Milano.



## Design & Technology - Design Ventura 2018

This year all Year 9 Gillotts Creative Technologies students had the opportunity to take part in Design Ventura and have been awarded certificates for this. The Design Ventura scheme gets teenagers aged 13-16 across the UK to pitch ideas for new products, one of which will be fully developed and go on sale in the Design Museum shop for charity. The Gillotts team 'SquareStand' (who designed a wooden flat pack stand that allows you to prop up a book, phone or tablet) were successful in being selected for the final of this national competition, making it into the top 10 state schools out of 13,400 students participating. They were invited to the Design Museum on 10th December to compete in a pitching event where they presented their idea to an expert panel of judges which included design, business and entrepreneurial professionals, such as Heather Corcoran, outreach lead at Kickstarter, Duncan Sanders, head of trading at the Design Museum, Christoph Woermann, head of marketing global transaction banking at Deutsche Bank, Donna Wilson, a Scottish textile designer and head of the judging panel, Sebastian Conran, product designer.

They had a fantastic day, receiving coaching from Design Museum staff and also benefited from watching the other teams deliver pitches of a very high standard. Sebastian Conran described the SquareStand as an ingenious little product and commended the Gillotts team on the maturity of their pitch. The team also won pitching day design challenge exercise. The winner of Design Ventura 2018-2019 will be announced at a special event at the Design Museum in February. We wish the Gillotts SquareStand team all the best with this!

Design Week Article about Design Ventura 2018 (mentioning the SquareStand product):

<https://www.designweek.co.uk/issues/10-16-december-2018/sebastian-conran-design-is-not-making-something-that-looks-pretty/>

The photos show the Gillotts Year 9 'SquareStand' team of Angus Fraser, Desmond Malatt, Dan Loumont and Cameron Macdonald who won the pitching day challenge of building the tallest tower with spaghetti and marshmallows



## Food Preparation and Nutrition - Staff v Student Swiss Roll Bake Off

It was staff v student Swiss Roll bake off on 17th December, with some exceptional entries! In 1st place was Ben Burton in Year 8, 2nd place was Ruby Thomas in Year 8, with 3rd place going to Mrs Kelly! Well done all who entered!



## GCSE Food Preparation and Nutrition

Well done to all Year 10 and Year 11 Food Preparation and Nutrition\_GCSE students have produced outstanding work this term and worked very hard!



Year 10 Christmas Practical

- Cinnamon Christmas Wreath
- Vegan white chocolate yule log

## Food Preparation & Nutrition—Year 10 Plating Exercise

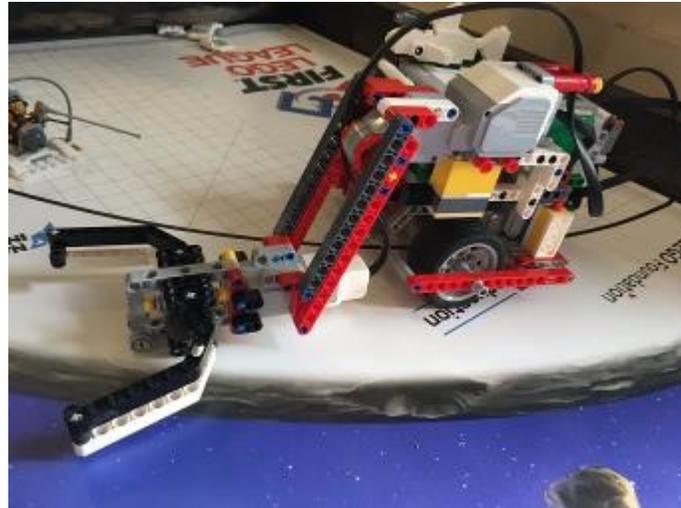
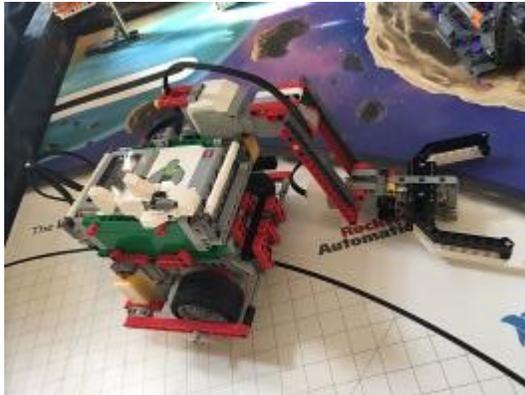


## Yr 7 Geography themed baubles



## Robotics

The Gillotts Robotics Team, the 'Space Sharks', have been working diligently on their robot design and programming for the Oxfordshire First LEGO League Tournament at the Rutherford Appleton Laboratories in Didcot. The team have also created a presentation explaining their solution to overcome problems in a zero gravity environment. This was sent to Major Tim Peake, who responded that he was looking forward to seeing their idea! Good luck to the team who will compete at the tournament on 12th January 2019!



📶 EE 📶 21:11 🔋

All Mentions

---

❤️  **Tim Peake**  liked your Tweet  
 @FLLUK #GillottsRobotics  
 @GillottsHenley Robot design and programming is going well! The team sent their solution to overcome problems in a zero gravity environment to @astro\_timpeake today!  
[pic.twitter.com/uENaX70n2W](https://pic.twitter.com/uENaX70n2W)

---

 **Tim Peake**  @astro\_tim... · 21m ▾  
 Replying to @GillottsCT @FLLUK and @GillottsHenley  
 I look forward to seeing these!

💬 ↻ ❤️ 📤

---

❤️  **Gillotts Science** liked your Tweet  
 #GillottsRobotics #FLLUK 

## Computer Science

Year 7 students creating their Flappybird game using Scratch in Computer Science.



## Science Club Fun

Science Club offers a fun way for year 7 and 8 students to explore science in different ways. The lunchtime session on making ice cream was particularly well attended!



## Year 9 Macbeth

Miss Hardy's year 9 class have been studying Macbeth this term and their homework was a choice of projects designed to cater for different interests and strengths- all based around the timeless tragedy. From portraits to spell books, clay models to presentations to leaflets and posters, this class has really buffed up their knowledge of all things 18th Century Scotland and created some amazing masterpieces to represent their learning!

## Fantastic term for PE

Gillotts hockey teams won all five of the area tournaments this term with the A teams in years 11, 8 and 7 winning all of their games.

In the area cross country tournament held at Gillotts against other local schools, Gillotts took first place in Year 7 girls and Year 7 boys, 3rd place for Year 8/9 girls and boys, and 3rd in Year 10 /11 boys with some outstanding individual performances, particularly from Charlotte Ashby and Ed Day who both came first in their categories.

In rugby the boys' teams in years 9 and 10/11 won the Reading League. The year 8 team came 3rd and the year 7 team came 2nd, both in the Reading League for their categories, and the Year 7 team also won the Abbey Festival.



## Performing Arts Update

We have had an incredibly busy term in the new Performing Arts Department!

The year started off with all rehearsals starting again and we were delighted to have new members in choir, chamber group and drama clubs from all year groups, but especially such a positive uptake from Year 7.

Drama has launched its KS3 play, 'A Midsummer Night's Dream', well attended by Year 7, 8, and 9 pupils and led by Mrs Alder with her very supportive Drama Captains taking real responsibility in helping her. We are very much looking forward to the final performance in February 2019.

Drama also had an important moment in November when the Year 11 GCSE class had their official performance exam (another to come later in the year!) They were being marked and moderated by Mrs Alder as well as two other staff members from nearby schools. The performances were excellent and the marks received were well deserved.

The choir were very privileged to be invited to perform at the Kenton Theatre for a special afternoon commemorating 100 years since the end of World War One on Saturday 10th November. The students who participated attended a three hour workshop in school with the very energetic and inspiring 'Ellie' from the 'Come and Sing Company'. They worked incredibly hard to learn songs off by heart and put together a 20 minute scene which was made up of excerpts from the musical 'Oh! What a Lovely War'. To say that the students were exceptional would be an understatement. They were absolutely awesome and really did us proud. Mr Bull was there with them the whole time and was full of praise for their behaviour and their performance standard.

Since November, Christmas rehearsals have been in full swing and this was shown by our annual carol singing at the Henley Christmas Festival on November 30th. We sang on and off for an hour and a half and raised £95.98 for the school's chosen charity; St Mungo's. We then led carols on the steps of the town hall as has become part of our tradition and fun was had all round. Whilst we were unable to take part in the Living Advent Calendar this year, we hope to return as a guest spot in 2019!

After the excitement of the Carol Singing, the choir were invited for the second year to sing at the Mayor's Christmas lunch for the elderly of Henley. We were delighted to accept and, like last year, we contributed not just music, but also our services as waiters and waitresses. It is a lovely way for the students to be fully involved in the community and the guests and staff at the Town Hall were very complimentary of our students' contribution. Notably in addition to some jolly carols, Kitty Powell performed a solo on her clarinet and Lauren Leach-Scrivens performed her own jazz composition on the piano.



The last few weeks of term have been filled with hours and hours of rehearsals in choir, chamber group and drama preparing for the Carol Service on Wednesday 19th December. As usual, it was 'all go' at St Mary's for the whole of the day-time in rehearsals for the evening.



The service was very well attended (we think the most in the congregation we've ever had) and the students were absolutely sublime. We could not fault their professionalism and poise. Lines were learnt, pieces were played, parts were sung. Everything was wonderful. We had so many comments afterwards from congregation members who could not get over how good the standard was; this is a real compliment to the students and also to us as staff as we really have been working hard this year as well as the last three years to ensure the standard of performances could match, or even outdo any school around! We are very pleased to say that for the first time ever our Chamber Group (expertly led by Mr Bull), will be performing in our final assembly to the whole school. A momentous occasion and one that I hope inspires other students to join in the new term once they see how good the group is.

I am thrilled to also reveal that we raised another £203.58p in the collection at the service also going towards St Mungo's. It has been really lovely being able to utilise the students to help raise funds for others who are less fortunate than ourselves. We are very lucky as a department to provide each other with support in what has been, at times a tricky term with absence. We would like to thank parents for their support of all our events. staff members within school for covering us in our absences as well as for rehearsals and most of all the students, without whom, there's no way any of our events would have been nearly as magnificent as they were.



We look forward to seeing you in the audience at our future events, notably 'A Midsummer Night's Dream' 13th February, Henley Youth Festival Proms at the Kenton Theatre (date tbc), and for the return of the Gillotts Spectacular on 3rd and 4th April.

We wish you all a very Merry Christmas.

## OLC Update

The recommended new books for each year are on the website under the parents tab, under students' reading lists.

I can be reached at [sseddon@gillotts.org.uk](mailto:sseddon@gillotts.org.uk) or on 01491 636827 if you want more suggestions.

Merry Christmas from the OLC



## Gillotts goes cashless

### **Why are the school doing this?**

From January, it will no longer be possible to use cash to pay for school trips or to pay for items in the canteen. It costs the school a lot of time and money to handle cash and cheques, and unfortunately there are sometimes incidents of money being lost or stolen. By switching from cash to online payments, we can streamline a number of administrative processes and speed up transactions in the canteen. An electronic system, Scopay, is being introduced which will allow parents to go online and add money to their child's catering account and to pay for school trips. This system also allows parents to see details of what their child has bought in the canteen.

### **What is happening?**

School trips - parents will receive an email informing you when there is a school trip available for your child. Where previously parents have completed reply slips giving permission and returned cash or cheques, parents will now be directed to the Scopay website where they can log in, give permission and make a payment via debit or credit card. We intend to extend this to include the "school shop" in Student Services and the uniform supplier later in the year.

Canteen - rather than bringing in cash each day, students will be able to use money from a pre-paid balance, topped up via Scopay. Students who are eligible for Free School Meals will have their daily allowance automatically added to their account, so will "pay" in the same way.

### **What do parents need to do?**

There are two separate aspects to this, the Scopay payment website and the tills in the canteen.

The more important of the two is the Scopay website, as this is the only way to pay for trips and to top up the pre-paid balance for the canteen. Emails have been sent out with instructions on how to register, including a unique code needed to associate the parents' accounts with the relevant children. Whether children use the canteen or not, it is important all parents create accounts with Scopay, as this will be the only way of paying for school trips. Alternative provision is available for parents who are unable to use this system, but only through prior arrangement with the school.

More than one child can be linked to the same account, including children in other schools which also use Scopay, so parents can pay for several trips or top up several balances at once. If more than one Scopay account is required for a child, for example if they do not live with both parents, the school can generate additional access codes for the second parent to use when registering an account.

The other aspect is the tills in the canteen. The quickest way for students to identify themselves at the tills and access their balance is via a biometric reader which uses a scan of part of their finger to identify them. The law requires schools to have parental consent for students to use the biometric ID system. This permission can be given via the Google Form or reply slip we sent out earlier in the term, or simply via email. This permission will also be included in the annual data collection and checking process. Consent can be granted or withdrawn at any time.

Students who don't want to use this or have problems using it can give their name to the staff member on the till, who will look them up. As long as there is sufficient money in the pre-paid balance, students will not go without food.

**What do parents need to do over the Christmas break?**

Any parent who has not yet signed up with Scopay should do so very soon, and before the start of term in January if their child uses the canteen.

Any parent who is happy for their child to use the biometric ID system but has not yet responded to the school should email [office@gillotts.org.uk](mailto:office@gillotts.org.uk), including their child's name and form group. Students who have not been registered on the biometric ID system, either because they do not have permission or they were absent on the registration day, will still be able to access their pre-paid balance, it will just be slower for them at the till.

**How do parents use the Scopay website?**

Instructions on how to log in, add a child, top-up the pre-paid canteen balance and pay for school trips are included on the next page.

**Where can parents get more information?**

Parents wishing to discuss any aspect of these changes, either about the move to online payments or the changes in the canteen, should contact the Business Manager, Mrs Glynis Smith via email to [gsmith@gillotts.org.uk](mailto:gsmith@gillotts.org.uk)



**Schools Cash Office**  
Income Administration Software

## Quick Reference Guide Online Payments - Checkout

### How do I add items to my basket?

**Important:** you must register before you can purchase an item online. Your school will provide you with a letter explaining the registration process.

1. Login to your account at [www.scopay.com](http://www.scopay.com) and select the pupil you wish to make a purchase for.

The screenshot shows the user interface for Marc Ackroyd at Tucasi School 3. The 'Account balances' section lists several items with their current balances and an 'Enter top up amount' field. The 'Breakfast Club' row is highlighted, showing a balance of £0.00 and a top-up amount of £0.00. An 'Add to basket' button is visible next to the top-up amount field.

Name	Actions	Balance	Enter top up amount
Alter School Club	View history   Order sessions	-£26.00	£ 0.00
Breakfast Club	View history   Order snacks	£0.00	£ 0.00
Cashless Cafeteria	View history	£0.00	£ 0.00
Dinner Money	View history   Order meals	£14.00	£ 0.00

You can click on the **item name** or the **View history** button to view further details

2. Top up an item by **entering the amount** you wish to pay, and **Add to basket**

3. If it's a product you want to purchase choose the **quantity** and **Add to basket**

The screenshot shows the 'Products' section with a table of items. The 'Sweatshirt 26\*' row is highlighted, showing a quantity of 1 and a total price of £8.50. An 'Add to basket' button is visible in the top right corner.

Quantity	Name	Unit price	Total price
0	Sweatshirt 24*	£ 8.50	£ 0.00
1	Sweatshirt 26*	£ 8.50	£ 8.50
0		£ 8.50	£ 0.00
0		£ 8.50	£ 0.00

## How do I view my child's school dinner history?

Primary Schools

1. Select the **Order Meals** or **View Calendar\*** button alongside the Dinner Money header.

\*Note that the label depends on the setup configured by the school.

2. The calendar opens to display the pupil's meal history.

A meal key is displayed on screen.

Secondary Schools

1. Select the **View history** button beside the cafeteria account

2. The purchase and top up history is displayed

Payment history for Cashless Catering (Chartwells)			
Date of last online payment:		17 Nov 2014 11:51	
Last online payment amount:		£10.00	
Current balance:		£13.96	
Description	Date	Paid	Amount
Cashless Catering (Chartwells)	17 Nov 2014 11:51	Online	£10.00
1 x MSC, 1 x TRAY BAKES, 1 x SANDWICH	06 Nov 2014 13:20	Cashless	-£3.11
1 x WATER LRG (500ML), 1 x MINI CURLLET, 1 x LARGE BAGETTE	05 Nov 2014 13:28	Cashless	-£2.68
1 x MSC, 1 x FRUIT, 1 x SANDWICH	04 Nov 2014 13:34	Cashless	-£2.80
Money Added	04 Nov 2014 12:53	Cashless	£12.00
1 x MINI CURLLET, 1 x BACON & CHEESE BAGEL	04 Nov 2014 11:05	Cashless	-£1.34
1 x MSC	03 Nov 2014 14:29	Cashless	-£3.11
Money Added	03 Nov 2014 12:46	Cashless	£5.00

## How do I go to the checkout?

1. Click on **View basket** which is displayed on the right-hand side of the screen

Selected account :  
 Marc Ackroyd - Tiverton School 3

Your basket 

Book bag  
 Total: £3.00 Marc Ackroyd

Water bottle  
 Total: £2.00 Marc Ackroyd

[View basket](#)

2. Check the items in your basket, edit or delete if necessary and click on **Checkout**

Your basket  
 Payment processor: WorldPay

	Qty.	Name	For	Total
<a href="#">Edit</a> <a href="#">Delete</a>	1	Book bag	Marc Ackroyd	£3.00
<a href="#">Edit</a> <a href="#">Delete</a>	1	Water bottle	Marc Ackroyd	£2.00
Subtotal:				£5.00

[Continue shopping](#) Go back to view products.

[Checkout](#) Pay for the items in your basket.

### Checkout: Enter payment and contact information

Please confirm your address for payment. This address must be the same as your billing address for your credit/debit card.

Your billing address

Title

First name

Last name

Address 1

Address 2

Town/city

County/state/province

Postcode

Country United Kingdom

[Process payment](#) or details for next time

3. Enter your payment contact information and click on **Process payment** screen

**NB** The payment page may look different to this example if your child's school uses a local authority payment gateway

3. Enter your card details and click on **Submit Order**

You will receive an email confirming your purchase. (Remember to check your spam/junk email)

Payment details

Please keep this receipt for your records. [View printer friendly version](#)

**Payment Information**

Transaction number: 100000003  
Date placed: 16 May 2014 16:13  
Status: COMPLETE

**Billing Information**

123 Street  
, YO1 2AB  
GB  
af@tucasi.com

Item	For	Price	Quantity	Total
Director Money	Marc Ackroyd	£10.00	1	£10.00
Polo Shirt 28"	Marc Ackroyd	£8.50	1	£8.50
<b>Totals</b>				<b>Total: £18.50</b>

**Payment Status**

Paid online WorldPay

## Support

If you need help with the system or for further enquiries please contact the School Office at your child's school.

If you have any questions please also refer to **See our frequently asked questions** link on the online payments login screen.



**Schools Cash Office**  
Income Administration Software

## Quick Reference Guide Alerts - Parent

### How do I subscribe to and configure the Alerts?

Go to the Online Account Website address provided by your school, or visit [www.scopay.com](http://www.scopay.com)

1. Login with your **Email** and **password**

**Important:** if you haven't yet registered your online account, then refer to the separate Quick Reference Guide or Video Guide, or contact the school for further details.

### Alerts

Click here to configure the alerts you receive.

3. Click on the **link to subscribe** to the Alerts service

### Alert configuration for Tucasi School

Subscribe to alerts

Emails

Emails and Texts (Coming soon)

None

**Confirm**

4. Select **Emails** and click **Confirm**

## Messages

- Successfully updated alert subscription.

## Alerts

Click here to configure the alerts you receive.

5. Once subscribed, **click here** to configure your alerts

6. Review each alert option and tick **Receive alerts** and **Email** to switch the alert on.  
Email alerts will be delivered to your registered email address.

Alert type	Receive alerts	Email	Text
<b>Account balances</b> Receive alerts when one of your accounts' balances drops below a configured amount. Note: account balances relate to dinners / cashless catering / clubs - if provided by the school. Send alerts when balance is below £ <input type="text" value="5.00"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>New eligible trip available</b> Receive alerts when a new eligible trip becomes available online.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>New product available</b> Receive alerts when a new product becomes available online.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Parents' evening invitation</b> Receive alerts when you're invited to a parents' evening meeting.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Parents' evening reminder</b> Receive alerts to remind you of an upcoming parents' evening meeting. Send alert <input type="text" value="2"/> day(s) before the meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Trip payment reminder</b> Receive alerts when payments for trips are due. Send daily alerts starting <input type="text" value="5"/> day(s) before the payment is due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Update"/>			

7. Click **Update** when finished

**Notes:** Text alerts are going to be available in the future. To alter existing alert configuration follow steps 1-2, then 5-7.

## Example Email Alerts

Email alerts will be delivered to your registered email address and can be viewed from your normal mailbox.

The balance of Marc Ackroyd for Dinner money is GBP-26.00

This alert is an automated message, sent as per your SCOPay Alerts configuration.  
If you no longer want to receive emails from your school(s), [unsubscribe here](#)

The following trip(s) have become available:  
Ski Trip 2014

This alert is an automated message, sent as per your SCOPay Alerts configuration.  
If you no longer want to receive emails from your school(s), [unsubscribe here](#)

You have been invited to meet with the following teachers for: Marc Ackroyd  
Mr Hunt  
Book a meeting with a teacher by clicking the "Parents' evening" link in the menu bar when logged to your online account.

If you no longer want to receive emails from your school(s), [unsubscribe here](#)

## How do I view Alerts that I have received?

The number in brackets denotes number of **unread** messages.

Alerts (2)



1. Select Alerts

**Alerts**

Click here to configure the alerts you receive.  
Click on an alert to view the message and any possible further actions to take.

 Mark as unread  
  Mark as read  
  Delete

<input type="checkbox"/>	Subject	Date
<input checked="" type="checkbox"/>	You have new trip(s) available for Marc Ackroyd, Mary Ackroyd	29 Apr 2016 18:00
<input checked="" type="checkbox"/>	Your account balance, Marc Ackroyd is low	29 Apr 2016 18:00

Filter message:  Page 1 / 1

2. Click on the **plus** sign to view the message

### Alerts

Click here to configure the alerts you receive.

Click on an alert to view the message and any possible further actions to take.





Mark as unread   **Mark as read**   Delete

<input type="checkbox"/>	Subject	Date
<input checked="" type="checkbox"/>	You have new trips(s) available for Marc Ackroyd, Mary Ackroyd	29 Apr 2016 18:00
The following trips(s) have become available: Ski Trip 2014		
<input checked="" type="checkbox"/>	Your account balance: Marc Ackroyd is low	29 Apr 2016 18:00

3. If required, select the message(s) and click **Mark as read**.

The number in brackets will decrease accordingly.

**Alerts (1)**

### How do I delete Alerts that I have viewed?





Mark as unread   Mark as read   **Delete**

<input type="checkbox"/>	Subject	Date
<input checked="" type="checkbox"/>	You have new trips(s) available for Marc Ackroyd, Mary Ackroyd	29 Apr 2016 18:00
<input checked="" type="checkbox"/>	Your account balance: Marc Ackroyd is low	29 Apr 2016 18:00

Filter message:  Page 1 / 1

4. If required, select the message(s) and click **Delete**.

<input type="checkbox"/>	Subject	Date
You have no alerts.		

Filter message:  Page 1 / 0

## Parents Association Update

The Gillotts Parents Association would like to extend our very best Christmas wishes to all the staff, students and parents at our wonderful school. We hope you enjoy the break and wish everyone a happy and successful 2019!

We also would like to extend special thanks to the local shops, businesses and individuals who have so generously supported our fundraising efforts this term by providing raffle and auction prizes for the Quiz Night, Special Auction and the Living Advent. Such support has generated over £3000 worth of additional funds for the school this term - a record amount - and we are extremely thankful. Please check out the PA page on the school website for a full list of our local business supporters. This is the first year we have carried out an online auction for prizes & special concert tickets - it's been a really successful way for everyone to participate in fundraising and we were particularly lucky to have had some amazing concert tickets on offer to get the ball rolling!

The Quiz Night was hugely successful this year, with over 120 people attending and running the bar dry - literally! Thanks to Jane & Steven Galvin, our resident Quiz Masters - former parents who return year after year to support our main fundraiser.

Finally, a special thanks to the 20 parents who came along and supported the PA's Careers Hot-Desk event at Careers Night. We are always looking for ways to use the vast knowledge & experience within our community to benefit the students at Gillotts and this was a brilliant example of this. Students had a fantastic opportunity to meet and quiz parents from across the spectrum of careers - to think about their own futures, but also to practice some of the skills needed in interviews. It was a lot of fun and added a real buzz to Careers Night - do get in touch if you'd like to support next years event! [gillottspa@gmail.com](mailto:gillottspa@gmail.com)

Two dates for your diary for the coming months -

An Evening with Leon Bosch: Friday 11th January, The Kenton Theatre, 7:30pm

The Mayor of Henley, Glen Lambert, has kindly nominated Gillotts School as one of his charities this year. He has arranged this wonderful musical evening, in conjunction with Henley Music School and all proceeds from the event will be shared between the Mayor's charities. I understand that because of sponsorships ALL proceeds from ticket sales will go to the charities. Please support this amazing event - tickets are available from the Kenton Theatre <https://kentontheatre.co.uk/event/an-evening-with-leon-bosch/>



Physiologic Cross-Country event: Saturday 16th March

Save the date or maybe get your child to set it as a target date for their New Year's fitness resolution! Physiologic, our local physiotherapy and complementary care clinic, are organising a cross-country event for students and the secondary school with the most participants will win £250 of sports equipment for their school! It would be brilliant to get loads of Gillotts students along to support & add a bit of sparkle to the PE cupboard!

A final MASSIVE thank you to all the Parents Association members. We are a small but mighty bunch - it's been a hugely successful & fun end to 2018 - so please come along and join us if you have some spare time and want to make a contribution to the school.

Best wishes,

The PA Team  
[gillottspa@gmail.com](mailto:gillottspa@gmail.com)



## Paid Internship Programme for Teaching

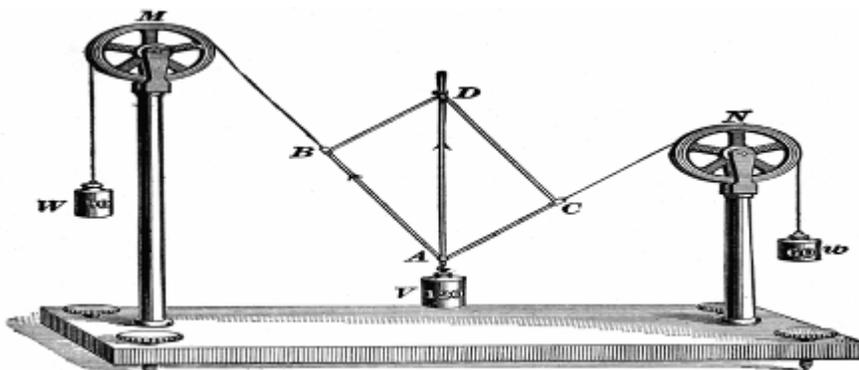
Are you in your **penultimate year** of study of a STEM degree? If yes then we have a paid work-experience programme that might be just right for you!

We have won a DFE grant to offer teaching internships running from the 24<sup>th</sup> June-19<sup>th</sup> July 2019 in state secondary schools across Oxfordshire. Interns will receive a bursary of £300/week.

The programme is designed to give you a realistic picture of what teaching maths or physics would be like and includes the chance to be involved in:

- structured training, shadowing and lesson observation, opportunities to jointly plan and deliver lessons
- running science projects, offering support for children who are struggling, and helping with experiments
- one to one mentoring sessions with experts in their field

Take a look at our website to find out more of what Gillotts as a Teaching School is offering: <http://gillotts.oxon.sch.uk/teaching-school/teaching-school-overview/>





## OTSA School Experience Programme (SEP)

Teaching is more than just a job; it is a vocation but it is not for everyone. The best way to decide whether or not teaching might be the right career for you is to get some classroom experience.

Sign up for the OTSA School Experience Programme [here](#).

We work with schools across Oxfordshire to offer interested applicants a chance to get into state schools and see what life in the classroom is really like. We run this programme because we want to make getting experience in schools as easy as possible. If you would like us to we'll guide you on every step on the journey from these early observation experiences, through preparing you for interview, onto a training course and throughout your career.

Placements are typically one or two days long with the majority of the time being spent in the classroom in lessons. On the first day, there will be some time to think about how to observe lessons effectively as well as some information on the different training routes. After that you will be able to watch a range of subject lessons taught to different age groups, observe tutor time (part of the pastoral programme) and talk to teachers about their experiences of day-to-day life in school. As well as giving you invaluable insight into whether or not teaching might be right for you these placements also provide you with relevant school experience to support an application for teacher training.

I have been teaching for fifteen years in Oxfordshire state schools and despite the undeniable pressures of the job, I know I wouldn't do anything else!

**Sarah McHugh**

Teaching School Director



## Term dates for 2018 - 2019

The dates set out below are the confirmed school term and holiday dates from September 2018.

Term	Dates	Number of days
<b>Autumn Term</b>	04 September - 19 October	34
October half term	22 October - 26 October	
<b>Autumn Term</b>	29 October - 21 December	40
Christmas holiday	24 December - 04 January	
<b>Spring Term</b>	07 January - 15 February	30
Spring half term	18 February - 22 February	
<b>Spring Term</b>	25 February - 05 April	30
Easter Holiday	08 April - 22 April	
<b>Summer Term</b>	23 April - 24 May	23
Late Spring half term	27 May - 31 May	
<b>Summer Term</b>	03 June - 24 July	38
<b>Total</b>		<b>195</b>

### INSET days

The school will be closed to students on:

Tuesday 4 September 2018

Friday 28 September 2018

Monday 22 July 2019

Tuesday 23 July 2019

Wednesday 24 July 2019

**Note** that only Year 7 and Year 10 (and Year 11 Leaders) are required to attend on Wednesday 5 September 2018. The remainder of the school returns on Thursday 6 September 2018.

6 May 2019 is the May Day bank holiday.

### Early closures (12.30pm)

Thursday 27 September 2018

Staff and students preparation for Open Evening

Friday 21 December 2018

Friday 19 July 2019

## Term dates for 2019 - 2020

The dates set out below are the confirmed school term and holiday dates from September 2019.

Term	Dates	Number of days
<b>Autumn Term</b>	02 September - 25 October	40
October half term	28 October - 01 November	
<b>Autumn Term</b>	4 November - 19 December	34
Christmas holiday	20 December - 03 January	
<b>Spring Term</b>	06 January - 14 February	30
Spring half term	17 February - 21 February	
<b>Spring Term</b>	24 February - 03 April	30
Easter Holiday	06 April - 17 April	
<b>Summer Term</b>	20 April - 22 May	24
Late Spring half term	25 May - 29 May	
<b>Summer Term</b>	01 June - 21 July	37
<b>Total</b>		<b>195</b>

### INSET days

The school will be closed to students on:

Monday 2 September 2019

Friday 27 September 2019

Friday 3 July 2020

Monday 20 July 2020

Tuesday 21 July 2020

**Note** that only Year 7 and Year 10 (and Year 11 Leaders) are required to attend on Tuesday 3 September 2019. The remainder of the school returns on Wednesday 4 September 2018.

4 May 2020 is the May Day bank holiday.

### Early closures (12.30pm)

Thursday 26 September 2019

Staff and students preparation for Open Evening

Thursday 19 December 2019

Friday 17 July 2020