



Calday Grange Grammar School Parents' Newsletter

Friday 27th May 2016

Mon	6 th June	All students return to school Year 7/8 internal examinations commence
Tues	7 th June	
Weds	8 th June	
Thurs	9 th June	
Friday	10 th June	

TEACHER SUCCESS!



Many congratulations to our very own Mr Hayes who has been selected to play for Cheshire Senior Squad in the final of the Bill Beaumont Cup against the winners of the South League, Cornwall. The final is taking place at Twickenham this Sunday before the Wales vs England International. We wish him the best of luck.



Also, congratulations to Mr Walker who was invited to Headingley on the day of the first test between England and Sri Lanka to receive an award for all of his voluntary work for cricket in the community. A well-deserved award!

ERRATUM TO LAST WEEK'S NEWSLETTER

Our apologies but there was an error in last week's newsletter regarding the team for the Year 9 – 4 x 800 m team. Please see amendments below.

Athletics

Recent Wirral Schools Relays

Year 9 – 4 x 800m (first) = Tom Jordan, Harry Ball, Jake Quarmby & Cieran English.

"A KINDA MAGIC"



A night of Magic in aid of Clatterbridge Cancer Charity! On Wednesday 13th July, Calday's Got Talent success Ben Harris will perform magic in front of a live audience all in the name of charity.

Supported by the fantastic Ollie Quirk, the night promises to be entertaining, charismatic and quite simply... magical, with tricks that were originally performed by the legends of the magic world. Tickets will be available for purchase via Scopay from next week at a cost of £5.

FUNDRAISING FOR REFILWE

Thank you to all parents, students and staff who supported Refilwe last week. A fantastic £1500 was raised from non-uniform day and £1500 from the Race Night.

CAPS FAMILY QUIZ & BINGO NIGHT

Friday 8th July 2016 from 6.30pm in the School Hall - all ages welcome! Further details to be confirmed soon.

VOLUNTEERS NEEDED

We have been contacted by Elspeth Wilson from Clatterbridge Cancer Trust who is desperately looking for some volunteers to help with an event. Please see details below.

West Kirby Live, Saturday 4th June

Do you love live, local music and want to support your local cancer centre? Then why not volunteer at West Kirby Live on 4th June! With over 70 acts across 10 venues, we need collectors at each venue from 1.00 pm onwards. For more information on the event, visit: <https://www.facebook.com/West-Kirby-Live-1696518220586810/?fref=ts>

If you would like to volunteer for the charity at the event, please contact Elspeth or Kim on 0151 482 7948 or via fundraising@clatterbridgecc.nhs.uk .

WIRRAL FUSS

With exam-time upon us, half-term, and the approach of summer, Wirral FUSS - FREE Uniform for Secondary School (and Primary School) - is gearing up for our busiest time, and some of our stock lines are running low.

In the coming weeks, if you have ANY outgrown or redundant uniform, PE kit, etc. - for any school, secondary or primary - PLEASE DONATE items for re-use or recycling in our donation drums at: participating schools, or our seven local Hubs (see our website <http://www.wirralfuss.co.uk/> for locations and opening times), ASDA Woodchurch, or the Conway Centre, Birkenhead. Our volunteers will do their best to process items in good condition and make them available for others, and we will keep the rest out of landfill.

IF YOU NEED UNIFORM ITEMS, please get in touch with us: by email - wirralfuss@yahoo.co.uk - by phone on **0151 632 6524** at St Luke's Methodist Church, Hoylake, OR USE THE ONLINE REQUEST FORM at <http://www.wirralfuss.co.uk/>

NEW VACANCIES THIS WEEK

The following vacancies have become available this week and full details are available from the school website:-

Learning Support Assistant.
IT Technician (Apprentice)

VACANCIES

Due to growing numbers within the school and changes in September to our lunchtimes, we have the vacancies listed below. Full details are available from the school website:

Cleaners (x 5 shifts)
Lunchtime Supervisors (x2)
Catering Assistants (x3)

CAREERS INFORMATION

- For any students who are interested in medicine, the following two courses are available in Liverpool:-
'Getting an Interview' course - Saturday 13th August and also 'Mastering the Interview' Course on Sunday 16th October.
The same courses are also being held in Manchester 'Getting an Interview' on Saturday 20th August and 'Mastering the Interview' on Saturday 22th October. Book online www.tomorrowdrs.co.uk. Further information is available from Mrs Montgomery.
- The Walton Centre, local brain and spine hospital, are holding a careers fair on Saturday 2nd July 2016 from 1.00 pm to 4.00 pm (admission is free). The event will feature information and advice about the variety of careers available in the health service. There will also be talks from the hospitals neurosurgeon, interactive displays, demonstrations, quizzes and games to help demonstrate what the Walton Centre does. Careers talks are at 1pm and 2.30pm - booking essential; communications@thewaltoncentre.nhs.uk
- DGB Solicitors in Hoylake have asked us to advertise to students that they are currently looking to recruit a Legal Administrator. Full details are at the end of the newsletter.

SUMMER SCHOOL ACTIVITIES AT JAGUAR LANDROVER HALEWOOD

JLR Halewood is hosting a range of brand new summer school activities for budding engineers and young people interested in other career opportunities within the automotive industry. Further information available at the end of the newsletter.

UCAS VISIT FOR YEAR 12 STUDENTS

Could we please remind Year 12 students that they must register for the Merseyside UCAS Higher Education Convention at Liverpool University on Monday 13th June. Full details on how to do this were sent out recently and the information can be accessed from the Parents/letters home section of the school website.

FUNDRAISE FOR THE SCHOOL WHILST SHOPPING! (UPDATE)

Thank you to all those who have used the easyfundraising website as last month we raised a fantastic £100. Parents and staff have commented on how easy it is to use. To sign up and help us raise funds for the school please visit <http://www.easyfundraising.org.uk/how-it-works/>

BUNGEE JUMP

We are planning for UKBungee to come to school on Tuesday 19th July giving people an opportunity to raise money for their chosen charity or simply for the experience! We invite students, staff, parents and friends of the school to challenge themselves to have a go! It is 160ft high, it will be over an airbag and it costs £60 (which you could choose to take out of your fundraising money). For information on safety and conditions go to ukbungee.co.uk. You have to be 14 or over and 14-15 year olds need parental permission. If you are interested please email rowena.gill@calday.co.uk for more information.



Calday Association of Parents & Staff

If you want to lend your support to CAPS and get involved in fund-raising events to raise funds for the school, please get in touch with us: caps@calday.co.uk

FREE SCHOOL MEALS

Free school meals are available for children if their parent or carer receives certain benefits. In addition the school receives Pupil Premium funding each year of £935 per student who is entitled to free school meals; this funding continues for up to six years after the free school meals claim ends. This means that even if you only expect to claim for a short period of time the Pupil Premium funding will continue to support your child's education for the long term.

If you don't apply our School will miss out on funding which could go towards providing additional support for your child. If your child prefers to bring a packed lunch you will still need to register for free school meals for our school to receive the Pupil Premium funding. The next census date is May 2016 and we encourage all eligible parents or carers to complete their applications ahead of this date to ensure that the School receives funding in 2016/17. Please visit the parent section of the school website for more information.

Job Description Legal Administrator

Requirement

Title Legal Administrator

Full Time: 5 days

Hours 9am – 5.30pm

We are looking for an exceptional and personable Legal Administrator to join our successful and expanding firm. The successful candidate will take on general administration duties, for which he or she will be fully trained, supporting the Office Manager. He or she will also be undertaking some client care work, supporting the fee-earners at a busy legal practice. This is an exciting opportunity for a well organised reliable and practical person who may want to progress their career within a successful, expanding law firm.

Experience

Legal experience is not necessary but attention to detail, **excellent** time management, organisational and IT skills are essential. Ideally experience of data input and collation of data using office management or case management systems

Essential skills

- Excellent working knowledge of Excel & Word
- Excellent communication skills
- Ability to work unsupervised
- Be able to work on own initiative taking a practical proactive approach
- Be able to work under pressure and to strict time scales

Hours

- Five days per week
- 9am – 5.30pm with an unpaid break for lunch – maximum 1 hour.

Location

- Ionicus House, 77 Market Street, Hoylake, CH47 2BH

Key Responsibilities

The job includes both administrative and client care aspects.

Administrative

- General office duties including opening and delivering post
- Copying, scanning, faxing
- Opening office files - hard copy and electronic files
- Closure of legal & office files/scanning and saving to hard drive
- Ensuring office supplies are maintained and dealing with ordering from suppliers as necessary
- Operating internal electronic diary system to enter appointments
- Arranging and liaising re office deliveries
- General errands
- Data input into office case management system
- Preparing, booking and tidying meeting room for training, meetings, webinars and any other events.

Client Care

Various including:

- Filing
- Entering dates in Critical Date Diary
- Tidying files
- Preparing bundles
- Preparing routine documentation
- Supporting fee-earners with specific delegated tasks

Personal Attributes

You will have:

- A desire to work in a small but quality firm
- Good inter-personal and telephone communication skills
- A positive attitude
- Enthusiasm
- Good organisational skills, will be well motivated and will feel comfortable working as a part of small close knit team

Remuneration

£11,000 pa

Equal Opportunities

DGB Solicitors is an equal opportunities employer and will avoid unlawful discrimination in all aspects of employment including recruitment. Person and job specifications are limited to those requirements that are necessary for the effective performance of the job.

Applications will be assessed objectively against the Firm's requirements, taking account of any reasonable adjustments that may be required for anyone with a disability.

All contractual arrangements are subject to satisfactory DBS Check (formerly CRB check) and professional /personal referee checks.

Further details can be obtained on request. When applying please send a covering letter detailing why you think you are suitable, plus CV.

Please send to karenhughes@dgbsolicitors.co.uk.

9 May 2016



Summer Holiday Courses at Jaguar Land Rover Halewood

During the school Summer holidays, Jaguar Land Rover's Halewood Education Business Partnership Centre will be running a series of specially designed holiday courses for young people interested in engineering and other careers.

Young Engineers Club

Mon 8th - Tues 9th August / Thurs 11th - Fri 12th August / Tues 30th & Weds 31st August

A two day course for students aged between 11-15 years. This will include a full guided tour of the Halewood factory and a selection of hands-on activities designed to strengthen team building and engineering skills. Participants will also have the opportunity to visit specialist areas of the Halewood production process and meet with Jaguar Land Rover apprentices and other engineering staff to find out more about the world of work.

Courses will run from 09.00 until 4.00 pm. Payment of £75 per person must be made in advance and each child will need to bring a packed lunch.

Inspiring Futures at Halewood

Monday 15th to Thursday 18th August

A four day course targeted at 11-15 year old students who want to find out about the range of career opportunities available in the automotive industry. The programme includes a full guided tour of the Halewood factory and a selection of hands-on activities, as well as valuable career sessions focusing on career choices and employability skills such as interview techniques and CV writing. Participants will have the opportunity to meet experienced Jaguar Land Rover employees in various departments and get their advice. The course will also include a demonstration drive in a Land Rover vehicle around Halewood's exhilarating Off Road course, which includes steep inclines, water crawls and a swing bridge.

The course will run from 09.00 until 4.00 pm. Payment of £120 for the four day course must be made in advance and each child will need to bring a packed lunch.

Monday 22nd August to Thursday 25th August

A four day course for 15-18 year olds. This will include a full guided tour of the Halewood factory and a selection of hands-on activities, as well as valuable career sessions focusing on career choices, Health & Safety in the workplace, and employability skills such as interview techniques and CV writing. Participants will have the opportunity to meet and talk to JLR staff in various areas. The course will also include a demonstration drive at Halewood's purpose built Off Road track.

The course will run from 09.00 until 4.00 pm. Payment of £120 for the four day course must be made in advance and each child will need to bring a packed lunch.

There will be limited spaces on all of these courses and places will be allocated on a first come, first served basis.

To request a booking form or for more details about any of the above courses please contact Maureen McGuire via the e-mail address below.

Halewood Education Business Partnership Centre

Telephone: 0151 448 3230

E-mail: Maureen McGuire - mmcguir4@jaguarlandrover.com