



One School Global UK Dunstable Campus

Parent and Pupil Handbook

2017-18



Focus School Dunstable Campus July 2017



Our Pupils

At Dunstable our pupils are all individuals and we treat them as such. We challenge them to be “the best they can be”. We help them to make the most of their talents by encouraging them to use initiative, take risks and learn from their successes and mistakes alike.

We want pupils to try out new things, handle success and disappointment, develop independent learning skills, contribute effectively to a team, think creatively and develop a sense of self-worth and self-confidence as they move through school and out into the wider world.

We encourage pupils to remember that they are part of a wider group - of a form, a year, a school, a community and society. We ask them to think about others, trusting them, tolerating them and their differences, respecting and listening to their views, appreciating what is good in them and giving help when it is needed.

Rather than have an inexhaustible list of school rules we have student expectations; dos not don'ts.

Pupil Expectations

- To attend all lessons and registration punctually
- To be loyal to the School community and always honest
- To use appropriate language at all times
- To treat all members of the School community and property with respect
- To participate positively and diligently in all learning activities
- To contribute towards a safe, supportive and positive environment
- To wear the School uniform correctly and with decorum
- To remain on the School grounds unless otherwise permitted

Contact Details

**Focus School, Dunstable Campus
Ridgeway Avenue
Dunstable
Bedfordshire
LU5 4QL**

Telephone no: 01582 665676

Fax no: 01582 665900

Email: dunstable.campus@focus-school.com

Campus Administration Team

Mr Hans Purdom	Lead Campus Administrator
Mr Russell Kingston	Human Resources
Mr Jake Douglass	Finance
Mr Simon Calder	Operations and Safeguarding
Mr Andy Robins	Compliance
Mr Morgan Doouss	Health and Safety
Mr Brendan Tunley	Curriculum and SEN

School Teaching and Support Staff

Head Teacher - Mr T Nutt BSc MSc PGCE NPQH

School Leadership Team

Mr Peter Heady – Assistant Head (Key Stage 4 and 5)

Mrs Laetitia Okunrinyo – Assistant Head (Key Stage 2 and 3)

Miss Britt Kennedy – Progress Leader SDL and Digital Learning

Miss Alexandra Flint – Progress Leader Key Stage 2

Mrs Brenda McNally – Progress Leader Key Stage 5

Teaching Staff

Mrs Sarah Arkle	Science	BSc, PGCE
Mrs Kate Bond	English	MA, PGCE
Mrs Tracy Carr	Business	BSc, PGCE
Mrs Loraine Crichton	Science - HOD	BA, PGCE
Mrs Louise Crookell-Slade	PE,Accounts	BSc
Miss Alexandra Flint	Year 3/4 Teacher	BSc, PGCE
Mrs Sue Hannah	Examinations officer	BA
	English - HOD	BA, PGCE
Mr Peter Heady	PE, Geography	BSc, PGCE
Mrs Lyndsey Heaton	Learning Support	BA, PGCE
Mrs Michelle Howlett	Regional LSCo	BEd Dip SpLD
Miss Britt Kennedy	History, G&P	Cert Ed
Mrs Sue Kesseru	Year 5/6 Teacher	BEd
Mr Julian Inyat	Mathematics	BSc, PGCE
Mrs Helen Lister	Science	BSc, PGCE
Mr Eric Logan	Resistant Materials	BA, PGCE
Mrs Cathy Macbeth	Food & Nutrition	BA
Mrs Sabina Madiri	Mathematics - HOD	MA, Cert Ed
Mrs Colette Melly	Learning Support	BSc, PGCE
Mrs Brenda McNally	Art and Textiles	BA, PGCE
Mrs Laetitia Okunrinyo	French	Degree, QTS
Mrs Elaine Rawson	Learning Support Assistant	
Mrs Nicky Stewart	Music, Choir	BA
Mrs Catherine Swindell	Learning Supervisor	
Mrs Jane Timms	English	BA, PGCE
Mrs Carol Tubbs	Learning Supervisor	
Mrs Karen Wright	Learning Support Assistant	

Peripatetic Teachers

Mrs Stella Neave	LAMDA
------------------	-------

Support Staff

Mrs Louise Coleman	Receptionist
Mrs Sonia Luff	Cleaner/ Supervisor
Mrs Nicky McGann	Cleaner
Mr Dave Sherman	Caretaker
Mrs Sue Shooter	Laboratory Technician
Ms Shirley Tompkins	School Secretary

Term Dates 2017/2018

Autumn Term 2017

Inset Days - Monday 4th, Tuesday 5th September and Friday 13th October

Term Starts - Wednesday 6th September

Term Ends – Tuesday 19th December

Half Term - Monday 23rd October to Friday 27th October

Spring Term 2018

Inset Day - Wednesday 3rd January

Term Starts - Wednesday 4th January

Term Ends - Friday 23rd March

Half Term - Monday 12th February to Friday 18th February

Summer Term 2018

Inset Day - Monday 9th April

Term Starts - Tuesday 10th April

Term Ends - Thursday 19th July

Half Term - Monday 28th May to Friday 1st June

Bank Holiday - Monday 7th May

Timings of the School Days

Lesson	Time
Registration	8.45am - 9.00am
1	9.00am - 9.50am
2	9.50am - 10.40am
Break	10.40am - 11.00am
3	11.00am - 11.50am
4	11.50am - 12.40pm
Lunch	12.40pm - 1.15pm
Registration	1.15pm - 1.20pm
5	1.20pm - 2.10pm
6	2.10pm - 3.00pm

Contacting the School

By Phone

The School Reception is manned from 7.30am until 3.15pm – tel no 01582 665676

By Email

The general email address is dunstable.campus@focus-school.com
Individual staff can be contacted using the general email address format:
firstname.surname followed by @focus-school.com
e.g. alan.smith@focus-school.com

What to do if your child is absent due to illness

Please ring the School Receptionist or email the School Secretary at shirley.tompkins@focus-school.com. Their form tutor will then be informed. When the pupils returns they should bring a note with them explaining their absence.

Other Absences

Requests for a planned absence (e.g. to attend a Special Meeting), should be made to the Head Teacher using the form available from Reception. For unplanned emergency absences please follow the same procedure as for illness.

Who should you contact if you have a concern about your child?

The first point of contact should always be your child's tutor (or class teacher) who is responsible for their pastoral and academic welfare on a day-to-day basis. They will have the best overview and will usually be best placed to help. This can be done via email, phone or via the student planner. However, parents are welcome to contact subject teachers directly if they prefer or any other appropriate member of staff.

Visiting the School

If you are visiting the school please report to the School Reception where you will be asked to sign in. This is a requirement for both safeguarding and health and safety regulations. Any pupil arriving to school after morning registration or leaving before the end of the school also needs to sign in or out at Reception as appropriate. Your help with this is very much appreciated.

Changes to Collection Arrangements

If the normal collections arrangements for your child change on any day it is important that the the school is informed in advance by email or another form of written communication.

Student Leadership and House System

Leadership is a skill that is valued by the school therefore there are a significant number of opportunities for students to develop their leadership skills.

The Sixth Form students are all whole school student leaders with various specific responsibilities. These vary for year-to-year depending on the needs of the school and the cohort of students. In KS2 a Pupil Leadership Team is appointed each year from Year 6. Leadership is encouraged in all year groups so opportunities are not limited to specific roles.

Each pupil is assigned to one of three school and global Houses – Warriors, Raiders and Troopers – which compete through a wide variety of house competitions for an overall House trophy.

As a result there are additional opportunities for students to take on leadership roles in the Sixth Form and Year 6 as House Leaders.

Lost Property and Valuable Items

All items of uniform should be named so that they can easily be returned if they are mislaid. Any found items should be handed in to the School Reception where they will be stored in the short term. Any lost item should be reported to Reception as soon as possible.

Valuable items should not be brought into school unless prior permission is granted. Electronic items such as mobile phones, cameras and other personal electronic devices are not permitted in school in line with Focus Learning Trust policy. The school cannot take any responsibility for the loss or damage to any such personal items.

Reporting Structure

There are a number of formal reporting points throughout the school year when you will be informed of your child's progress and development. These include face-to-face meetings with their teachers (parents' meetings). The current schedule for these is shown below.

Year Group	Autumn Term	Spring Term	Summer Term
3	Parents' meeting and Short Report	Parents' meeting and Short Report	Full Report
4	Parents' meeting and Short Report	Parents' meeting and Short Report	Full Report
5	Parents' meeting and Short Report	Parents' meeting and Short Report	Full Report
6	Parents' meeting and Short Report	Parents' meeting and Short Report	Full Report
7	Parents' meeting and Short Report	Parents' meeting and Short Report	Full Report
8	Parents' meeting and Short Report	Parents' meeting and Short Report	Full Report
9	Parents' meeting and Short Report	Parents' meeting and Full Report	Short Report
10	Parents' meeting and Short Report	Parents' meeting and Full Report	Short Report
11	Parents' meeting and Short Report	Parents' meeting and Full Report	Exam Leave
12	Parents' meeting and Short Report	Parents' meeting and Full Report	Exam Leave
13	Parents' meeting and Short Report	Parents' meeting and Full Report	Exam Leave

Other Sources of Information

This Handbook is designed to supplement the Focus Parent and Student Handbook which contains details of school procedures and policies common to all Focus Schools. The Focus Parent and Student Handbook is sent out to all families.

The school also publishes a termly whole school calendar which is updated regularly through the year.

Regular school newsletters are sent by email to families which inform of recent and future events. Additional letters are sent out by email as and when required.

If you would like clarification on **any** issue....please do not be afraid to ask!