

ECCLESFIELD SCHOOL



YEAR 7 PARENTAL GUIDE 2016-2017

Welcome to Ecclesfield School

Dear Parent/Carer

The transition to secondary school marks a very significant change in the lives of young people: suddenly, there are earlier alarm calls, school bags to be packed, longer journeys to navigate and all the other countless changes that will make this coming year so rich, exciting and challenging. But for parents too, this is also a time of considerable upheaval. Watching a child take the first steps into a new school carries with it all those understandable concerns about how your child will adapt, how they will cope with the challenges of multiple classrooms, new teachers and new friendship groups. At Ecclesfield, we understand these concerns and work tirelessly to make the period of transition a positive time for you and your child.

As someone who has been a parent through the change from junior to secondary school, I understand that good communication lies at the heart of transition. You may feel, as I did, that the tight bonds that you had with your child's junior school can never be repeated now that they've moved to 'the big school'. But we want you to feel just as able and just as welcome to contact us as ever you have felt with your child's previous schools. Your child is precious and unique and we want to work in close partnership with you in making the next 5 years a precious and unique time.

Over the page I have shared with you the school's ethos. I would ask that you look at this and, over the course of your time as a parent, hold us to those words. They form the basis of everything we are trying to achieve for your child and for this community.

This Y7 parental guide is a critical part of the partnership we seek to establish with parents. It has been written in order to provide you with essential information so that you can feel informed about the changes ahead. There are sections that cover all aspects of the school and establish a set of principles and expectations that will ensure all of us – staff, students and parents – work together to achieve the very best for your child.

This is where the process of joining Ecclesfield really begins. This school will become your child's school and, in the nicest possible way, your school too – together, we will succeed.

Yours sincerely



J Wirth
Headteacher

OUR ETHOS

Ecclesfield School understands the power of education to transform lives, communities and society.

We aspire to achieve individual and collective excellence in all that we do through nurturing every student's unique potential, expanding their horizons and promoting their understanding of the invaluable contributions they can make as citizens in a global society.

By fostering our students' spirit of engagement, adventure and ingenuity, we will nurture all young people as fully-rounded individuals, providing them with the challenge and support they require to succeed. We will protect their childhoods, allowing our learners to carry their innate creativity, inquisitiveness and sense of wonder about the world throughout their lives.

Ecclesfield School recognises the importance of students leading rich and diverse lives and will encourage them to seize the opportunities available to them as a means of celebrating the joy and brief wonder of being young.

As staff at Ecclesfield School, we recognise the privilege we enjoy in working with every member of our community. We see it as our public duty to serve this community and to deliver for the students of High Green, Chapeltown and Ecclesfield outstanding outcomes and extraordinary experiences.

People to contact in school if you have any questions:

Mr Wirth	Headteacher	jwirth@eccoschool.com
Miss Evans	Deputy Headteacher	cevens2@eccoschool.com
Mr Walkden	Deputy Headteacher	rwalkden@eccoschool.com
Miss Fancett	Assistant Headteacher	cfancett@eccoschool.com
Miss Martin	Assistant Headteacher	emartin@eccoschool.com
Ms Sutcliffe	Assistant Headteacher	rsutcliffe@eccoschool.com
Mr James	Assistant Headteacher	ajames@eccoschool.com
Miss Melody	Head of House Churchill	smelody@eccoschool.com
Mrs Foster	Pastoral Manager Churchill	bfoster@eccoschool.com
Mr A Cater	Head of House Franklin	acater@eccoschool.com
Mrs Revill	Pastoral Manager Franklin	grevill@eccoschool.com
Mr Morton	Head of House Rowling	rmorton@eccoschool.com
Miss Travis	Pastoral Manager Rowling	ltravis@eccoschool.com
Mrs Dean	Head of House Nightingale	adean@eccoschool.com
Ms Sowersby	Pastoral Manager Nightingale	ksowersby@eccoschool.com
Mrs Thompson	Head of House Turing	dthompson@eccoschool.com
Mrs Brown	Pastoral Manager Turing	jbrown@eccoschool.com
Ms Gowling	SEN Teacher	jgowling@eccoschool.com
Miss Benson	Manager of Additional Learning Provision	mbenson@eccoschool.com

School Telephone Number
E-mail
Website address

0114 2461156
enquiries@eccoschool.com
www.ecclesfield-school.com

Ecclesfield School

Message from Mr Walkden – Deputy Head Pastoral

A big welcome to the new school year. I hope your son/daughter is looking forward to the new academic year at Ecclesfield School. I'm confident s/he will enjoy the learning and the many opportunities available to him/her in lessons, at lunchtimes and after school.

If you have any concerns, no matter how minor they may seem, please contact any of the following people via email or on the school number – 0114 2461156.

Mentor This person should be your first point of contact in school	<ul style="list-style-type: none">• Monitors your child's academic and personal progress through a mentoring programme• Deals with any personal issues• Ensures that your child is ready to learn with the correct uniform and equipment• Takes the register
Pastoral Manager	<ul style="list-style-type: none">• Deals with everyday issues surrounding uniform & equipment• Deals with lateness and attendance• Deals with issues surrounding behaviour• Deals with personal issues
Head of House	<ul style="list-style-type: none">• Monitors academic progress• Monitors social & emotional progress• Ensures that your child achieves to the best of their ability• Deals with serious issues surrounding behaviour

Some students require additional learning support to overcome their barriers to learning. Ms Benson, who manages this additional learning facility, can be contacted on mbenson@eccoschool.com. Her role is set out below:

Manager of Additional Learning Provision	<ul style="list-style-type: none">• Co-ordinates additional support for students who require personalised provision• First point of contact regarding SEND issues
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General information

FIRST DAY BACK – MONDAY 5 SEPTEMBER 2016

- Y7** **8:40am-9:00am Start in Lady Mabel Hall**
9:05am in Mentor Group
P1 and P2 Mentor Time (meet Mentor, timetables, planners first day packs)
- Y11** **8:40am Start in Mentor Room**
P1 and P2 Mentor Time (meet mentor group, timetables, planners etc)
10:30am Assembly in Lady Mabel Hall
- Y10** **10am Start in Mentor Room**
P2 Mentor Time (meet mentor group, timetables, planners etc)
- Y9** **10:00am Start in Mentor Room**
P2 Mentor Time (meet mentor group, timetables, planners etc)
- Y8** **10:00am Start in Mentor Room**
P2 Mentor Time (meet mentor group, timetables, planners etc)

PERIOD 3 – Lessons begin for all year groups

General information

Term Dates 2016/17

	From	To
Autumn Half Term 1	<i>Thursday 1st September 2016</i>	<i>Friday 21st October 2016</i>
<i>October Holiday</i>	<i>Monday 24th October 2016</i>	<i>Friday 28th October 2016</i>
Autumn Half Term 2	<i>Monday 31st October 2016</i>	<i>Friday 16th December 2016</i>
<i>Christmas Holiday</i>	<i>Monday 19th December 2016</i>	<i>Monday 2nd January 2017</i>
Spring Half Term 1	<i>Tuesday 3rd January 2017</i>	<i>Friday 17th February 2017</i>
<i>February Holiday</i>	<i>Monday 20th February 2017</i>	<i>Friday 24th February 2017</i>
Spring Half Term 2	<i>Monday 27th February 2017</i>	<i>Friday 7th April 2017</i>
<i>Easter Holiday</i>	<i>Monday 10th April 2017</i>	<i>Friday 21st April 2017</i>
Summer Half Term 1	<i>Monday 24th April 2017</i> <i>(May Day: Mon 1st May)</i>	<i>Friday 26th May 2017</i>
<i>Spring Holiday</i>	<i>Monday 29th May 2017</i>	<i>Friday 2nd June 2017</i>
Summer Half Term 2	<i>Monday 5th June 2017</i>	<i>Friday 21st July 2017</i>

Inset Days **1st and 2nd September 2016** **30th November 2016**
 3rd January 2017 **28th June 2017**

General information

TIMINGS OF THE SCHOOL DAY

8.40 – 9.00	Form Period	
9.00 – 10.00	Period	1
10.00 – 11.00	Period	2
11.00 – 11.20	Break	
11.20 – 12.15	Period	3
12.15 – 1.10	Period	4
1.10 – 2.00	Lunch	
2.00 – 3.00	Period	5

LUNCHTIMES

All students will be expected to be in the grounds at lunchtime. No students are allowed off the premises at lunch. A variety of clubs and activities run at lunchtimes through the Eccozone programme which is advertised on the school website and display boards around the school.

OFFICE HOURS

The main school office is open from 8am – 4pm Monday to Thursday and 8.00am – 3.30pm Friday. If your child is absent from school for any reason please contact the school before 9:00am on 0114 2461156 and follow the instructions to report a student absence. Thank you.

Parents' Evenings are scheduled for:

Y7 Curriculum & Assessment Evening	-	4 th October 2016
Y7 Mentors and Parents' Information Evening	-	20 th October 2016
Y7 Parents' Evening	-	6 th July 2017

General information

Ecclesfield School Uniform & Appearance Guidelines

Ecclesfield School attaches great importance to appropriate dress. We believe that it helps to establish a feeling of community and shared endeavour, to develop the personal presentation skills of students and to raise standards. We expect all students to wear the uniform with pride when in school or when attending school functions as ambassadors for our community. We thank you for your support.

Parents will have received a fully comprehensive brochure in May 2016 and we would encourage you to refer to this when purchasing any new items of uniform. If you are unsure about any aspect of school uniform please contact uniform@eccoschool.com for clarification. Students who repeatedly fail to comply with the uniform code may be sent home to collect their uniform. Continued failure to comply with this rule may result in being excluded from lessons until correct uniform is worn. Full uniform must be worn during external examinations.

We are proud of the smart appearance of our students and hope you will support us in keeping up high standards.

Trousers:

Students will wear plain black school trousers. The trouser leg should be straight from hip to ankle with a minimum width of 18cm at the ankle.

Skirts:

Some students may choose to wear a skirt which should only be purchased from Imperial Sports, our official supplier.

Shirt:

All students will wear a plain white shirt with traditional, stiff collar. Shirts may be either long-sleeved or short-sleeved but they must have straight, loose arms and no embroidery. Shirts must be tucked in at all times. As with trousers, we recommend parents purchase shirts from high street retailers, such as Asda, Marks and Spencer, John Lewis and Tesco, avoiding fashion outlets.

Tie:

A clip-on school tie with the correct House colour must be worn at all times.

School Jumper/Cardigan:

Jumpers/cardigans are compulsory and must be worn around the school building at all times. Jumpers must be plain black (with red piping) V-neck with school logo. These are only available from our supplier, Imperial Sports. Other jumpers are not permitted. Year 10 and 11 students will have the option of purchasing a school cardigan with red piping and the school logo. Only the official school cardigan (available from Imperial Sports) is permitted.

Coats:

Students wishing to wear an outer layer will need to purchase a front-opening coat. This coat should be long enough to cover the school jumper. Items such as hoodies, tracksuit tops and sweat-tops will no longer be allowed in school. The official Ecclesfield PE hooded jumpers are only allowed in PE lessons

Tights:

Girls wearing skirts must wear tights (except in the summer term). Tights should be black, completely plain and at least 30 denier. There should be no patterns on the tights and students must not wear woolly tights or knee length tights. Socks should be black or white (and ankle length with a skirt).

Footwear:

All students are expected to wear polishable, black shoes with a low heel for safe movement around school. Patent-leather shoes and trainers are not allowed meaning no sports logos of any kind are allowed (even if they are black). There should be no tassels, adornments or decorative buckles. Canvas shoes, sandals and pumps are not allowed. Plain, black, polishable boots are allowed as long as they are covered by school trousers and not evident. For this reason, boots cannot be worn with skirts.

Ear-rings:

Students may wear a small single plain stud (not a ring) in each ear. Ear 'stretchers' are not permitted. No other piercings are permitted.

Jewellery:

Wristbands and bracelets are not permitted. Students may wear a watch but should not wear watches enabled to access mobile services (such as the Apple Watch). Students may wear one ring. Necklaces should not be worn.

Make-up:

Make-up should be worn discreetly and should be natural looking and flesh-toned. Any students wearing excessive make-up will be asked to remove it. Nails should be natural and neutral coloured and of a reasonable length. Students should not wear false eyelashes.

Hair:

Hair should not be dyed in unnatural colours. Students wishing to tie their hair back should use plain, undecorated accessories to do so.

Undergarments:

Students should wear plain, white undergarments beneath their shirts.

Other:

Belts must be plain black. No headgear is permitted at all (except for religious reasons).

Summer Uniform:

Summer uniform will be in place as of the first day back after the May Spring Bank holiday until the end of the academic year. During this time, students will no longer be expected to wear their school jumper/ cardigans in and around the building and in lessons. However, students **must** continue to bring their jumper/cardigan into school each day.

Why students still need their jumpers in school.

Jumpers will still need to be worn for formal school events (all exams, assemblies, celebration events, etc.). We will also be maintaining the rule that no other tops can be worn (e.g. hoodies). As such, in the event of students needing to put on an extra layer in

The rules with regard to shirts and ties remain unchanged. Shirts must be tucked in at all times and ties must continue to be worn correctly. A reminder that short-sleeved shirts are acceptable as long as they have a stiff collar.

Purchasing new Uniform

Purchases should be made using the e-shop: <http://imperial-sportsltd.co.uk/shop> (select schools). Where internet access is not available, parents are able to place telephone orders on 07931 969 252.

PE Uniform:

Introduction of a new PE Uniform

We now have a new PE uniform for all Year 7-10 students. This will not affect **current Y11 students who may continue to wear their current PE uniform**. Full details are outlined as follows:

- **Compulsory branded items:** Red PE T-shirt with school logo **and** black school PE sweatshirt with school logo
- **Compulsory non-branded items:** Black PE shorts OR long black, *sports* leg wear (track suit bottoms/ running leggings/ gym pants). These do not need to be branded but we advise that these are purchased from a sports retailer. Students *cannot* wear fashion leggings.
- Supportive sports shoes. You should not wear pumps, plimsolls or pull on shoes i.e. or laces. These are inappropriate for secondary school students and may well lead to damaging your feet, ankles and knees.
- *For outdoor sports*, red football socks are recommended. Football boots may be worn but are not compulsory.
- *In the event of cold weather* students scheduled to do outdoor sports may still be expected to go outdoors. On such occasions, students may wear a base layer beneath their red school PE shirt. This should be black, white or red.
- **Optional safety wear:** students may wear a mouth guard where parents feel that this is appropriate. Shin pads can be worn for certain sports.

All PE kit is available from Imperial Sports and may be ordered online or via the Uniform sizing event.

All students are expected to wear **appropriate** clothing and footwear for all practical lessons.

Students who do not provide their own kit will be required to wear school kit. Shorts, T-shirts and trainers will be provided. They are washed regularly in school by staff but students should not rely on this. Students must remember to bring in their own PE kit.

As well as borrowing clean kit, students will also receive a minus in their planner.

September – October half term

- Forget PE kit 1st time in the term = Minus
- Forget PE kit 2nd time in the term = Minus
- Forget PE kit a 3rd time in the term = Minus and PE detention

October half term – July Summer Holidays

- Forget PE kit once automatic minus in planner and PE detention for 15 minutes on Thursday after school.

Is the Student ready to learn?

Piercings

- During practical lessons all piercings **MUST** be removed even if they cannot be seen.
- It is recommended that the student waits until the 6 weeks' holiday to get any new piercings

Jewellery

- No jewellery is allowed in practical lessons.
- Those found wearing rings, watches, chains etc. may have their property confiscated until the end of the term.
- Jewellery is the responsibility of the pupils and not the staff.

These rules are for the safety of the students – Refusal to comply will result in a minus and a PE detention.

Letters

- If, for any reason, a student needs to be excused from PE the student needs a letter from the parent/carer.
- The student's full name, Mentor Group and correct date must be on the letter along with parents/carers' day time telephone contact number.

Kit

- The student should **ALWAYS** bring their PE/Games kit and trainers, even if they have a note to excuse them from a PE lesson. The student will be given an active role to play in lessons as a coach, umpire or referee.
- If the student does not bring in their PE kit, they will receive a minus, a 15 minute detention and they will be issued with school kit.

Mobile Phones

- Mobile Phones must not be used in any changing room area at any time.
- Students using their phone will have it confiscated (whether it has a camera on or not) and it will be taken to reception for collection at the end of the day.

Recommendations

- Although not compulsory, it is recommended that you wear shin pads for hockey and football and a gum shield for hockey and rugby.

Please note:

Sufficient garments should be purchased to make sure uniform is worn even when some items are in the wash.

Please stick to our guidelines and be aware not all Department Stores Uniform range is in line with our policy. For clarification we encourage you to email: uniform@eccoschool.com

Mentor Time

8.40am - 9am

You arrive in mentor time with incorrect uniform

- You will be sent to the Pastoral Manager's office.
- Your PM will log this on SIMS.
- Your PM will send out an email to your Mentor to clarify the outcome.

• You will be given correct uniform to get changed into and your parents/ carers will be contacted. Your parents/ carers have the option of bringing correct uniform. You will sit in the EWR in the meantime.

- If you refuse to change, you will be given a fixed-term exclusion.
- Your parents/carers will have to come in to school before you are allowed back in lessons.

Periods 1-5

9am - 3pm

You arrive to your lesson P1,2,3,4 or 5 with incorrect uniform

- Your teacher will use the On Call system.
- A PM will collect you from your classroom.

• You will get changed into uniform and go back into lessons - your sanction is a break lunch detention. Your mentor will be notified.

* If you refuse to change, you will be given a fixed term exclusion

9am - 3pm

You arrive to student services and sign in late

- Student Services will log this on SIMS.

• You will get changed into correct uniform and go into lessons.

• If you refuse to change, you will be given a fixed term exclusion.



Equipped for Learning

Every day, students should have the minimum of:

- A School Bag (A4 size at least)
- Pen, Pencil, Ruler, Rubber
- Planner – on the desk at all times
- A calculator is essential; the facility on a mobile phone will not suffice.
- A reading book – this is essential

Again please support your child's learning by ensuring he/she is equipped and ready to learn. The Mentor will check on a daily basis that your child has the correct equipment and record a minus in their planner if equipment is not brought to school.

Mobile Phones

We understand that parents like their children to carry mobile phones for security/safety reasons. However, in lessons and on the corridors phones should be switched off and be in their school bag. **Mobiles can only be used at break and lunch times.**

The school has an explicit school policy, please read the excerpt below: Phones should be switched off and in their school bag.

Excerpt from the school's mobile phone policy:

- 8.2 On the first infringement of this policy the mobile phone would be confiscated by the teacher and taken to Student Services. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident.*
- 8.3. On the second infringement the mobile phone would be confiscated by the teacher and taken to Student Services. Parents/carers will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of Senior Leadership Team. The incident will be recorded.*
- 8.4. On the third infringement the mobile phone would be confiscated by the teacher and taken to Student Services. Parents/carers will be notified and the pupil will not be permitted to collect the phone without a parent/carer present. After the third infringement the school will withdraw the agreement to allow the student to bring the mobile phone to school.*

As a rule, we ask you as parents to advise your son/daughter to keep all other valuables at home.

School cannot be responsible for the loss, theft or damage to any valuable items that students bring into school.

General information

Cashless Catering

We operate a cashless biometric payment system which will allow all students to conduct transactions in the school canteen without needing to use physical cash.

This system helps promote:

- **Healthy eating** – The system is supported by an online facility which will allow parents to see what students are purchasing. We feel this will allow you as parent/carer to maintain an open dialogue with your child about their eating habits. Also, because the money that parents/carers pay into their account can only be spent in school, you can be confident that it is not being spent out of school.
- **Students well-being** – The system will mean that no student will need to come to school with lunch money* which can sometimes be lost (*please note bus fares will still be required as transport to and from school is not covered by the cashless system). In addition, because the system only operates in school, no child should ever go without their main meal (as is the case for some students who, perhaps unbeknown to you as parents/carers, spend their lunch money on snack food on the way to and from school).
- **Easy access for parents** – Money can be paid into your child's account using a secure online payment system. Again, parents/carers can monitor and maintain the balance of their child's account online. Alternatively, students can bring money into school and pay into their account using the payment machines which will be prominently situated in the Core within school. You will be able to check online that the balance of your child's account has been credited.

What if my child is eligible for free school meals?

Your child will still be set up with an account and will still scan their thumb at the till. Because the system is cashless, no child will be handing over money. We hope this will encourage all students eligible to register for free school meals.

How safe is the data the school will hold?

As a school, we take very seriously the responsibility to safeguard student data and we will do nothing to jeopardise the trust parents need to hold. The software which supports this system is full encrypted and meets the very highest standards of electronic security. Your child's details will be securely held and deleted once your child leaves school or whenever you as a parent request us to do so.

Please do not hesitate to contact the school if you have further questions.

Pupil Premium funding

Additional Pupil Premium funds are paid to the school by the government to ensure that children are not at a disadvantage during their education as a result of home circumstances. Some of the financial benefits of being eligible for the Pupil Premium funding include: school uniform subsidy, additional educational resources and access to extra tuition, where applicable.

The Pupil Premium is given to schools according to the number of pupils who have been:

- registered as eligible for free school meals at any point in the last 6 years
- been in care for 6 months or longer
- or have parents in the Armed Forces

We strongly encourage all eligible parents to register for the pupil premium. The only way to do this is to apply for free school meals on the Sheffield City Council website.

www.sheffield.gov.uk/education/information-for-parentscarers/at-school/school-meals/free-school-meals/free-income-based

Ensuring outstanding conduct and safety

Ecclesfield's House System

Upon securing a place at the school, your child will be placed in one of our five Houses at Ecclesfield:

Churchill	Head of House	Miss Melody
Franklin	Head of House	Mr Cater
Nightingale	Head of House	Mrs Dean
Rowling	Head of House	Mr Morton
Turing	Head of House	Mrs Thompson

Each House consists of 15 mentor groups, each containing students from all 5 year groups across the school. This means that your child will benefit not only from the focused support of their mentor but also from the guidance, friendship and advice available from the older students in the school.

In addition, Houses compete in a number of different competitions during the year including:

- **Sports**
Inter-House football, netball, benchball etc
- **Attendance and Punctuality**
Competing against other Houses on attendance to school and getting here on time
- **Charity Fundraising**
Each House has a charity for the year that they collect for on non-uniform days
- **House Points and Rewards**
You can win points for your House by collecting merits certificates, Student of the Half Term awards and commendations on your report
- **Arts and Culture**
Including competitions in Art and Music and general knowledge
- **Participation and Involvement**
Collect House points by playing sport for the House or school, performing at a music concert or drama production or getting involved in projects such as for the environment
- **Activities Day**
Big end of year activity when all Houses get out and compete against each other

Positions from all of these competitions are added up at the end of every year to find the overall House Champions.

Each House has a team of House Captains who work with the Head of House to promote House activities and act as role models for the rest of the students in the House. A boy and girl in each year group are elected House Captain and Heads of House also appoint one

student per year group to this role. There are a number of opportunities for students to develop their leadership skills and to work as peer mentors and coaches within department areas and during Mentor time.

Rewards

We like to recognise the many achievements of our students and seek to do so in a number of ways.

House points

These are awarded to students for a variety of reasons: excellent conduct, outstanding behaviour, offering assistance, involvement in the life of the school, excellent attendance, etc. House points are collected by mentors on a regular basis.

Individual students receive certificates to recognise their achievement of significant milestones: 100, 200, and 250 House Points, etc.

Every House Point contributes towards the total points for the student's House. These help decide the winner of the school-wide competition for which a prize is awarded at the end of the year.

House points are also available for Literacy Activities such as Lunch time clubs in the library, participation in the Year 7 Literacy challenge and Accelerated Reader.

Student of the Half-Term

Every half-term we recognise the achievements of those students who have made outstanding contributions in class. These students are invited to a special ceremony where their achievements are recognised.

Celebration events

There will be a celebration assembly for every House in the last week of the summer term to celebrate success and parents will be invited to attend.

Attitude to Learning (ATL 1 - 4)

ATL 1	<p>You work exceptionally hard and to the best of your ability. You are fully focused, engaged and enthusiastic. You contribute to all parts of the lesson and participate fully.</p>
ATL 2	<p>You work and participate well, making positive contributions to lessons. You are almost always prepared, focused and engaged in your own learning. Generally, you are a positive example to others.</p>
ATL 3	<p>You usually make an effort but have occasional lapses in concentration which may result in you becoming off-task. You contribute and participate when required.</p>
ATL 4	<p>A lack of effort or attention is slowing your work rate. There may be some concerns about your behaviour or attitude to learning. You do not really make a positive contribution to lessons.</p>

The Basics

1. Treat everyone with respect .

2. Arrive on time and attend every lesson.

3. Wear the correct uniform.
Take your coat off and store bags away during lessons.

4. Work hard and allow others to do the same.

5. Behave sensibly.

6. Be equipped!
Bag, planner, pens, pencils, eraser, ruler, books and calculator.

Ensuring outstanding conduct and safety

In the event of behaviour falling below the high standards we expect, we operate a consequences system.

FORMAL VERBAL WARNING

If a student is challenging classroom expectations the teacher will quietly say to the student they have received a 'warning' and describe the expected behaviour and give a rule reminder clarifying expectations. The teacher will then walk away and give time and space for the student to 'get it right'.

CONSEQUENCE 1 (c1)

If the student continues to challenge the expectations, the teacher will give a C1, it will be logged on the behaviour system and a note will be put in the planner.

CONSEQUENCE 2 (c2)

If the student continues to challenge the expectations after a C1 he/she will be taken to another teacher's room. If this occurs a detention will be issued by the original class teacher for 15 minutes at their discretion and this will be logged on the system. Failure to do this punishment will result in a department detention after-school.

CONSEQUENCE 3 (C3)

If the student continues to challenge expectations after being removed to a colleague's room then on call will be requested and the student will be taken to the EWR which will result in a 30 minute department detention after-school. A C3 must be completed on the C3 log by the end of the day.

IMMEDIATE REMOVAL TO THE EWR

In the following circumstances a student will be removed instantly by on call or senior member of staff. If a student

- **is a danger to others**
- **swears at staff or others**
- **attempts deliberate damage**
- **is an imminent threat to health and safety**

Further Consequences

If it is felt that the behaviour of a student is extreme or he/she is consistently disruptive then other consequences will be issued.

- SLT report
- Internal exclusion
- Meeting with parents
- An exclusion

Ensuring outstanding conduct and safety

Attendance and Punctuality

Research indicates that the more a student is absent the less likely they are to succeed. Hence, we do not authorise any holidays taken in term time. The school has a policy of issuing fixed penalties in such cases. In certain circumstances there will be a requirement for an absence i.e. a funeral, family difficulties, and in these serious cases a 'Request for Exceptional Term-time Absence' Form can be collected from Student Services.

If attendance is low or punctuality is poor you, as parent/carer, will be referred to the Attendance and Inclusion service that have it within their power to prosecute.

It is vital that if your son/daughter is absent you call the school to let us know why he or she is away.

Those students who achieve good attendance and punctuality will be rewarded.

The target for all students is to achieve 96% attendance and we do have many students who have achieved 100%.

GROUP	AUTHORISED ABSENCE	UNAUTHORISED ABSENCE	% ATTEND
YEAR 7	2.9	1.3	95.7
YEAR 8	3.2	1.7	95.0
YEAR 9	3.5	1.7	94.4
YEAR 10	4.0	2.7	93.2
YEAR 11	4.2	3.7	92.2
TOTALS	3.6	2.0	94.1

Attendance

Excellent Attendance: 98% - 100%

Good Attendance: 96% - 97.9%

Requires Improvement: 94% - 95.9%

Cause for concern 90.1% - 93.9%

Persistent Absentee: 90% and below



Ensuring outstanding conduct and safety

Anti-Bullying Procedure

Bullying is an extremely rare occurrence in school and we have an excellent track record of identifying and tackling issues where they arise. We operate a zero tolerance policy with regard to bullying which has seen the numbers of incidents fall in each of the last 5 years. We are proud to have created a climate in school where students will confidently report their concerns, knowing that we will tackle issues firmly but sensitively.

Bullying is defined by the Department of Health, Department of Education and Employment, Home Office and National Assembly for Wales in the Governmental Guidance on Working Together to Safeguard Children as, 'deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those bullied who are powerless to defend themselves.'

If a student reports an alleged bullying incident to a member of staff, that member of staff will take a statement from the student and further statement from any witnesses. Further statements will then be taken from the student(s) accused of bullying.

If the incident is deemed worthy of further action, the accused student is talked to and a sanction issued. This might involve internal or fixed term exclusion. The accused student is warned the next offence will result in further serious sanctions and the incident is documented on the student's file. At this stage, both sets of parents are informed. The student who initially reported the concern is informed about the actions taken and is asked to report to relevant member of staff if there is a repeat occurrence

Where the student feels comfortable to do so, we encourage the use of restorative justice, whereby the students involved are brought together to address the issue, explore their actions and made to confront the consequences of their actions.

In the event of a second occurrence an exclusion will be issued and the student will attend a series of sessions on anti-bullying

Ensuring outstanding conduct and safety

E-Safety Rules for Students

The following rules are set to allow everyone to use the school system to help them to learn and achieve in a safe manner.

- The school owns the computer network and can set rules for its use. If you break the rules you may be breaking the law, and the school could inform the police.
- Users of the system are monitored to make sure that these rules are being observed and so that people can be kept as safe as possible. Staff can see the files stored in your area, read your emails, see the list of websites that you have visited and have access to screenshots of your screen display. Always use the system as though there were a teacher looking over your shoulder.
- You must only use your account to access the system.
- You must always keep your password secret. If you think someone has found out your password you must ask a member of staff to reset it for you.
- If you use the system in a way that harms other people or other people's access to it we may disable your account and ban you from accessing the system at all.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers. This includes any messages sent in school whether email, Facebook, twitter and so on.
- Anonymous messages and chain letters are not permitted.
- You must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the Headteacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
- Please be aware that the use of mobile phones and internet connected devices in school are subject to the same e-Safety rules as school owned computers. These devices may be confiscated by a member of staff if they believe devices are being used other than in accordance with these eSafety Rules. See the Mobile Phone Policy for more detail.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.