



Thursday, 16th October 2025

Dear Parents,

Re: Secondary School Update

Many thanks, as always, for your constructive feedback during our sessions on Thursday morning. I would like to take this opportunity to update you on some of the key action points that have emerged.

Action Points

1. Staffing Updates

Mr Daniel will be joining the Humanities Department after half term. In the meantime, Ms Hannah, a regular cover teacher who knows the school well, will be covering the classes. All lessons have been planned by a subject specialist to ensure that the course content is delivered effectively to pupils until Mr Daniel's arrival.

2. PTO Structure and Meeting

This process is still ongoing, so we kindly ask for your continued patience while we finalise the details. We anticipate being able to share the final composition of this consistent group of parents before the end of October.

3. Learning Resources & Communication

Parents have access to all teachers' email addresses through the directory on iSAMS. We encourage parents to contact teachers directly regarding subject-specific academic questions. For general academic enquiries, please reach out to **Ms Lulu** (Years 7–9) or **Ms Millie** (Years 9–12). Likewise, all pupil timetables are available on iSAMS. If a teacher does not respond within 24 hours, please let me know, and I will follow up accordingly.

4. Arabic & Science Subject Concerns

We currently have external advisors supporting us to strengthen Arabic provision across the school. In addition, we are conducting a thorough review of both the teaching and leadership structures within the Arabic department. We are confident that these measures will lead to significant improvements in all areas of Arabic provision. Our findings and next steps will be communicated before the end of October.



5. Assessment schedules for Secondary

These have now been shared with all parents. This is a **live document** which, after half-term, will include more detailed information regarding specific days and lessons for each assessment. Please note that it may be subject to change due to external factors or whole-school events. Our primary aim is to ensure that no pupil is overloaded with multiple assessments on the same day, as we want to support them in performing at their best. A link to the document is attached again for your reference: [Assessment Schedule](#). **A copy of this document has been uploaded onto our website in the parents' section.**

6. Timetables & Attendance Tracking

The School Counsellors and I are currently reviewing ways to make our **attendance tracking** more accurate and timelier. This will include enhancing the process for following up on all absences from school.

7. Lockers & Key Charges

Last weekend, our site team renumbered all the keys, and lockers are now available for distribution to pupils. The cost of a locker is a **non-refundable BD5**. Locker keys are available from our counsellors, Ms Yas and Ms Jehad, who are taking care to consider factors such as ensuring Year 7 pupils are not assigned the highest lockers.

We kindly ask all parents to remind their children that lockers are to be used **before the first lesson and during break times only**, and **not between lessons**.

8. Canteen & Break Times

This is currently under review and remains an active item on our agenda.

9. Uniform Update

We are aware of the uniform issues and are working with the supplier to rectify the situation. If you have any uniform which has been broken, please bring it into the shop and it will be replaced free of charge.

10. National Certificate – Update

The **Ministry of Education (MoE)** will be visiting the school immediately after half term to discuss the awarding of the National Certificate. We will keep parents informed about our progress and the steps we are taking towards achieving this certification.



11. CAT Scores & Academic Tracking

'Gradebooks' within iSAMS will be available before the end of October. This will enable parents to see their child's:

- Reading Age
- CAT (Cognitive Ability Test) Score, which is used to generate all Key Stage 3, and Key Stage 4 subject targets
- End-of-Key-Stage target grades for all subjects
- Formal assessment grades (which will be the ones used to determine the end of term grade for report cards)

12. MPH Sound System

A concern has been raised regarding the quality of the sound system in the MPH. Following an initial review, we are now exploring alternative options and making refinements to the current setup to ensure it performs to the highest possible standard.

13. Enrichment Programs & Library

As part of our testing and tracking programme, all pupils have completed a Reading Test. This has allowed us to identify those who would benefit from a structured, evidence-based reading intervention programme. A letter was shared with the parents of pupils directly affected.

14. Teacher Stability & Academic Impact

Naturally, we strive to minimise teacher movement wherever possible, though on rare occasions it cannot be avoided. Ms Erica had to return to the UK due to family circumstances, and another science teacher was unfortunately unable to take up their post. We are, however, very fortunate—thanks largely to the tireless efforts of our HR team—to have secured two highly qualified replacements at very short notice. As with all staff, we will be implementing our usual quality assurance procedures to ensure that the standard of teaching remains at the high level our fantastic pupils deserve. In addition, as mentioned above, Mr Damien will be joining us after half-term, bringing with him a wealth of experience and expertise to further strengthen the Humanities department.

15. Laptop Requirements

As part of the **Bring Your Own Device (BYOD)** educational technology initiative being introduced across the school, pupils will be able to bring their own devices and connect them



to the school network, provided they meet the minimum specification requirements ([available on our website](#)). This programme will be launched after half-term, starting with **KS4 and KS5** pupils. As previously communicated, families who purchased Chromebooks last year are eligible for the refund policy established by the school. In addition, we are currently exploring potential partnership options with **STC** to offer payment plans that will support families during this transition.

16. Curriculum & Assessment

All learning materials, along with curriculum plans can now be found on *Microsoft Teams*, but please let me or Ms Lulu or Ms Millie know if you are missing anything. Access to these *Teams* are available via your child's school email and password. By the end of half-term all medium and long term curriculum plans will also be uploaded onto the curriculum section of our website for your reference.

17. Cultural Sensitivity in Science Lessons

Please be assured that all Science lessons are delivered with great care and sensitivity, particularly when covering topics such as menstruation. All discussions are strictly based on scientific concepts and presented in an appropriate and respectful manner.

18. Learning Resources & Apps

A comprehensive guide to all the recommended learning resources and apps currently used in school is being compiled and will be shared before the end of October. **Microsoft Teams** has now been fully set up; however, if you experience any access issues, please don't hesitate to contact your child's teachers, who will be happy to share materials directly via email.

19. PE & Weather Conditions

Our dedicated PE staff continue to ensure that pupils are given appropriate breaks between activities and have regular access to water. As we finally move into the cooler winter months, this will naturally become less of a concern.

Hopefully, you can see just how hard the entire team is working to ensure the school runs as efficiently and effectively as we all aspire to—for the benefit of you and your children. With each passing week, we move ever closer to realising the shared vision held by everyone in our wonderful Capital School community, from the Chairman to every member of staff. As



always, your constructive feedback plays a vital role in this journey, and I look forward to our continued collaboration.

With best regards,

Mr. Scott Holden
Head of Secondary