

Welcome to the Nobel School



Nobel

**Information for new parents and
students to be kept at home.**

Intake 2021

As a family, please read all of the information in this booklet.

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The school keeps all policies under review. Information in this booklet is correct at the time of printing.

Values & Ethos

Our School...

...is happy, kind and caring; it fosters positive relationships and mutual respect. We embrace diversity in a community full of opportunity that is based on fairness.

We celebrate our successes, aspiring to grow academically, culturally and socially so that we can lead happy, fulfilling lives.

We are Nobelians, who

- are ready, respectful and safe;
- look after each other and support our community;
- are courageous, resilient and responsible role models;
- work hard, have fun and develop a love of learning;
- challenge ourselves, develop good character and achieve success.



Year 6 to 7 Key Dates

The following table shows the time between now and the end of your family's first term at Nobel.

Date	Activity	Notes
1 March	School Allocation.	You should have received a letter/email from the Local Authority confirming your son or daughter's place at Nobel.
May/June	Primary school visits and Nobel Transition Booklet	Nobel staff will meet your son or daughter at their primary school, either in person or virtually, and will talk to them about moving schools. They will also speak to their teachers.
June/July	Family calls	Families will be invited to virtual meeting with Mrs Jones or a member of the Senior Leadership Team. This will be a chance for the school to get to know your son or daughter a little better, and for you to ask and questions you may have.
July	Virtual Transition Evening	You will be invited to the Transition Evening to meet the Head Teacher and key staff. In order to accommodate everyone, we will record the session and share this with all families via our website. You will be informed of this through an email by the end of June. At this time, we request that you return the important data forms that you have received in this welcome pack.
July	Transition Day *this will depend on national guidance	Your son or daughter will join us for the day at Nobel to meet their form tutor and to be engaged in learning activities. The timings of the day and arrangements will be shared with you nearer this date. Students will be required to wear their primary school uniform on this day. They must bring a pencil case and notebook with them. Please note we are waiting for the local authority to confirm whether transition days across Stevenage can go ahead.
September	First Day	On the first day of the new year, year 7 will be one of the only year groups in school, allowing them to settle, learn more about the school layout and start their learning. We intend to invite parents to a coffee morning to meet other parents going through the transition process.
October (TBC)	Form Tutor Evening.	A 10 minute virtual appointment with the Form Tutor a few weeks after the start of term. This is a very informal evening, which allows us to discuss how the first weeks have gone and give you the opportunity to tell us more about your son or daughter at this time.
A list of all key dates will be distributed to Year 7 parents in the first two weeks of September.		

THE NOBEL SCHOOL INFORMATION

TERM DATES 2021 – 2022

<p>Term 1 Wednesday 1 September 2020 to Tuesday 21 December 2021 (inclusive)</p>
<p><i>Inset day: 1 September 2021</i></p>
<p><i>Half term: Monday 25 October 2021 to Friday 29 October 2021</i> <i>Occasional day: Friday 26 November 2021</i></p>
<p>Term 2 Monday 10 January 2022 to Friday 1 April 2022 (inclusive) <i>Half term: Monday 14 February 2022 to Friday 18 February 2022</i></p>
<p>Term 3 Tuesday 19 April 2022 to Friday 22 July 2022 (inclusive) <i>May Bank Holiday: Monday 2 May 2022</i> <i>Half term: Monday 30 May 2022 to Friday 3 June 2022</i> <i>Inset day: June 2022 (TBC)</i></p>

Address: The Nobel School
 Mobbsbury Way
 Stevenage
 Herts
 SG2 OHS
 Telephone: 222600 Fax: 222606

Email: admin@nobel.herts.sch.uk
parentsuggestions@nobel.herts.sch.uk

School Hours: 8.30am - 3.00pm – Monday - Friday
 (TBC depending on national restrictions)

Headteacher: Mr Martyn Henson

Deputy Headteacher: Mrs Naomi Rose - Curriculum, teaching and learning
 Assistant Headteachers Mrs Charlotte Harnetty - Families and communities
 Mr Steve Morley – KS3/4 fundamentals
 Mr Matt McGuire– KS5
 Ms Corrina Reeder – Development
 Mr Nick Brown- Character and Enrichment
 Mr Sam Head- Raising Standards

School Business Manager Mrs Christine Crawley
 Head of Year 7 Mrs Chloe Jones

Nobel Governors

Chair of Governors Mr P Heppelthwaite	Headteacher Mr M Henson
Co-opted Governors	Mrs H Rodgers Mr N Hoffman Mr S Chown Reverend K Wood Mrs R Odudu Mrs C Crawley Mr M Laws Ms W Parsley
Elected Staff Governor	Mr Kay (teacher)
Elected Parent Governor	Mr Robin Spicer Mrs K Hagland
Partnership Governor	Mr M Reah
Clerk to the Governors	Ms J Watts
Associate Governors	Head Boy and Head Girl

Both the Chair of Governors and the Clerk to the Governing Body may be written to c/o The Nobel School.

Communications between parents and school

On the back of the Student Information Profile you will find a copy of the Home School Agreement, a document which encourages a supportive partnership between parent, student and the school. We ask you to read and sign the agreement, and return this when you return the Data and Permissions Booklet.

Each year there are parent-teacher consultations in the form of individual meetings or reports. Your participation is vital in ensuring that your child fulfils his/her potential. Dates of general or subject consultation days will be available in September and you will also receive a information nearer the time. We currently use an online booking system for all parents' evenings.

If you have any questions, concerns or information you want us to be aware of, please do not hesitate to contact the school. Your first contact is your child's form tutor by telephone or email from your child's school email account. Equally, we will not hesitate to contact you should the need arise.

If you change your address or telephone number, please inform the school immediately so we can amend our records.

THE FORM TUTOR WILL BE YOUR FIRST POINT OF REFERENCE

If any queries, worries or problems arise, please contact the form tutor. Because of teaching commitments, the form tutor may not be available immediately, but the school office will be pleased to pass messages and make arrangements for staff to contact you. Alternatively contact them via email. Your child will be able to do this using the global address book from their school email account.

Please complete the following details for your child after their transition day and keep them handy at home. (Stuck on the fridge maybe):

Form: _____

Form Tutor Name: _____

Form Tutor Email: _____

Form Room: _____

House: _____

Head of Year: _____ Mrs C. Jones

The following sheet shows all of the different communication methods that the school uses.

Nobel: Home/School Communication

The following methods are used to support us all to improve our partnership and gain the best outcomes for our learners.

Using Student Planners

The best/most effective way of communicating with form or subject tutors is writing in the student planners. Although Form Tutors check these each week, students would need to make subject staff aware of parental planner entries in lessons. Parents should also check the rewards and detentions pages. Used for students to record homework.

Form Tutor Evenings

Your chance to meet with the Form Tutor to discuss a student's progress in the autumn term (usually October)

Subject Evenings

Your chance to meet with Subject Tutors to discuss a student's progress in individual subjects (usually spring term)

Email or Phone to/from Form Tutor

If you/we have any concerns regarding a student's progress and/or well-being, a chat with the Form Tutor can often easily resolve this. A good route for sharing good news and out of school successes too.

Head of Year

For more serious concerns or complex issues, you may wish to speak to the Head of Year having spoken to the Form Tutor first.

Student Support Worker

For any aspect of support required, for advice about local services or just a chat to clarify any aspects of parental support, the SSO will be happy to help.

parentsuggestions@nobel.herts.sch.uk

Send an email to this address when you have a positive suggestion for how the school could change something for the better and where a long conversation is not needed.

Parents' Forum

Meeting several times a year, this group meets to discuss a host of school issues where direct parental involvement can help shape future working. All welcome. Interest logged via: parentsuggestions@nobel.herts.sch.uk

Coffee Morning

At the beginning of the year we hold coffee mornings with all welcome to attend. We will hear your views and be able to offer advice.

Use of Texts / Gateway App

Nobel uses a whole school text system and School Gateway to alert parents to important issues and to ensure urgent information gets home quickly.

Show my Homework

All students and parents have access to this web portal, which will deliver homework tasks to students. You will be provided with a parental login code in the first couple of weeks of September.

Nobel News

Nobel produces newsletters (general school, specialist status and community) to keep you informed. These will also be available on the learning platform.

Reward Postcards and letters

Nobel staff will send home rewards post cards to celebrate achievement and the Headteacher will send home letters of commendation at key points.

Headteacher Surgery

Once per half term

Communication and support for parents

The Nobel School has been recognised for its support and guidance for parents and has been awarded the Leading Parent Partnership Award. We are one of only 14 schools in Hertfordshire to gain this recognition to date.

As you can see from the previous page, we use many methods of communication. We encourage you to use this guide and to help us make home school communication even better.

Each September we provide parents with a key events document (similar to the one below) to allow planning of the year, including holidays, parents' evenings, parent pitstops and early finished.

Parent Pitstops are regularly held throughout the academic year. We warmly invite all parents to attend. This year, pitstops have been held on E- Safety, SMHW, School policies, Mental Health & Anxiety, Substance abuse and revision techniques.

Key Events for Year 7 Parents

Date	Time	Venue	Event	Description	Tick
04/09/2018	08:30	Library	New Year 7 parents' coffee morning	Parents and carers invited to have coffee and biscuits to celebrate their children attending secondary school for the first time.	
12/09/2018	17:30 18:30	School Hall	Wymondley Woods	Meeting to discuss Wymondley Woods Trip. Timings given, menu discussed and structure of the trip explained. General Q&A session for parents.	
17/09/2018- 21/09/2018	TBC	Wymondley Woods	Wymondley Woods Camping Trip	Wymondley Wood residential, team building, camping trip.	
26/09/2019	19:00	Report to reception	Parent Pit Stop	Pit stop on various topics, check emails for more information or contact reception.	
12/10/2018	19:00- 21:00	School Hall	Year 7 Disco	Year 7 & 8 disco in the school hall with music, soft drinks and snacks.	
17/10/2018	19:00	Reception	Parent Pit Stop	Pit stop on various topics, check emails for more information or contact reception.	
20/11/2018	19:00	School Hall	Meet The Tutor Evening	Parents are invited in for an appointment to meet their child's form tutor and discuss how the students have started at Nobel.	
21/11/2018	19:00	Report to reception	Parent Pit Stop	Pit stop on various topics, check emails for more information or contact reception.	
08/01/2019	14:45	Nobel School	Super Tuesday	Early finish at 2:45 to allow for consultation evening preparation.	
22/01/2019	14:45	Nobel School	Super Tuesday	Early finish at 2:45 to allow for consultation evening preparation.	
05/02/2019	14:45	Nobel School	Super Tuesday	Early finish at 2:45 to allow for consultation evening preparation.	
8/02/2019	TBC	School Hall	FONs Quiz night	Early finish at 2:45 to allow for consultation evening preparation.	
13/02/2019	19:00	Report to reception	Parent Pit Stop	Pit stop on various topics, check emails for more information or contact reception.	
26/02/2019	14:45	Nobel School	Super Tuesday	Early finish at 2:45 to allow for consultation evening preparation.	
12/03/2019	14:45	Nobel School	Super Tuesday	Early finish at 2:45 to allow for consultation evening preparation.	
13/03/2019	14:30	Nobel School	Yr 7 Consultation Eve	Chance to meet teachers and talk progress. Your traditional 'parents evening.'	
15/03/2019	19:00- 21:00	School Hall	Year 7 Disco	Year 7 & 8 disco in the school hall with music, soft drinks and snacks.	

The above is for interest only and we will publish a new version in September 2021. If you have any suggestions for Parent Pit stop topics, please email them to Parentsuggestions@nobel.herts.sch.uk



Leading Parent
Partnership Award

2018–2021

Nobel Rewards

We are currently developing a new and exciting rewards system for September.

Students will always be rewarded for meeting or exceeding expectations. This may come in the form of:

- Progress made at each data drop;
- Outstanding homework;
- A very good attitude to learning in lessons or form time;
- Exceptional piece of work;
- Being helpful in class, form or Nobel community activities;
- Supporting others;
- Contribution to form activities;
- Notable display of Nobel ethos;
- Sustained (half-term) effort;
- Commitment to extracurricular activities;
- Sustained (half-term) progress above and beyond normal expectations;
- Showing a good character;
- Completing super curriculum tasks.

Attendance

Nobel expects all students to attend school on all day, however we do understand that children are unwell from time to time. Students should aim for 100% attendance and the government require that this figure is at least 95%. Therefore only exceptional attendance should be rewarded. If a student achieves 100% attendance for a whole term they will be rewarded and given the chance to win Amazon vouchers.

House champions:

At the end of the year (the penultimate week of the summer term) the overall champion house will be announced. This will be based on the total number of house points achieved for all students in each house. Behaviour points will not have an impact on their house totals. The house captain will be awarded the House Cup by the Headteacher. The cup will be engraved with that year's winning house name.

Lunch Times

Students may bring their own packed lunch or have a school dinner. The school operates cashless a card system whereby parents are required to upload money remotely on the their child's account; the price from September for a full school meal will be in the region of £2.60 however, the students can buy sandwiches and other options. Food is also available from the school canteen from 8:00 am and during the morning break.

During the lunch break students may go to one of the outside areas, remain in the dining hall if the weather is unpleasant. We run a number of lunch-time activities, the details of which will be announced to students in September.

Year 7 students are not allowed to leave school premises between 8:30am and the end of the school day unless we have written parental permission to attend an appointment which could not be made outside school hours.

The school is supervised by members of staff each break time and lunch time.

Detentions

We have very few cases of serious ill-discipline in the school. However, there are occasions when we may need to use sanctions. Where possible we always try to avoid sanctions and believe that, more often than not, a restorative conversation about what the student could have done differently will suffice and allow appropriate reflection. Where detentions are necessary (details are in the school's behaviour policy) students must attend these detentions and failure to do so, without a prearranged agreement, will result in a further sanction. All detentions are logged on the school system for parents to view. If your child has to serve a 2 hour detention, you will receive notification the day before. All rewards and behaviour points are detailed on the Gateway app. We always strive to work together with parents, supporting our action, in order to maintain the high standards of discipline in the school.

For more serious incidents or repeated low level misbehaviour, other sanctions may be imposed. These include: placing a student on daily report; pastoral support programme; Headteacher's report; internal isolation; exclusion (fixed term or, in the worst case, permanent). Occasionally, members of staff will ask to see a student after school to discuss aspects of their work, or if there is a behavioural concern that can be quickly dealt with. Specific notice is not given as these discussions only last for a short period. Discretion is exercised in the case of students who travel by bus or coach.

Punctuality

School starts at 8:30am and gates close at 8:25am (TBC) to ensure that students reach their form room before school starts. Equally, very early arrival is discouraged as supervision cannot be given until the official start of the school day. Any students arriving for targeted breakfast club can arrive at 7:45am and breakfast is available from 8:00 am each day for any other students who wish to purchase it.

It is important to establish good patterns of punctuality. Students will be given a detention if they are late. This is called 'D-Reg' and requires the student to attend a 25 minute detention at lunch usually the day after they were late. If they fail to attend the lunchtime detention, they will receive an hour detention after school later that week. Parents will be notified via the Gateway app. If there is a good reason for late arrival, e.g. a hospital appointment, they should bring written notification to school. If students arrive after 8:30 am they must report to the school office to sign in.

Attendance

In order to make progress at school, children need to attend regularly. Indeed, a target of 95% attendance (or better) is the norm for Nobel students. There may, however, be occasional absence through illness. If your child is absent from school, please send his/her form tutor written notification of the reason. If you know about the absence in advance, please inform the school as soon as possible. When a student is absent through illness, they must bring a note on the day they return to school. If absent please telephone or email us in order to avoid the need for the school to contact you. Advances in communication now make it possible to alert parents/carers via a text service called Schoolcomms when a student fails to attend an registration. This service is operated on a daily basis sending a message by 10:30 am, but this is somewhat dependent on the technology. Parents/carers must keep the school informed of any changes to their personal details; in particular their mobile phone number to operate this service effectively.

Under statutory regulations, any absence not properly accounted for must be recorded as 'unauthorised', i.e. truanting. Nobel registers close at 9:00am and after this absence is classed as truancy. Only the school can authorise absence. If attendance falls below 90% Nobel will ask for medical evidence for the absence. i.e. a doctor's note stating that the illness stops the student attending school. This is applying the county guideline from the Hertfordshire code of conduct. We do this by considering the written notification of reasons for absence that parents send us.

Fixed Penalty Notice

There are occasions when poor attendance necessitates the School or Attendance Improvement Service to issue a Fixed Penalty Notice because of poor attendance. This notice is issued in accordance with the local Code of Conduct drawn up by Hertfordshire County Council.

A Fixed Penalty Notice requires you to pay a fine of £60.00 within 28 days. If this fine is not paid within the time limit, the penalty rises to £120.00 and must be paid within 42 days. If you do not pay the fine you will be liable for prosecution for the offence that your son/daughter has failed to attend school regularly.

Further Information

The Nobel School exists to educate young people. We need your support in ensuring that your child has good, consistent attendance at school as this is crucial in giving him/her the best chance of success.

The Law

The law says that parents do not have the right to take their child out of school for holidays during term-time. If there are exceptional circumstances schools may, at the headteacher's discretion, authorise an absence. If you take a holiday without the school's prior permission or if the child fails to return on the agreed date this will be recorded as unauthorised absence (truancy), and noted on the child's Record of Attendance. In cases of extended unauthorised absence the school may also decide to take the child off roll. This could result in you having to apply to a different school for your child.

School's Decision

Except under exceptional circumstances the school will not authorise leave of absence for a student during term time. In order to prevent your child having a record of truancy the agreement of the school for leave of absence must be sought. Any request for consideration of exceptional circumstances must be notified to the school in writing well before final confirmation of the holiday is made (and, at least 3 school weeks before the intended absence). This will allow the school time to reply and allow you to change arrangements as necessary.

When deciding whether to allow term time leave, the headteacher will consider:

- the exceptional circumstances necessitating the absence;
- the child's age; the time and duration of the leave;
- the child's record of attendance
- the Form Tutor comments about the severity of the effects of the absence.

There are only 190 statutory school days in one year. There are 175 days (weekends and school holidays) available to use for holidays, which would not have a negative effect on your child's education. Every school day counts!

Parent/Guardian Decision

You need to consider the disadvantages to your child's education caused by missing irreplaceable time at school.

Please consider the unspoken message you are giving your child, by letting them think it is acceptable to miss school. Some young people with severe truancy problems have reported that it all started when they had a week or two off school for a holiday.

Holidays in school time may be less expensive

BUT...

Your child's education is priceless!

Medication

There may be occasions when your son/daughter needs to take medication during the school day. We would like to remind you of the following procedures.

- (i) The school is not allowed to administer medication except in rare circumstances when it may be possible to negotiate special arrangements.
- (ii) Medication must be left in the school office. It must be clearly labelled with the student's name, form and required dosage. Inhalers will normally be left with the student.
- (iii) All medication must be accompanied with a note from the parent/guardian. You will also need to fill in a Student Care Plan, please see Data and Permissions Booklet.
- (iv) It is the parent/guardian's responsibility to ensure that all medication is within the use-by date.

If these procedures cause any problems, please do not hesitate to contact the school. Please see the data booklet for more information.

Bicycles

Students are welcome to come to school by bicycle. If students cycle to school, it is wise for them to possess a cycling proficiency certificate. Students are advised to wear safety helmets. Bicycles must be in safe working order and padlocked in the bike sheds. It should be noted that bicycles are brought to school at the owner's risk; it is strongly recommended that they are insured by parents.

Accident Prevention

If it is essential to bring your son or daughter to school by car, please do not use the bus stop / layby outside the school gates or neighbours drives as a "dropping" place. It gets extremely congested and can become unsafe. Please park in the small drop off area located in the school car park. The police often monitor and give traffic fines for misuse of the layby.

Parents are not allowed to drive onto the school site during the school day in the interest of student safety, unless they have a pre-arranged appointment.

Lost Property

The school cannot be responsible for property lost on the premises. ***No valuable property should be brought to school.*** Hertfordshire County Council can accept no responsibility for loss or theft of personal possessions.

Students should not bring large sums of money into school.

Please ensure that all the students' equipment and clothing is marked with the student's full name.

Mobile Phones

Mobile phones, MP3 players and headphones are permitted in school but are NOT to be used or seen at all within the school gates. If they are used, seen by a staff member, or ring at any time they will be confiscated, placed in a safe place (into an envelope and safe box in Admin office) and released to students at the end of the school day from the reception (parents will receive a text from the school to this effect). If the phone is confiscated for a second time in the school year, it will be returned when a parent/carer comes in to school to collect it (parents will receive a text from the school to this effect).

Students must never invite parents or friends into school without an appointment.

Charges and Remissions Policy

A copy of the Governing Body's Charges and Remissions Policy may be obtained from the school. The policy accords with statutory requirements.

Withdrawal for collective worship

Parents who wish to withdraw their child from any act of collective worship should inform the Headteacher in writing.

Homework diaries

We believe study outside of lessons is important and each student is given an Organiser/ diary to manage this, which lasts for one year. There are spaces for their timetable and homework timetable. To encourage a partnership between school and home, the diary is signed by parents each week. This confirms that homework has been completed. Form Tutors also check and sign diaries. There is a comment/notes section which staff and parents can use to communicate with each other. Homework is also posted on the Show My Homework App.

Your son/daughter will receive a homework timetable in September.

The student diary is a very quick way of contacting staff. Please remind your child to make staff aware of a note if you use this means of communicating.

Equipment

Students should come to school with the following items, which are essential for basic school work:

pencil case 3 ball-point pens 2 pencils (HB) 1 pencil (2B) Green pen rubber pencil sharpener protractor pair of compasses set square (30° 60° 90°)	set of coloured pencils set of felt tip pens pritt stick 30cm ruler calculator - preferably a scientific calculator exercise book for use as a general notes book reading book of their choice which should be carried by students at all times dictionary
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Maths Equipment:

The National Curriculum requires students to be able to carry out calculations by a number of different methods: Mental, Pencil and Paper, and Calculator

We have always felt that our students should leave school knowing how to use a calculator effectively. This means:

- a. using the correct operations
- b. being able to estimate the expected answer
- c. making a sensible interpretation of the calculator display.

Calculators are cheap to buy and all students must have one of their own when they come to Nobel. There are several ordinary calculators in the shops which would be suitable for the first few weeks only. However, starting with a scientific calculator avoids the need to change calculators in the future. A scientific calculator will last through KS3, GCSE and A Level.

A Scientific calculator may be purchased through the school for £4.00 and a bagged geometry set for £1.00. Both represent a considerable saving on the normal price and are sold at no profit to the school.

The English department recommend a small, pocket dictionary, such as the Collins Pocket Dictionary or the Pocket Oxford Dictionary.

The Modern Language department recommend that students should have a small modern French English/English French or German English/English German dictionary depending on the language studied to assist with homework.

Whenever possible, items should be clearly named. This is essential for pencil cases, for example.

Computers around the school

The school has a computer network which students will use in a wide range of subjects. There is no need to purchase either a computer or this software. Computers are made available during break times, lunchtime and after school to help students complete homework. However, those parents with computers may find it helpful to know that the school system uses the following general purpose software:

- Office 2016 (Microsoft Word, Excel, Access, Publisher and PowerPoint)
- Adobe Web Premium suite including Photoshop & Dreamweaver
- SketchUp Make 2017
- Internet Explorer
- Google Chrome

As part of our licencing students are able to download the latest version of Office that will work whilst they are a student at Nobel, via their school Office 365 accounts.

All students are issued with a swipe card which is used for printing, laptop lockers, cashless catering and access into the school.

Misuse of computers of any kind is treated as a serious disciplinary offence. The school now requires that parents and students sign a contract regarding the appropriate use of ICT and the Internet in school. This can be found in the Data Booklet.

Computers, games consoles,
mobile phones etc are the doorway
to the online world.

**Think before you post
online**



Home and Family guidelines

- Talk together and have fun learning together.
- Keep virus and firewall software up to-date.
- Remember that passwords should be kept private and not shared with others. Many eSafety incidents relate back to the sharing of passwords
- Involve everyone and agree your family guidelines and rules. Remember that sometimes what is acceptable for a Year 10 child is not necessarily acceptable for a Year 4 child.
- Regularly discuss online safety and go online with your children.
Communication is the key to 'staying safe' online.
- Enable your 'browser safe' search option and/ or consider using internet filtering software, walled gardens and child-friendly search engines. Critically view all content as some websites are not what they appear.
- Keep the computer in a communal area of the house, where it's easier to monitor what your children are viewing. Do not let children have webcams, or similar, in their bedroom. **Remember any image, sound or text can be copied and viewed by everyone.**
- Talk to your children about why they should not give out their personal details. If they want to subscribe to any online service then make up a family email address to receive the mail.
- We all love to chat and children are no different. Encourage your children to use moderated chat rooms and never to meet up with an online 'friend' without first telling you.
- Time spent online should be monitored to help prevent obsessive use of the internet. Children need to follow a range of activities many of which will be offline.
- Encourage your children, and in fact all family members, to tell you if they feel uncomfortable, upset or threatened by anything they see online.
- Have proportionate responses if the family guidelines are not followed.

See <http://kids.getnetwise.org/tools/toolscontracts> for further suggestions

Expectations of Students' Behaviour

1. **General Principle**

You should adhere to the school rules (READY, RESPECTFUL, SAFE) as expressed in the Code of Conduct and Respect for All policies (or any updated document, all available on the website)

2. **Outside the Classroom**

- wait for the teacher in a sensible and orderly manner;
- be prepared to shake the teacher's hand when entering the classroom.
- be dressed appropriately for the lesson;
- enter the room in a quiet and calm manner.

3. **Inside the Classroom**

You should

- follow all instructions.

At the beginning of each lesson

- remove coats;
- put all necessary equipment, books and planner on desk;
- put bags under desks;
- wait silently for the teacher to take the register.

During the lesson

- put a hand up to ask and answer questions;
- listen to the teacher and other students attentively;
- replace books and equipment after use.

At the end

- wait silently until dismissed;
- leave in an orderly manner.

4. **Movement Around The School**

- walk quietly and sensibly keeping to the left;
- abide by safety procedures on stairs.

5. **Appearance**

- you should take pride in your appearance as representatives of the school
- correct uniform must be worn at all times including the journey to and from the school;
- shirts and blouses must be tucked in; coats should be removed once students have arrived at school;
- hairstyles/jewellery – as set out in the school uniform policy.

6. **Personal Possessions**

- care and consideration must be shown towards the property of others;
- it is your responsibility to look after your own personal possessions.

7. **Environment**

- school property must be treated with respect;
- our collective responsibility is to care for the environment;
- no chewing gum;
- food may be eaten in the designated areas only.

Safeguarding and child protection

Purpose of a Child Protection Policy

- To inform staff, parents, volunteers and governors about the school's responsibilities for safeguarding children.
- To enable everyone to have a clear understanding of how these responsibilities should be carried out.

Hertfordshire Child Protection Procedures

The school follows the procedures established by the Hertfordshire Area Child Protection Committee – a guide to procedure and practice for all professional staff in Hertfordshire who work with children.

School Staff and Volunteers

All school staff and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with children. They should be aware of the important role the school has in the early recognition of the signs and symptoms of abuse or neglect and the appropriate referral process.

Mission Statement

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to when they have a worry or concern.
- Ensure that children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHCEE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

DfE guidance Safeguarding Children and Safer Recruitment in Education (2006) also states that:

“All parents need to understand that schools and FE colleges have a duty to safeguard and promote the welfare of children who are pupils or students, that this responsibility necessitates a child protection policy and procedures, and that a school or FE college may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.”

Misuse of drugs

In the highly unlikely event of a student bring an illegal substance into school or coming into school under the influence of illegal substances, the Headteacher will recommend permanent exclusion to the Governing Body of the School.

Trips and visits

The school offers numerous opportunities for students to travel overseas. If you wish your child to participate in a visit abroad they will need their own passport and EHIC card; collective passports are out dated, expensive and very time consuming to complete.

Please note that although the school has comprehensive off-site insurance cover, it does not include cover for pre-existing conditions – nut allergy, epilepsy, asthma etc. If a student suffers from a pre-existing medical condition before participating on a school journey, additional cover is advisable.

Website

We are committed to the use of video and other training materials to ensure high quality teaching by all our staff and by the staff of other institutions with which we work. This can involve the videoing of lessons and the dissemination of material e.g. on CD or one or other of our webpages. Please read the section in the Data and Permissions Booklet.

Uniform

Students must wear uniform as specified in the requirements published in the Prospectus and student planners. The Headteacher is authorised to rule on specific issues, e.g. extremes of hairstyle.

The uniform requirements do not attempt to cover issues of fashion. In general, if the uniform policy does not specify that an item is allowed, it may not be worn.

Boys

Dark blue blazer with school logo badge

Dark blue tailored trousers

Plain light blue shirt, which must be tucked in

School house tie

Black shoes, not trainers or boots

Girls

Dark blue blazer with school logo badge

Dark blue tailored trousers or skirt

Plain light blue shirt which must be tucked in

School house tie

Black shoes, not trainers or boots

All trousers must be conventional, 'tailored', not leggings. We are proud of our school uniform, which is worn by all students in years 7 to 11. We expect students to wear normal school shoes, not trainers, boots, canvas or sport shoes. This is partly for reasons of appearance but also, importantly, for health and safety. High heeled shoes must not be worn.

School coats should be warm and water-resistant.

Fashion hairstyles (steps, beading etc) are inappropriate for school. Hair should be of a natural colour and an appropriate length. Students with inappropriate hairstyles will be set work by the subject teacher and will work separately from the other students in the isolation room. If students persist in not wearing correct uniform they may be excluded from school. Please avoid very large bows and/or hair accessories.

The only permitted jewellery is one pair of plain studs for students with pierced ears and a watch. There should be no facial or other piercings of any description. Students will be asked to remove inappropriate jewellery. This is for safety as well as to avoid loss of precious items.

Make up, including nail varnish is not allowed.

Essential clothing and equipment for PE

Navy blue/white Nobel Multi-sports top

Navy blue Nobel polo top

Navy blue shorts

Navy blue/white Nobel rugby/football socks

Football/rugby boots with kite mark studs (British Safety Standard)

Shin pads

Lace up trainers (not canvas or high-tops)

Gum shield – it is recommended that students purchase a gum shield for contact sports such as rugby to give them optimum protection.

Water Bottle

Navy blue zip up top

Navy blue zip up fleece (optional)

All PE kit must be clearly marked; it is the only way to ensure kit is not mislaid. It is advisable to have two of most items as students have two PE lessons a week. PE kit should be brought to all PE lessons, even with injury or illness. This could enable students to act as coaches and officiate and prevents school clothes becoming wet or dirty.

As with all other personal items, the school cannot accept responsibility for property which is lost, damaged or mislaid.

Labels and permanent marker do not usually do the job properly. Please also ensure these items are clearly labelled with the student's name somewhere on the inside of the article. This will enable the retrieval of items from the lost property box. Full names are better than just initials.

ON-LINE ORDERING

Overview

The Mail Order supply solution gives parents the ability to order Uniform and PE Kit 24 hours a day via online the SWI ordering system. Orders can be placed either online, by phone or post. We offer a school (free) and home (chargeable) delivery service as well as an easy Returns System

How to Order

Parents/students can place their orders:

1. **Online:** www.swi.co.uk
2. **Phone:** 0845 519 00 99
3. **Post:**
Sportswear International Ltd, Fairoak Lane, Whitehouse Industrial Estate, Runcorn, WA7 3DU