

MARLWOOD SCHOOL

Working together for excellence



PARENT INFORMATION PACK SEPTEMBER 2009

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MARLWOOD SCHOOL AIMS

At Marlwood we aim

- to ensure all of us achieve our best in every aspect of school and community life
- to promote enjoyment of learning
- to develop the skills, initiative and flexibility essential in the twenty-first century
- to value each other, our achievements and the environment in which we learn and live
- to play our part in creating a disciplined, happy, safe and caring community

CODE OF CONDUCT

To achieve my best at Marlwood School, I need to be:

Responsible

- for my own learning
- for my own behaviour and actions
- for my own organisation

Respectful

- value myself and be proud of my qualities
- value the rights of others – pupils, staff and visitors
- value the school environment

Reliable

- be committed to my work
- be able to meet deadlines
- be a good representative of the school

TIMES OF THE SCHOOL DAY

8.40	Period 1
9.30	Period 2
10.20 – 10.40	Break
10.40	Period 3
11.30	Period 4
12.20 – 12.35	Tutor time
12.35 – 13.20	Lunch break
13.20	Period 5
14.10	Period 6
15.00	End of school day

□ **LUNCHTIME ARRANGEMENTS 2009/2010**

Most of you will know from previous letters that we find it helpful to know, at the beginning of each school year, what lunchtime arrangements you wish to make for your child for the coming year. There are three main alternatives indicated on the form in the centre of this booklet which I would be grateful if you could complete and return to your child's tutor.

As well as a cafeteria selection, 'set meals' are available in the several dining rooms each day - details are displayed in the rooms. The current price is **£2.25** (main meal £1.75, sweet 50p). If you receive Family Income Support, your child/children is/are entitled to free school meals. If you have not already taken up this entitlement or have any queries concerning free meals, please contact the School's Education Welfare Officer on 01454 863377. You may be interested to know that simply by registering for free school meals, the school's overall budget benefits. Can I assure you that no special attention is drawn to those receiving free school meals - all pupils follow the same procedures in the dining-halls.

We discourage pupils other than those genuinely going home for lunch (a small minority) from leaving the school premises at lunchtime. This request is made for a number of reasons:

- (i) **Safety** The roads and road junction near school are busy and dangerous. There have been one or two potentially lethal accidents here in the past.
- (ii) **Litter** The purchase of items from shops or ice-cream vans generates litter, disfiguring the local environment.
- (iii) **Nuisance** The presence of numbers of pupils, even if well-behaved, can disturb the tranquillity of people living near shops/ice-cream vans.

In Year 11 only, from term 2 onwards, pupils who always conduct themselves to a high standard may be allowed to leave site, at lunchtime only. This is done after consultation with parents and in such cases the school does not accept liability beyond the school gates and retains the right to withdraw this privilege at any time.

□ **SCHOOL POLICIES**

Copies of school policies, including our complaints procedure, are available from the school on request.

□ **SUPERVISION OF PUPILS INVOLVED IN SPORTING FIXTURES IN THE SCHOOL YEAR 2009/2010**

In arranging fixtures out of school hours, particularly involving matches and other events away from school, we need to obtain your consent to those arrangements. To do this on each and every occasion would be a hopelessly unwieldy undertaking, particularly since last minute changes are the norm – not the exception. Nor are we dealing with a clearly defined group of youngsters over the school year: the composition of teams changes over time.

The normal arrangements for teams playing away will be that they will be accompanied on the coach/minibus by one member of staff, so long as there are no more than 20 pupils involved (in which case additional staff will accompany them). The driver of the vehicle will not be counted in this ratio. If an injury occurs to a pupil involved in an away match and hospital attention is deemed necessary, the member of staff in charge will summon an ambulance and make every effort to contact a parent but *will not accompany the pupil to hospital* since his/her first duty will be to the rest of the team/group.

As a rough guide to times, team practices usually finish by 4.20 pm, 'home' and 'away' matches by 5.30 pm. Pupils involved will be given specific instruction before each fixture and in time to let you know.

Please note also that no special insurance arrangements are made for such trips; the situation is the same as that when the pupils are undertaking other school activities. Parents

who consider that insurance cover for their children is required are advised to make their own arrangements.

I would be grateful if you would complete and return the slip in the centre of this booklet to school.

□ **PHOTOGRAPHS FOR SCHOOL PUBLICATIONS AND PUBLICITY**

As you will know, the school uses images or photographs of pupils in key publications - such as our Prospectus - as well as for year books, sports, artistic and other events and on our website. The school also films some events e.g. productions and parents may, on occasion also do so. In addition, from time to time, local or regional press or television may approach the school to take pictures if, for example, there has been a particular event at the school that they wish to cover. If you **do not** want your child's photograph to appear in any of these publications, please notify Mr M. Bendry, Data/SIMS Administrator, in writing by the end of September.

□ **HOLIDAYS**

Parents are strongly urged to avoid taking holidays during term time. Indeed parents do not have an automatic right to take their child out of school for such a holiday, but the school may consider authorising a holiday following due process.

No more than 4 weeks before the holiday and no less than 3 weeks, **a formal application should be made to the school's attendance officer requesting your child's attendance record for the previous calendar year and the self-check criteria sheet.** Parents are requested to complete this sheet, using the information on their child's attendance certificate. If the child meets all the criteria, parents may return the form with a letter to the Headteacher requesting a week's holiday.

- *When requests for holiday absence are considered the school may authorise one week's holiday being taken during the school year, provided there is no other concern about the pupil's attendance in the previous 12 months. Where there is concern, a request for holiday absence will not be authorised. We hope that parents will request holiday absence during term-time only when it is unavoidable and the attendance is higher than the school's attendance target (currently 94%).*
- *Holiday absence for longer than one week will not normally be authorised by the school. The Governors' expectation is that only in exceptional circumstances will parents request a longer period and the grounds for the request will be individually considered.*
- *Holiday absence in the years in which public examinations are taken – Years 11, 12 and 13 will not be authorised. Similarly any holiday absence which clashes with the Key Stage 3 exams for Year 9 pupils, (internal school exams), KS4 modular exams, (for GCSE etc in Year 10 and Year 11) and internal exams for Year 10 pupils will not be authorised. The schedule of examinations is available on the school website. Parents of Year 10 pupils need to be aware that internal assessments for Science, which replaces examined course work, and which forms part of the final grade, take place throughout the year when each class is ready. Please check with your child's teacher. Year 10 parents are also asked to check published dates of coursework periods and deadlines, which will be part of the consideration of any request.*
- *Holidays undertaken, but not authorised by the school, will be liable to fixed penalty fines. Likewise, holidays of one week long authorised by the school, but then extended, will be liable to fixed penalty fines.*
- *The school draws the attention of pupils and parents to the importance of catching up missed work, whichever year absent pupils are in.*

□ **MOBILE PHONES**

The school understands the reasons a parent might want a child to carry a mobile phone, but sadly being old enough to operate a mobile does not automatically mean he or she is able to do so responsibly. Pupils may have a mobile phone with them in school as long as it is unseen, unheard and does not cause a disturbance.

The following rules apply:

- Pupils are not allowed to use mobile phones during the school day. Where pupils need to contact home for a genuinely urgent reason, they should consult their Head of Year. If it is after the end of the school day, they should consult the member of staff in charge of the activity they are attending.
- If a pupil is seen with or using a mobile phone for any purpose, the phone will be confiscated and will be returned only to the parent/carer. Phones may be collected from the main school office from the day after confiscation.
- Any pupil not immediately complying with an instruction to give a member of staff a mobile phone will receive an after-school detention with 24 hours notice provided in the usual way so that parents/carers can make arrangements.
- If a pupil is caught using a mobile phone inappropriately—for example, photographing or videoing pupils or staff or sending images to other phones or a website—not only will the phone be confiscated but the pupil will face serious sanctions, including exclusion, if it is considered to constitute bullying, bringing the school into disrepute or impacting on the health and safety or welfare of other pupils or staff. Where appropriate the police will be involved. In particular this would relate to any use of a camera phone which raises child protection or privacy issues. We feel it is particularly important that parents ensure their children understand these points as some clearly do not appreciate that their use of a phone may break the law as well as the school's Code of Conduct.
- Parents allow pupils to bring mobile phones to school at their own risk. They are not covered by any school insurance policy.

□ **HEALTH & SAFETY OF PUPILS**

A number of pupils are taking the healthy action of cycling to school, which is excellent. However, they are not wearing cycling helmets. If your child cycles to school, please ensure that a cycle helmet is worn.

Parents who are concerned about their child's black school coat on dark mornings are reminded that extra reflective strips are available from the school's Main Office.

□ **INTERNET CODE OF CONDUCT**

As part of our Information Communications Technology (ICT) curriculum, we are pleased to offer pupils access to the Internet and e-mail. Internet access is legally required to allow access to the full National Curriculum for ICT. Before they are given access to the Internet, all pupils will be made aware of and will have discussed the attached Code of Conduct.

Access to the Internet will enable pupils to explore thousands of libraries, databases and information sources and to guard against access to inappropriate material we use a filtered service. However, it is possible that pupils may have the ability to access some material which would be inappropriate.

We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, outweigh the disadvantages.

During lesson time, teachers will guide pupils towards specific materials. Outside lesson time, pupils must agree to access only those sites that are appropriate for school. Parents share the responsibility for such guidance as with other potentially offensive media such as videos, television, etc.

CODE OF CONDUCT FOR THE USE OF THE SCHOOL'S INTERNET/E-MAIL FACILITIES

This code of conduct applies at all times, in and out of school hours, whilst using school equipment.

Internet access will be provided for you to conduct research and communicate with others but only on the understanding that you agree to follow this code.

THE CODE

You should:

- Only access sites which are appropriate for use in school. *This also applies outside lesson time.*
- Be aware that your actions on the Internet can be seen by others.
- Be careful of what you say to others and how you say it. *Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or talk with on the Internet.*
- Treat others as they would expect to be treated, *eg show respect and be polite.*
- Respect copyright and trademarks. *You cannot use the words or pictures that you see on an Internet site without giving credit to the person that owns the site. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.*
- Check with a teacher before:
 - downloading programmes
 - completing questionnaires or subscription forms
 - opening e-mail attachments
- The Internet should only be accessed for private use *outside lesson time*

You should not:

- X Send, access or display offensive messages or pictures
- X Use or send bad language
- X Intentionally waste resources, particularly through excessive printing

PLEASE NOTE:

User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.

Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved: certain activities may constitute a criminal offence.

PLEASE RETURN COMPLETED SHEETS TO SCHOOL BY FRIDAY, 11th SEPTEMBER

• **LUNCHTIME ARRANGEMENTS 2009/2010**

(Please tick as appropriate)

	School Lunch	Sandwiches at School	Lunch at Home*
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

***If you are giving permission for your child to come home for lunch on a regular basis, please attach a letter when you return this form.**

IMPORTANT

Pupils are expected to stay on the school site at lunchtime unless going home for lunch. Any alterations to this should be agreed with the Head of Year beforehand and on such occasions you would be responsible while your child is off the premises.

Pupil's name.....Phone No.

Signature of Parent/Carer

- **COMMUNICATION – *email***

We are seeking to optimise good communication with parents. Please inform us of your email address so that we can notify you about important events more efficiently. Please also let us know if you change email address in the same way that you notify us if you change other contact details.

email address:

Pupil's name **Tutor Group**

- **SPORTING FIXTURES**

Pupil's name **Tutor Group**

I have read the section on School Sporting Fixtures in the Parent Information Pack and agree, if the situation arises, to my child's participation in sporting fixtures.

Signature of Parent/Carer **Date**

Emergency Contact Number

Any significant medical information

NOTES OF GUIDANCE RE "PARENTAL RESPONSIBILITY"

- The school is required by law to maintain a list of all pupils at the school, together with certain information about each pupil. This is to include the name and address of every person known to the school to be a "parent" of the pupil.
- The term "parent" has a special meaning for this purpose and includes all natural parents, whether they are married or not, and any person who is not actually the parent but who has *parental responsibility* for the pupil or has care of him or her.
- Having *parental responsibility* means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law* People other than a child's natural parents can acquire parental responsibility through:
 - being granted a residence order;
 - being appointed a guardian;
 - being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare); or
 - adopting a child
- In addition, a local authority can acquire parental responsibility if it is named in the care order for a child, although any person who is a parent or guardian retains parental responsibility and may exercise it providing their actions are not incompatible with the care order. While the care order is in force, the local authority can refuse contact with the parent and does not have to seek parental consent. Children can also be "accommodated", whereby there is a joint arrangement between the parents and the local authority that the latter will look after the child. This does not, however, involve a court order and the parents can withdraw from the arrangement if they choose to do so.
- The parental responsibility of one party does not stop simply because another person is also given it. So, in some cases several people may be regarded, for the purposes of education law, as being the "parent" of a child.
- If there are other adults who have "parental responsibility" for your child, please write to your child's Head of Year, giving this information if you have not already done so.
- "Absent parents" are entitled to all information regarding their child, including school Reports, Progress Record Cards and letters of concern/praise, etc. These will be sent automatically to the absent parent (unless there is a court order stating specifically that no contact should be made) and it is therefore essential that you keep us notified of up-to-date details where known.

CARE OF A CHILD

- Having *care* of a child or young person means that a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.

* *Parental responsibility* is defined in the Children Act 1989. If the parents of a child were not married to each other when the child was born, the mother automatically has parental responsibility but the father does not, even if he is named on the birth certificate. He can, however, subsequently acquire parental responsibility by various legal means.

MARLWOOD SCHOOL UNIFORM

Years 7 - 11

Marlwood School is proud of its tradition of having a smart uniform which:

- **Helps in maintaining a purposeful ethos**
- **Creates a corporate identity**
- **Avoids fashion whims and subsequent costs**
- **Is appropriate for the full range of school activities**
- **Aids the health and safety of pupils**

Parents are expected to support the school by ensuring pupils wear the uniform specified below.

KS3:

- Black tailored trousers
- Black tailored skirt (optional for girls)
- Green polo shirt with school badge
- Green sweatshirt with school badge
- Black low-heeled shoes. No trainers
- Dark or white socks (or tights)

KS4:

- Black tailored trousers
- Black tailored skirt (optional for girls)
- Burgundy polo shirt with school badge
- Black sweatshirt with school badge
- Black low-heeled shoes. No trainers
- Dark or white socks (or tights)

PE KIT:

- White polo shirt with school badge
- Black school shorts
- Optional black school tracksuit bottoms
- School rugby shirt
- Bottle green socks
- Trainers

(NB – Visible Tee shirts may not be worn under polo shirts)

OUTDOOR WEATHER-PROOF CLOTHING

Either a reversible fleece-lined Marlwood school black jacket or a Marlwood School rain jacket or a suitable weatherproof black jacket with no logos, trimmings etc.

(No hoodies, gilets, etc.)

Kippas, Rumallas, Turbans and Hajibs or noticeable hair accessories in school colours, (ie black, bottle green or burgundy).

SPECIAL NOTE

Any form of raised heels on girls' shoes is inappropriate for wearing in school. For safety reasons, please keep to the type of shoes mentioned on the school uniform list: "Dark, low shoes. No trainers – or shoes made to look as if they are trainers."

A suitable hard-wearing bag for transporting materials to/from school

(NB Locker size = height 40cm; width 26.5cm; depth 40cm)

NB

1. All items of clothing and equipment must be clearly and permanently marked with the pupil's name.
2. Only the following items of jewellery are permitted:
 - a wrist-watch
 - plain stud-earrings (**one pair only**). No other piercing is permitted.
 - Make-up and extreme hairstyles are **not** permitted.

Gum shields can provide useful protection against injuries to the teeth in full competitive games of hockey and rugby. Their provision is the responsibility of the individual pupil and his/her parent(s). Even permitted items of jewellery will be required to be removed during PE for health and safety reasons.

A list of specialised PE equipment can be obtained from the PE Department

- Hairstyles must be suitable for a work and learning environment and 'extreme' styles are not acceptable. Hair dyed in a colour that is not within the usual range of hair colours is not acceptable.

In all aspects of uniform/hair etc. health and safety issues need to be considered including pupils learning in workshops/food rooms/PE and laboratories.

If pupils arrive at school without the correct uniform they may be required to wear a borrowed item of uniform owned by the school – to be returned promptly to their Year office. Where items are not returned or have to be cleaned on return, a suitable charge will be made.

In cases where pupils arrive in school with little that complies with uniform, they will work isolated in school until the matter is resolved and the pupil's family will be contacted.

Marlwood always wishes to support pupils and their families over any school- related issues. If there is a temporary problem in providing uniform, parents are asked to contact their child's tutor or Head of Year.

- Pupils are expected to take responsibility for the safe-keeping of their personal possessions and for any loaned to them by the school.
- Items worn by pupils that are not part of the school uniform will be confiscated temporarily and should not be worn again.
- Marlwood (like most schools) does not take responsibility for lost or confiscated items and does not have insurance to cover any such losses.

'LATE' BUS INFORMATION

Late buses are available on Tuesday, Wednesday and Thursday afternoons departing school *promptly* at 4.30 pm.

There are two routes on each afternoon, as indicated below:

Bus 1

Littleton
Aust
Olveston
Tockington
Lower Almondsbury
Catty Brook
Over
Easter Compton
Swanmoor
Pilning
Redwick
Severn Beach
Hallen
Henbury
Cribbs Causeway

Bus 2

Thornbury
Tytherington
Itchington
Latteridge
Hortham
Gaunts Earthcott (if required)
Bradley Stoke Woodlands Lane
 Bowsland
 Brook Way
 Baileys Court
 Hunts Ground

Little Stoke
Patchway Roundabout/Fire Station
Filton (Mill Pub)

SCHOOL TERM AND HOLIDAY DATES 2009/2010 ACADEMIC YEAR

INSET	Thursday 3 September 2009
Term 1 begins	Friday 4 September 2009
INSET	Friday 25 September 2009
Term 1 ends	Friday 23 October 2009
Term 1 holiday	Monday 26 Oct 09 – Friday 30 Oct 09
Term 2 begins	Monday 2 November 2009
INSET	Monday 23 November 2009
Term 2 ends	Friday 18 December 2009
Term 2 holiday	Monday 21 Dec 09 – Friday 1 Jan 10
INSET	Monday 4 January 2010
Term 3 begins	Tuesday 5 January 2010
Term 3 ends	Friday 12 February 2010
Term 3 holiday	Monday 15 Feb 10 – Friday 19 Feb 10
Term 4 begins	Monday 22 February 2010
Term 4 ends	Wednesday 31 March 2010
INSET	Thursday 1 April 2010
Term 4 holiday	Monday 5 Apr 10 – Friday 16 Apr 10
Term 5 begins	Monday 19 April 2010
Bank Holiday	Monday 3 May 2010
Term 5 ends	Friday 28 May 2010
Term 5 holiday	Monday 31 May 10 – Friday 4 June 10
Term 6 begins	Monday 7 June 2010
Term 6 ends	Friday 23 July 2010

PUBLIC HOLIDAYS - 2009/2010 SCHOOL YEAR

Christmas Holiday	Fri 25 December	Easter Monday	Mon 5 Apr
Boxing Day Holiday	Sat 26 December	May Day	Mon 3 May
New Year's Day	Fri 1 January	Spring Bank Holiday	Mon 31 May
Good Friday	Fri 2 Apr	Summer Bank Holiday	Mon 30 August

MARLWOOD SCHOOL

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