



Focus Secondary School, Dunstable Campus

PARENTS' HANDBOOK

2015-16



Welcome from the Head Teacher

I would like to welcome all our Y7 pupils to Focus School, Dunstable in September. This booklet contains lots of useful information to help ease the move for pupils and parents to the secondary element of their schooling.

This booklet is intended to compliment the One School Parents and Students Handbook and give information which is more specific to Focus School, Dunstable parents and to outline the underlying principles on which Focus School, Dunstable is run.

The intention is that this booklet will give you the information you need about the day-to-day working of the school. We hope it will be the first point of call for all your Frequently Asked Questions; if you have a query about the school's organization - for example, the timing of the lessons, the correct school uniform, what to do about notifying an absence, and lots more. It should however be noted that while this information is (hopefully) correct at the time of printing, change may occur.



We hope you will find this booklet informative and accessible. We would like to make it as accurate as possible so if you find any shortcoming or lack of clarity or information, please let us know so we can continually improve it.

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Our Pupils

Our pupils are all individuals, and we treat them as such. We help them to make the most of their talents by encouraging them to use initiative and to accept that they will not always be right. We want them to try out new things and to take risks; to handle disappointment; to learn how to work for themselves; to work with others; to have a sense of self-worth and self-confidence as they move through the 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 wider society. We ask them to think about other people, trusting others, tolerating them and their differences, respecting and listening to their views, appreciating what is good in them and giving help when it is needed.



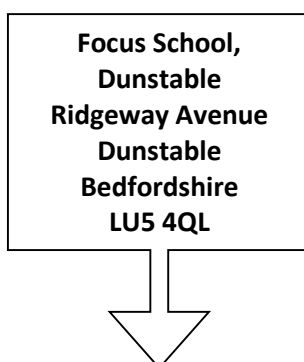
Focus School, Dunstable

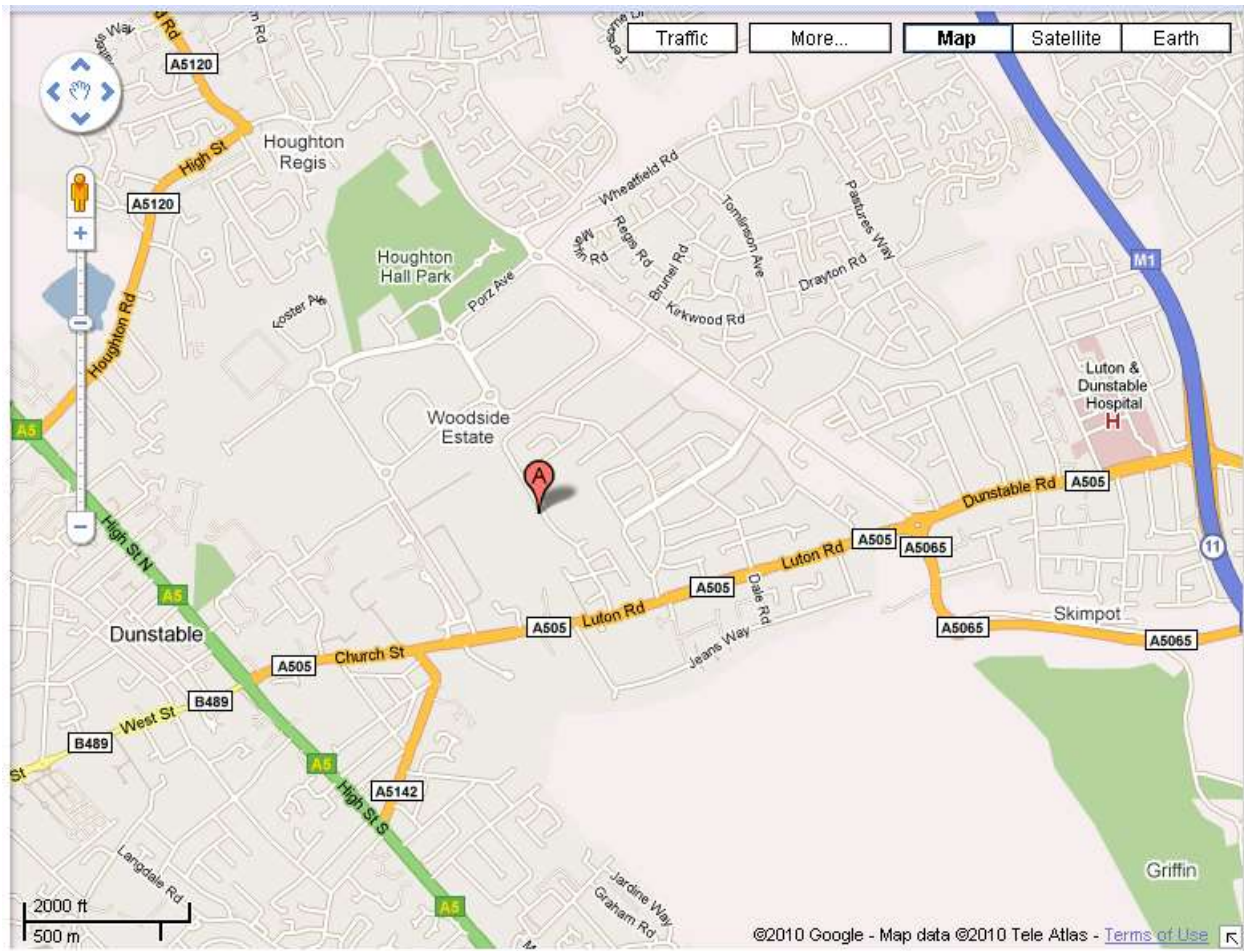
Welcome to Focus, Dunstable Secondary School!

While both of the Dunstable secondary and primary schools are located on the same site, the secondary school is located in a separate building with its own areas. Very few areas are shared and usually not at the same time. The Head teacher and Head of Primary meet regularly to coordinate their efforts.

Focus School, Dunstable is located in the historic town of Dunstable. It is located on Ridgeway Avenue. The school is easily accessible by road, as it is conveniently located close to the M1, A5 and A505.

A location map is shown with kind permission of Google Maps





The School



The Senior School consists of:

Class Rooms (specialist rooms in bold)

Room 1 — **Food & Nutrition room**
 Room 2 — *General classroom English*
 Room 3 — *General classroom Maths/Business*
 Room 4 — **Art/Technology workshop**
 Room 5 — **Science laboratory**
 Room 6 — **Textiles room**
 Room 7 — *General classroom Mathematics*
 Room 8 — *General classroom Humanities*
 Room 9 — *Small Sixth form teaching /VC room*
 Room 10 — *General classroom French*
 Room 11 — **Computer room**
 Room 12 — *General classroom*
 Room 13 — *Boys recreation Area*
 Room 14 — *Music teaching*
VC off Learning Zone – Small sixth teaching
Library
Learning Zone
Gymnasium / Hall

Other offices and Rooms

Reception
Head Teacher
Office VC
SENCO
Caretaker and Admin
Staff Room
Staff Study
Medical room

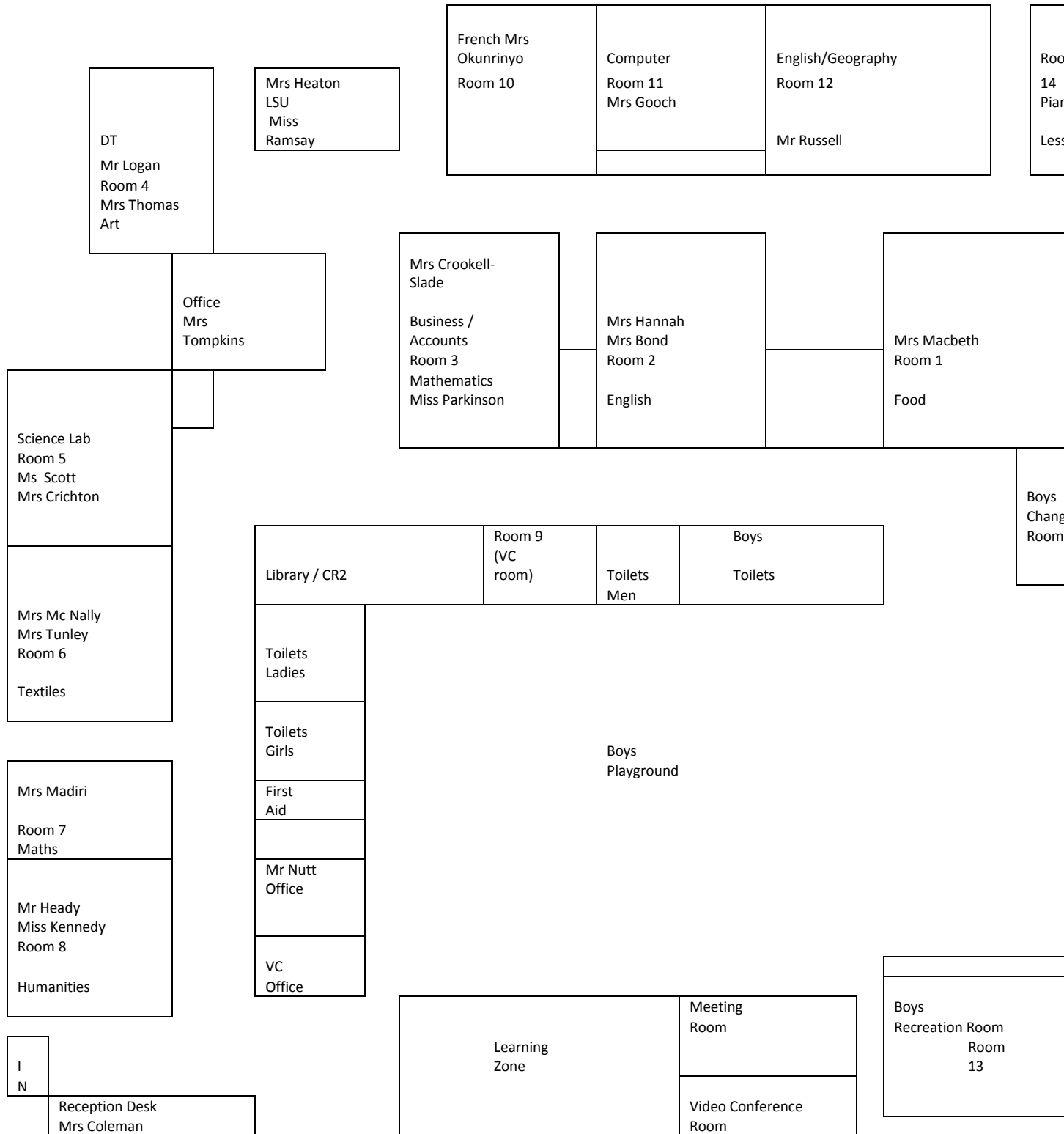
Reprographics room
Students study room
Exams Office
Stores
Science preparation room
Learning Support Room
Changing Rooms
Toilets
Laundry

There is provision for disability access to the School.

Almost immediately opposite the School is a local authority recreation area which is just visible in the right-hand-side of the picture above, with marked-out games facilities. By agreement, these fulfil all the sports and recreational needs of the School. The PE staff and other teachers always accompany pupils across the road to and from the playing fields.



SECONDARY SCHOOL - TEACHERS AND ROOMS



Focus School, Dunstable Campus
Ridgeway Avenue
Dunstable
Bedfordshire
LU5 4QL
Telephone No. : 01582 665676
Fax No. : 01582 665900

Proprietor	: Focus School, Dunstable Sceptre Education Trust. Registered Charity No. 1071852
Campus Administrator	: Mr Tim Hibbert
Head Teacher	: Mr Toby Nutt
SENCo	: Miss Michelle Ramsay
Primary Lead Teacher	: Mrs Susan Kesseru
School Secretary	: Mrs Shirley Tompkins
School Receptionist	: Mrs Louise Coleman

The School	: DFES No. 8206019 : Examination Centre No. 15208 : Affiliated to Focus Learning Trust (Registered Charity No. 1099725) : Focus School No. 308 (Region 4)
Enrolment Office	: Mr E P Picton
Examination officer	: Mrs S Hannah
Designated Safeguarding Lead	: Mr T Nutt (Mrs S Kesseru – Deputy Lead)

This Parents handbook is the publication of Focus School, Dunstable Education Trust; copyright is assigned to the Trust. Correspondence for the CEO should be marked for his attention and sent to the school.

The Personnel

Focus School, Dunstable Management Team

Mr Tim Hibbert	Chief Executive Officer
Mr Toby Nutt	Head Teacher
Mrs Sue Kesseru	Primary Lead Teacher
Mr Lewis Calder	CEO Team
Mr John Chattell	Primary School Northampton
Mr Robert Devenish	Events
Mr Morgan Doouss	Health & Safety
Mr Nigel Douglass	Transport
Mr Adrian Eames	Finance & Legal
Mr Charles Magee	Chairman
Mr Ian Record	Administration & Policies
Mr Shaun Reed	Facilities and Premises
Mr Mark Stedman	Human Resources
Mr Brendon Tunley	Curriculum/SEN
Mr Simon Wells	CEO Team

Secondary School Teaching

Mr T Nutt	Head Teacher, Science/IT	MSc, PGCE, NPQH
Mrs K Bond	English	MA, PGCE
Mrs T Carr	Business	BSc, PGCE
Mrs L Crichton	Science	BA, PGCE
Mrs L Crookell-Slade	PE, Accounts	BSc
Mrs B McNally	Textiles	BA, PGCE
Mrs B Gooch	Mathematics, ICT	Cert.Ed
Mrs S Hannah	English, subject coordinator, Examinations officer	BA, PGCE
Mr P Heady	PE, Geography	BSc, PGCE
Mrs L Heaton	SEN	BA, PGCE
Mrs N Henry	SEN	BA
Miss N Parkinson	Mathematics	BSc, PGCE
Miss B Kennedy	History	BA, Cert Ed.
Mr E Logan	Resistant Materials	BA, QTS
Mrs C Macbeth	Food & Nutrition	BA

Mrs S Madiri	Mathematics	MA, B. Ed
Mrs N Stewart	Music, Choir	BA
Mrs L Okunrinyo	French	Degree, QTS
Miss N Parkinson	Mathematics	BSc, PGCE
Miss M Ramsay	SENCo	B Ed Dip SpLD
Mr K Russell	English, Geography	BA Ed.
Ms S Scott	Science, subject coordinator	BSc, PGCE
Mrs J Starling	Teaching Assistant	BSc
Mrs C Swindell	Teaching Assistant	
Mrs S Thomas	Art	BA, PGCE
Mrs J Timms	Teaching Assistant, English	BA, PGCE
Mrs F Wustrau	Vocational Studies	BA, DipHE

Music

Miss Howard	Piano
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Support Staff

Mrs J Beardon	Supervisor
Mrs L Coleman	Receptionist
Mrs P Foster	Cleaner
Mrs S Luff	Cleaner/ Supervisor
Mrs N McGann	Cleaner
Mr D Sherman	Caretaker
Mrs S Shooter	Laboratory Technician/Librarian
Ms S Tompkins	School Secretary

Focus School, Dunstable Curriculum Y7 for 2015/2016

The school fits in with the recommended lessons as per Focus guides and covers all subjects required by the National curriculum. The curriculum is regularly reviewed by the Head teacher and trustees, to provide suitable courses for pupils of all ages and to prepare them for their home or working life after school.

There are 6 x 50 minutes lessons each day.

There are no options in Y7-9.

The breakdown for Y7 is:

Year 7	Lessons
Mathematics	4
English	4
Tutor Period/Choir	1
Learning Skills	1
Geography	2
History	2
Games	2
PE	1
Citizenship/PHSE	1
Keyboard skills/IT	1
Science	4
French	2
Art/Food	2
Music	1
Textiles/Resistant Materials	2
Total	30

Term dates 2015 – 2016

AUTUMN TERM - 71 teaching days + 3 INSET days

Tuesday 1st & Wednesday 2nd September & Thursday 22nd October 2015 – INSET DAYS

Monday 1st November – Friday 18th December 2015

Half Term Monday 26th October - Friday 30th October 2015

SPRING TERM - 52 teaching days + 1INSET days

Monday 4th January - INSET DAY

Tuesday 5th January 2016 – Thursday 24th March 2016

Half Term Monday 15th February - Friday 19th February 2016

SUMMER TERM – 66 teaching days

Thursday 7th April - Friday 15th July 2016

Half Term Monday 30th May 2015 - Friday 4th June 2016

Bank holiday: Monday 2nd May 2016

Lesson	Time
Registration	8.45 - 8.55
1	8.55 - 9.45
2	9.45 - 10.35
Break	10.35 - 10.55
3	10.55 - 11.45
4	11.45 - 12.35
Lunch	12.35 - 1.10
Registration	1.10 - 1.15
5	1.15 - 2.05
6	2.05 - 2.55

Timing of the School Day

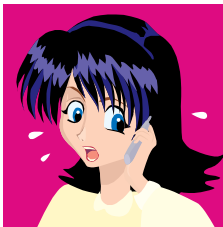


Contacting the school

How do I contact the Head teacher or a member of staff?

Ring the receptionist on the school number **(01582) 66 56 76**. If the person you wish to speak to is teaching then they will ring you back as soon as they are able.

How do I contact my child?



Focus policy is that no mobile phone should be bought into school by pupils. So, if you need to contact your son/daughter during school hours please ring the receptionist. The receptionist will take a message and deliver it between lessons or when it will not cause disruption of a lesson. If it is urgent there is a phone extension in all the rooms. Similarly a teacher can ring the receptionist, caretaker or any other extension from their room. These phones also act as a tannoy system if the whole school needs to be contacted (e.g. a school assembly is called).

What do I do if my child is not going to be at school?

Please ring the school receptionist or let shirley.tompkins@focus-school.com know. The form tutor then will know they will be absent. It may be that an assessment or test is planned and it will help the teacher to rearrange it. When the pupils returns they should bring a note with them explaining their absence.



Supporting the school

What uniform and equipment will my child need?

The list is found in the Keeping Organised section. We have a school uniform because it gives a “corporate identity” which ensures that our pupils relate to the school rules, work-ethic and ethos while wearing the uniform. This is why we insist that pupils wear the uniform even during examinations and school trips.



The Focus school dress code also considers the cultural and religious sensitivities of members of our school community. This uniform should be worn properly, neatly and with pride. Note: Children will change at the appropriate time into their PE clothes in order to participate in PE classes and other school sport activities. They may use sports shoes during break and lunch but must not make changing them a reason for being late for lessons.

In cold or wet weather, students should have a coat or other appropriate weatherproof. These should be of a standard and appropriate make and not have excessive logos or images on them.

Where can I get more information about the school?

Up-to-date information about School events and activities is provided in:

- Focus Parents and Students Handbook
- Parents handbook
- Calendar
- Diaries/planners
- Newsletters
- Letters home
- Email
- Squint
- School policies
- Focus policies
- GCSE options booklet
- Sixth form options booklet

Further information on School's operations is available in the Focus School Handbook. There are written policies and rules covering the procedures and actions of the school. For example:

- Admission
- Anti-Bullying
- Attendance
- Behaviour & Discipline
- Campus Rules
- Child Protection
- Complaints Procedure
- Curriculum
- Data Protection
- Disability Access
- Educational Visits
- Enrolment
- Ethos
- Fire Protection
- First Aid
- Health and Safety
- Homework
- Laboratory Rules
- Physical Handling
- Presentation
- Special Educational Needs
- Transport
- Uniform

All these policies are available for inspection upon request. If you wish to see a copy, please contact the Head Teacher who will arrange for a copy to be made available for you to read.

How can I support the school to do the best for my child?

Firstly, keep in contact! Please feel free to phone the school to talk to any member of staff over any issues you have. For less urgent issues the most effective way to contact staff is through the student planner. Notes to the staff about absences, advanced warnings of up-coming events, problems completing home learning and so on show the support you are giving and help us liaise with you in order to maximise your child's achievement. The first point of contact should be through your child's tutor.

Secondly, support your child's learning at home. Focus School is aware that all our students have a full and busy life. We recognise the problems that parents and students have in ensuring that the time, facilities and conditions to do enough effective study are adequate. We are also conscious of the evidence that effective completion of home learning is a major factor in examination success. Again, please let us know if there are any problems we can help with.



Supporting students

Rewards

Rewarding good behaviour encourages and enforces it. Focus School has developed a process of rewards that we believe motivates and provides an incentive for good work, exemplary behaviour and a positive attitude. All teachers are expected to recognise and praise good behaviour, attainment and effort with verbal encouragement but outstanding conduct must be rewarded more formally. These awards are given by all staff for a variety of reasons including excellent effort, outstanding work, exceptional contributions to the school (in music, games, class, leadership, etc), and meeting targets.

Key Stage 3 pupils are awarded "Reward Points". These are recorded on dedicated pages in the student planner. Each half-term the pupils in each year who have been awarded the most Reward Points (or who have improved the most) are rewarded with a hot meal. At the end of the year each pupil's total is counted towards the house competition. The top students in each year also have a special Rewards Meal at the end of the summer term on which they can invite a friend.

Y7-9 pupils are awarded a Bronze Certificate for 25 Reward Points, a Silver Certificate for 75 Reward Points and a Gold Certificate for 150 Reward Points.

Key Stage 4 pupils are awarded commendations in a similar way to the younger pupils. Again they count towards the house competition. Their rewards for achieving more commendations are harder personal targets are monetary prizes (£ 10).

Y10-11 pupils are awarded a Bronze Certificate for 25 Reward Points, a Silver Certificate for 50 Reward Points and a Gold Certificate for 75 Reward Points.

Y7-11 pupils are awarded a Bronze certificate for excellent behaviour in a half term, a Silver Certificate for excellent behaviour in a full term and a Gold Certificate for excellent behaviour in two terms. In addition Platinum Certificates are awarded to the pupils with best behaviour and most Reward Points / Commendations in the year.

Sixth formers have commendations recorded in a page of their P2A ;for these students there are monetary prizes (£15) awarded termly.

Special Education Needs (SEN)

Even with varied abilities, a rewarding degree of academic achievement is attained with effort by the majority of students. Some, however, have acknowledged additional educational needs, and in order to realise their full potential, some extra or specific help may be necessary. The aim at Focus is to ensure that the needs of any such student are identified in primary and at entry to Year 7 (and as they progress through secondary school). This enables the necessary degree of sympathetic support to be provided without

delay, with a view to fullest integration into normal class arrangements.

There is a full time special needs coordinator (SENCO) on the staff and specialist teachers and learning support assistants.

Able, Gifted and Talented Students (AGT)

Focus School uses a tracking and target setting system, to encourage the development of the full academic potential of every student. This policy is particularly helpful in identifying able, gifted and talented pupils, so that suitably challenging tasks for high-ability students can be set. The SENCo coordinates this and teachers are trained and required to ensure that the AGT pupils are catered for in their lessons or extra lessons.

Pastoral care at Focus School

Focus School is a vibrant, forward-looking school in which girls and boys interact quite naturally in the classroom and are encouraged to develop separately as young men and women in social and playtime. It is a school where they are known and valued as individuals and encouraged to realise their potential, both in and out of the classroom. It offers the challenges of high academic demands while being supported by an effective pastoral care system.

We recognise that, for many children, starting in a secondary school is a big step. To make sure this transition is a smooth one, and to give our pupils support throughout their time with us, we have put great effort into developing a pastoral care system that works.

An extensive structure, overseen by the Head teacher, exists to ensure that a high level of individual care and attention is maintained throughout our school. In the Secondary School, first level Guidance is provided by Form Tutors for whom daily registration is an opportunity to get to know each individual pupil and encourage a strong Form ethos to develop. Form Teachers are supported by form prefects who provide a community voice, mature guidance, and who help organise and manage form activities. The prefects are encouraged to listen to pupils and advise them on a wide range of issues, including sensitive ones, and developing relationships through social activities.

The Form Tutor provides the school staff voice and a responsible adult presence for guidance and authority. We have an ongoing programme of staff development, which has included training on issues such as Child Protection. We also have staff that act as mentors to a few pupils who we feel would benefit from regular individual guidance.

There are four houses composed of pupils from all years and organised by house prefects. They compete in sports day and inter-house competitions.

Child Protection

Incidents of bullying or discrimination are carefully investigated and dealt with in accordance with the relevant policy. All teaching staff and other people in regular contact with the students or the school are Debarring Service (DBS) checked. They must also show that they are qualified to work with children. The school has a designated Safeguarding Lead (the Head Teacher).

The Secondary School has a policy for their Approach to Bullying. Research has shown that building awareness of the consequences of bullying and involving all members of the school community is the most effective way of reducing bullying in schools. Bullying is when a person has been exposed, repeatedly and over time, to negative actions on the part of one or more persons. In many cases not doing anything about it only encourages the perpetrator to escalate their actions.

Anti-Bullying Code

- Focus School, Secondary Dunstable Campus students, parents, teachers and staff agree to join together to stamp out bullying at our school.
- We believe that everybody should enjoy our school equally and feel safe and accepted.
- Bullying will not be tolerated at the Secondary School. It is not an acceptable part of growing up.
- Students should support each other by reporting all instances of bullying to a teacher, parent, support staff or the Head Teacher.
- Reports of bullying will be taken seriously and appropriate action will be taken.



Discipline

In order to run the school smoothly on a day-to-day basis, it is necessary to have a clear policy on discipline. The purpose of discipline is to ensure that education happens in safety and in a controlled environment where your child is allowed to learn without hindrance.

Pupils who disturb lessons or the smooth running of the school will be given a written warning. This is a note in their planner on the weekly contact page or concerns page. Two written warnings for the same offence accrue to a Misdemeanour and this results in a lunchtime detention. Subject teachers may impose appropriate written punishments, give a detention at lunchtime or exclude a pupil from a lesson for a short period of time. Similarly, the Head Teacher may, depending on the offence, impose an after-school detention, put a pupil on report, inform parents or invite them into the school to discuss the problem, or exclude from some or all lessons.



Safety matters

Why do I have to sign in and out if I am visiting?

It is essential that everyone (visitors, students, supervisors and staff) are signed in **and** out. If there was a fire and someone was to be trapped and not signed in we would not know to search for them. If the registers told us that someone had not signed out but was not amongst the evacuated in a real fire, the fire fighters would have to risk their lives to check the whole building before concluding they were not on the school premises. The school has a fire evacuation system which is taught to all pupils at the beginning of the school year and is backed up with the required number of practice alarms. This is for your child's safety and the security of everyone with business in Focus School. In case of a fire alarm all students, staff and visitors must evacuate as quickly and orderly as possible and assemble in the girls' playground by the Gym to be accounted for.



It can be time consuming and awkward to use the correct exits and entrances, and signing in and out. However, this is part of our procedures for fire, safety, health and security. All visitors, students, supervisors and staff are expected to adopt a responsible attitude to these issues and to be vigilant against unwanted or unauthorised visitors and to report or challenge them.

When signing in please complete the car number plate column so that, should your car block another car, we can quickly find the owner (you) to move it without disturbing the whole school.

My child is going home with someone else. What must I do?

In a Brethren community everyone tends to know and look out for each other. As a result we often assume that everyone knows of "new arrangements", for example a pupil not going home on their usual minibus. Regularly we have a minibus held up waiting for a non-existent tardy pupil and it has happened that a pupil was left behind because no-one was sure he wasn't going to travel home by car. Please ensure that the supervisor knows if your child is not taking the minibus back home.

Where do I park in the school?

Parking in the school grounds is very limited. The route through the parking area for emergency vehicles access gate by the reception area must be left clear. If you need to stop in this area for picking up or dropping your child or delivering anything please do not leave your car there longer than necessary.

- Parking in the delineated spaces on the tarmac is for the use of staff and all-day visitors on a first come basis except for the dedicated disabled space. It may be necessary to keep spaces free for special visitors. Short term visitors and overflow parking is on the pebbled area by the hall. Please park in the marked spaces and keep away from the student gate exit and the ramp to the sports store unless no other space is provided. When there are a large number of parents or visitors at the school they will have to park outside of the school. If this is necessary, please be aware of the public and don't park so that you block any drives or the car park for the municipal play ground or playing fields. We wish at all times to minimise the inconvenience such an occasion can cause our neighbours.
- At the end of the school day we have 15+ minibuses to take the pupils home. The pavement and road around the minibuses, the school grounds and particularly the entrance drive and exit are potential accident areas. Parent picking up in cars should park outside the school grounds. The school has a good name for care so please be courteous and considerate to the general public who have to put up with the inconvenience of all this activity at this time.
- The School does not generally allow students to use their own cars for travelling to School. They may drive their parents' car to or from school under the supervision of a qualified adult when learning or having passed the test but the adult must drive the car away during the school day. Parking is not available for students. In the event of a student wishing to drive home after a late exam, permission must be sought from the Head Teacher.
- Please note that Focus School accepts no responsibility for loss or damage to vehicles on the school grounds or parked in the car park.



Enrichment opportunities

School Council, Head boy and Head girl and form prefects

There is a thriving School Council, which is formed by students who have been drawn from each Key Stage. There are also sixth formers who are form prefects, acting as form mentors, organising form trips and responsible for putting form concerns to the relevant people. The Head boy and Head girl have regular meetings with the Head Teacher to discuss ideas and potential improvements that have been brought up at the school council and by form prefects. Suggestions are evaluated at Management Meetings and responded to by the Head Teacher and at Trustees meetings. The Student Council is elected each year to serve a variety of roles within the Secondary School community. The purpose of Student Council is as follows:

- Encourage student-initiated activities and ideas.
- Represent the overall views of students and the school as a whole
- Ensure that students have a meaningful voice at Focus School, Dunstable Campus
- Advise the Secondary School administration



- on matters important to students
- Provide a democratic forum for the discussion of ideas
- Support student contributions to Focus School and to the local community
- Organizes student events

Assemblies

There are whole school assemblies roughly once every two weeks. These are to create a sense of community and help develop the social moral and cultural education of the pupils.

Music lessons

We encourage all students to consider learning a musical instrument. Normal arrangements provide for half-hour individual lessons once a week. Extra lessons may be available. Details of charges are available from reception.

Cross-curricular days and PHSE/Citizenship

This will include school trips, visiting speakers, special lessons (e.g. alcohol awareness which is given as a half day programme to older students) and special activities organised during the school day (e.g. sports days, Primary transfer, cross-curricular events, French day, Special assemblies and musical events). Some subjects (PHSE, citizenship and business studies) require pupils to get involved in activities involving charities and business. Year 10 do activities to raise awareness of issues in current affairs. This photo shows pupils taking part in a sponsored bike-ride to raise the awareness of the Buxton Mountain Rescue Team.



Physical Education

The PE department aims to provide opportunities to develop to the full the individual talent, ability and capacity of each child and help their personal and social development. As well as active participation in curriculum lessons, each individual will be encouraged to include a balance of physical activity in leisure time pursuits during their school life to continue into and throughout adult life.

- Students are expected to participate to the best of their ability. The Focus School Physical Education Department strives to have each and every student benefit by learning life-long wellness. We will attempt to modify activities in any cases of illness or injury.
- Responsible and safe behaviour is expected at all times. No food or drink (besides water) is



- permitted during PE lessons. A positive attitude and full participation is expected.
- Bringing valuables to PE is discouraged. Watches and other items should be left securely in lockers or with teachers or friends

Work Experience and Careers Guidance

Opportunities will be arranged at the end of Key Stage 4 for work experience; the School will work closely with employers to ensure safe and suitable placements, compatible with individual needs. Careers guidance will be available in the upper school years, and more specifically for Year 12 and 13 through the Careers Advantage Programme.



Keeping Organised

Personal Items

Focus School pupils are discouraged from bringing personal items to school. However any personal items brought to school must be used appropriately and should only be used in class with teacher permission. Mobile phones may not be brought into the school unless written permission is given by the Head Teacher (In the exceptional occasion when permitted, mobile phones must be handed in to reception on arrival and taken back only at the end of the day). Making mobile phone calls or messaging at school is strictly forbidden. Cameras, non-Focus laptops and recording devices may not be brought into school except with the agreement of the Head Teacher. Students who abuse the above privileges may have these items confiscated until the end of the school day or longer, or asked to keep the personal item(s) at home.

Pupils are expected to look after their possessions and remain security conscious. Focus School will not assume responsibility for any loss of students' personal items.

Academic Equipment

For exams: Exam boards now insist that almost all work is done in black ballpoint or black ink. Examination scripts are scanned and marked on the computer screen. Any work that does not scan properly because it is not in black will not be marked. There is nothing worse than being in an exam with an unfamiliar or poor quality writing implement. We want the pupils to struggle successfully with the questions and not struggle unsuccessfully with a blotchy pen – to fight to put their ideas on the page not just to fight to get the pen to write! Our advice is that parents should, from an early age, provide their child with good quality and dependable black pens. The other equipment required by various subjects include a calculator, maths set, pencils, rubber, pencil sharpener, ruler all in a clear plastic pencil case.

For use at home or in school: Other items that might be useful/required include: coloured

pencils, glue stick, scissors, 2-hole A4 white-lined paper, a thesaurus, dictionary, stapler, tape, high-lighters.

Lockers

Secondary school students have a locker to secure their belongings and school supplies. We expect the pupils to use them properly.

Lost Property

All found valuables should be turned into the Secondary School Reception immediately after being found. Any students missing an item should go to Reception as soon as possible to report it or retrieve it. Items found cannot be held indefinitely so, after a period of time, the item will be disposed of.

School Uniform

The OneSchool policy on school uniform has been adopted. The Trustees expect that all students will take pride in wearing the uniform and develop a feeling of belonging to a good school. For details please see the OneSchool uniform policy.