



**Parents and Carers
A to Z Guide
2019/20**

A

Assessment

Student work is continuously monitored and formally assessed in every subject area. On arrival at the school all Year 7 students will undertake a range of baseline tests including one to ascertain their reading age. This gives us a picture of their potential and helps us with group settings and interventions.

As part of the regular marking of work, students are informed about the progress they are making in relation to their targets and ways in which they can improve.

Reports provide parents/carers with information about student progress, current grade, attitude to learning and homework. Parents/carers receive reports for their child three times a year (one per term), with the exception of Year 7 who also receive an initial Attitude to Learning Report (ATL).

Attendance

Good attendance is an essential part of success and we cannot stress highly enough the importance of coming to school every day. Research shows that there is a direct correlation between poor attendance and underachievement. Perfect attendance is rewarded and patterns of absence will be investigated by our pastoral team. Any child whose attendance drops below 90% will be referred to the Attendance Officer via the pastoral team.

In the event of a genuine illness, parents are requested to contact the school by telephone on the first day of a child's absence. If we don't hear from you the school will make contact, usually via the text messaging service but it may be a home visit. If your child is to remain off school, you should keep the school informed as to the expected length of absence and date of return.

If you are requesting 'a leave of absence' for your child, you must complete the relevant form (available from the school reception/website) and return it to the Assistant Headteacher (Mr Audsley). In line with government regulations parents/carers may only request a 'leave of absence' in 'exceptional circumstance.' A maximum of 10 days can be requested. We perceive 'exceptional circumstances' to be **when you do not have any choice**.

We DO NOT consider the following as exceptional circumstances; these are not however an exhaustive list:

- Parent/s work/holiday rota.
- A family holiday at a lower cost.
- Parent/s wedding of a child at the school as this can be arranged during school holidays.
- A holiday booked by a member of the extended family without your knowledge.
- Family reunions or gatherings.

Examples of what we would consider to be exceptional are:

- A serving soldier's leave.
- The funeral of a family member necessitating significant travel.

In all cases authorisation must be obtained from the Assistant Headteacher prior to making arrangements. Failure to do so may mean a 'Penalty Notice' is issued. Currently this is £60 per parent per child; if this is not paid within 21 days this increases to £120 per parent per child.

If a parent/carer takes a child on an unauthorised leave of absence then a Penalty Notice will be issued. Please note that the school does not receive any of the money from these fines.

B

Behaviour

Spenn Valley High School will not accept poor behaviour that impacts upon the students, staff and the school community. We would appreciate your help to create a school that prepares learners for life in modern Britain and to be responsible, respectful, active citizens who contribute positively to society. It is impossible to give an exhaustive set of rules but we expect our students to behave in a way that is appropriate. This includes:

		What does this mean to students?
READY	Be ready to start learning on time.	<ul style="list-style-type: none"> - Arrive to school & lessons on time - Bring all necessary equipment in suitable bags
RESPECT	Be respectful to everyone and the environment.	<ul style="list-style-type: none"> - Listen to the person who should be talking - Keep books, desks and walls free of graffiti - Only eat food in the designated areas - Put litter in the bins - Do not bring chewing gum into school - Try to see other people's point of view - Be polite and well-mannered towards others including, holding doors open and letting others pass through - Do not break or damage school equipment - Stay away from staff cars - Behave according to school expectations both on the way to and from school
SAFE	Behave in a way that keeps you and others safe.	<ul style="list-style-type: none"> - Move round the school in a quiet and orderly way - Keep to the left in corridors and on stairs - Show consideration for others in crowded areas - Stay in the correct area at breaks and lunchtime - Not bring any illegal or banned substances or items that can be used as a weapon into school - Use social media in a safe way - Wear a helmet if bringing a bike /other wheeled vehicle to school
WORK	Try your best and complete all work	<ul style="list-style-type: none"> - Work sensibly and not disturb other students - Ask for help if you don't understand - Learn work so that you are prepared for tests and assessments - Set high aspirational goals - Undertake additional reading to develop vocabulary

Reflect, Rehabilitate & Restore: as part of our behaviour procedures at Spenn Valley High School our aim is that all students are committed to reflecting on, and improving their behaviour and develop the ability to self-regulate their behaviour.

We believe that if a student displays inappropriate behaviour, we should try to find the reason behind this - we have a restorative approach to behaviour. Sometimes this is a simple conversation whilst on other occasions it might require more in-depth work. We ask all parents/carers to support us with this. With this approach we are not making excuses for poor behaviour but trying to understand 'why'.

As a result of our restorative approach students may be required to undertake a range of consequences including; time in the reflection room, community service, reflection time in another school. This list is not exhaustive as we try to ensure that the consequence given is appropriate. Whilst we will always aim to keep students in school, there are times when we may need to use the serious sanction of Fixed Term or Permanent Exclusion.

If a student is believed to be in possession of a dangerous or prohibited item, school staff can seize this item found as a result of a search. They can also seize any item, they consider harmful or detrimental to school discipline (see DfE *Searching, screening and confiscation Advice for headteachers, school staff and governing bodies January 2018*).

Bullying

It is important that students understand the real meaning of bullying. It is not falling out with their friends, teasing or one-off inappropriate behaviour. All of these things are upsetting but when managed appropriately students can become resilient and find ways to work together.

Bullying is *“behaviour by an individual or group, usually repeated over time that intentionally hurts another individual or group either physically or emotionally”* it is very rare and will not be tolerated in Spen Valley High School. When an incident of bullying happens, we encourage students and parents/carers to contact their child’s Head of Year or the Safeguarding Team in the first instance.

All incidences will be dealt with and any consequences will be in line with the nature and severity of the incident. Our experience shows us that where there is bullying it often is the result of students’ use of social media outside of school. Whilst we do everything we can to deal with the impact of this in school we ask parents/carers to work with us in eradicating bullying by monitoring their child’s use of social media.

In addition, to ensure every child feels safe at Spen Valley High School all students are asked to complete an Anti-Bullying form every Half Term or when needed with an appropriate member of staff. This is then monitored and re-visited to ensure that it has not re-occurred.

C

Careers Information & Guidance

It is important that all students are fully prepared for adult life when they leave Spen Valley High School, therefore advice and guidance will be given throughout their time at school. This will be in a variety of different ways ranging from advice on Key Stage 4 Option choices to mock interviews and careers events.

We currently have a careers advisor who is part of the Calderdale and Kirklees (C and K) careers team who visits the school. Advice from C and K careers is available to all students throughout their school lives and all Year 10 and 11 students receive a one-to-one scheduled interview with them.

Child Protection

It may be helpful for parents/carers to be aware that all schools are required by the Local Authority to report any obvious or suspected cases of child abuse. This includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse.

The procedure is intended to protect children and schools are encouraged to adopt the attitude that it is better to be 'safe than sorry'. School does not wish to risk upsetting parents/carers by reporting a case which may prove to be unfounded. It is hoped, in these circumstances, parents/carers will appreciate how difficult it is to carry out such a delicate responsibility and accept that the school acts in what it believes to be the best interests of the child.

If you are concerned about the welfare of any student, we ask you to report this immediately to Mr Fox-Rice, our Designated Safeguarding Lead (DSL) or Mr March the Deputy DSL.

Clubs

Whilst exam results are important, we believe in the 'whole child' and offer a wide range of clubs, teams and enrichment activities for young people to join outside of lesson time. These may involve sport, performing, creative arts, crafts or subject based activities.

Information regarding the activity will always be supplied in advance and we expect students to always inform parents if they are going to be late home from school for any reason and we will inform reception what clubs are on each evening.

Complaints & Concerns

It is really important to us that we work in close partnership with families, but during your child's time at Spennings we might do things that you are unhappy with. We might also get things wrong. If this is the case, please tell us so that we can try and resolve this. Please do not put this on social media as it is unlikely to be seen and it does not give us the chance to effectively deal with your concerns.

It is not always appropriate or possible in a large secondary school to speak to the Head teacher straight away, so to ensure we can deal swiftly with any concerns we have other leaders available to whom you can speak. If your concern relates to a curriculum matter, we ask you to contact the Head of Department (Subject Leader), if it is a pastoral matter please contact your child's Head of Year.

If you do not feel happy with the way your concern has been dealt with or you wish to speak to a member of the Senior Leadership Team, please email or telephone them. If they are unavailable, you may be required to leave a message and they will ring you back. Ms Clacy, the Headteacher is more than happy to speak to parents/carers but please be aware that you may be required to leave a message with her PA, Mrs Newsome, so Ms Clacy can ring you back.

We try to resolve all concerns informally in the first instance but there is a Complaints Policy available if parents/carers feel this has not been done effectively. Whilst we appreciate that when raising a concern, you may be upset or anxious, we ask you to try and remain calm and polite towards staff at all times.

Communication and Contact Us

We use a variety of methods of communication including letters, text messages, email and via the website (www.spennyvalleyhighschool.co.uk). Please ensure that you keep us informed of any changes to your address or phone number(s) so that we can amend our records. The school contact details are:

- **Telephone:** 01924 405451
- **Email:** office.spennyvalley@kirkleeseducation.uk

Curriculum

What do we mean by “The Curriculum”?

It is the totality of the students’ learning experience including the structure, ideas, activities, content, teaching and learning methods, and also how it is assessed. It includes what is learnt both inside and outside the classroom.

Why do we want our curriculum to look like this?

Our curriculum should...

- Enable our students to stand shoulder to shoulder with any person from any other background
- Enable our students to be happy and successful adults in every aspect of their lives
- Enable our students to gain “deep” and powerful knowledge
- Ensure students have good understanding of and the confidence and skills to decode unfamiliar text
- Engage students and inspire their curiosity and develop a genuine love of learning
- Be inclusive by ensuring equity as well as equality
- Develop their character to ensure they become socially responsible

We have 5 personal qualities that are woven throughout our curriculum.

Quality	What do we mean by this?
Independent	An independent student has a positive attitude towards study, they have the ability to think and work independently. They persevere and complete tasks.
Committed	They don’t give up – if they start something, they see it through. They enjoy learning. They know what they have to do and do it without anyone having to tell them.
Reflective	They know what they are learning, why and how they are learning it. They know themselves – know where they have been and where they want to go in the future. They are able to identify their own strengths and weaknesses and learn from their mistakes.
Effective communicator	They have great presentation skills and communicate effectively when speaking and writing. They have good reading, writing and analysis skills. They understand things from other people’s perspectives and show empathy.
Courageous	They are courageous and take risks. They can perform when under pressure. They believe in themselves – they know who they are and what they stand for. They know the difference between right and wrong.

We offer a broad and balanced curriculum mixing traditional academic subject with more vocational courses. The curriculum is regularly reviewed to ensure it meets the needs of our students as well as the statutory requirements. Any changes will be communicated to parents/carers and we value your support in meeting these demands.

In Key Stage 3 (Years 7, 8 and 9) your child will study: English, Maths, Science, Creative Arts, History, Geography, ICT, French, RE, PE and Technology. In Key Stage 4 (Years 10 and 11) your child will study English, Maths, Science, RE, PSHCE and core PE. They will also have the opportunity to make a ‘guided choice’ for their ‘option’ subjects.

D

Damage to school property

Students will be required to pay for the cost of replacing any item of school property or equipment which has been lost, damaged or broken in non-accidental circumstances.

Day to Day Information

Our school website (www.spennyvalleyhighschool.co.uk) allows you to keep up to date with what is happening on a daily basis and we will always inform you by letter of anything that you need to know from dates of examinations, to trips and special events.

E

E-safety

In an increasingly technological world, we all have to be more vigilant regarding e-safety and therefore we teach this as part of our curriculum. However, we ask parents/carers to keep a watchful eye on their child's use of social networks and other electronic media. If you are concerned that your child may be placed at risk as a result of their use of the internet within school, please let us know.

If you have concerns relating to electronic safety out of school, we would ask you to involve the appropriate authorities e.g. CEOP, relevant social media sites and/or the police.

We respectfully ask both students and parents/carers not to use social media in a way that is derogatory or inflammatory.

Educational Visits

Spenny Valley High School is committed to offering students as many opportunities as possible to enhance their learning outside the classroom. In their 5 years with us your child will enjoy a variety of experiences designed to aid overall social development. No charge is made for visits directly related to the school curriculum e.g. geography fieldwork. For those trips where there is a substantial cost we work with parents to ensure there is a manageable payment plan.

Emergency Closure

We always try to keep the school open, but unfortunately from time to time adverse weather conditions or other unexpected events can lead to unforeseen emergency closure. Details will be found on the Kirklees schools closures website (www.kirklees.gov.uk) and our own school website (<http://www.spennyvalleyhighschool.co.uk>). We will also endeavour to send all parents/carers a text message, it is therefore important to keep your mobile phone details up to date. We will never send a child home without contacting you first.

Even if there is snow on the ground we may open. However, we do recommend in these circumstances that students do wear appropriate footwear and clothing, bringing spares if necessary.

It should be noted that when students have external examinations over the winter period, these are likely to go ahead even if the school is closed to all other students. Parents/carers of the students sitting examinations will receive separate notification of this.

Equality

Spenn Valley High School is committed to ensuring that all who study and work within our school are treated with respect and dignity. We strive to ensure that all members of our school and wider community, regardless of age, ability, gender identity, colour or belief, are treated with the utmost respect, tolerance and consideration. Those with special educational needs are supported so that they can access the full curriculum and all facilities alongside their classmates.

Equipment

It is important that children come to school ready equipped for all lessons. Whilst exercise and textbooks will be provided by the school, students will be expected to bring a pencil case containing a pen, pencil, ruler, rubber and pencil sharpener. Coloured pencils and scientific calculators are also very useful items.

We expect students to bring a bag big enough to carry these items and an A4 file/folder. For P.E. lessons students will be expected to change into their P.E. kit (see uniform section).

Examinations

Examinations are an important part of life in high schools and whilst external examinations are usually taken at the end of Key Stage 4, students will sit other examinations to provide their teachers with ongoing analysis of their progress and ensure they are fully prepared for the more formal experience.

Students who are sitting formal exams will always be supplied with examination timetables several weeks in advance which outline exactly where and when they need to attend. It is important that students attend these as they are not given an alternative time to sit them. Any genuine illnesses will only be considered by the examination board if a doctor's note is supplied. If a student misses an examination without a genuine reason, which is not communicated to the school in advance, the parents/carers will be charged for the cost of the examination.

There are very strict regulations surrounding examinations and students are expected to adhere to these. Any misbehaviour during an exam is taken very seriously and communicated to the parents. It may result in them being disqualified completely from the exam.

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect unforeseen and temporary illness, injury or other indisposition at the time of the examination. If performance in a GCSE examination is adversely affected by illness or other difficulties, physical or emotional, the Examinations Manager may be able to apply for special consideration. Please contact the Examinations Manager with full details and evidence if required so a request can be made to the awarding body. The final decision will be made by the Examination Board.

F

Form Groups

All students are allocated to a mixed ability form group with a form tutor at the beginning of Year 7. If you have any concerns regarding your child you should, in the first instance, contact your child's form tutor.

The form tutor is the member of staff who has the overview of your child's progress and general wellbeing in school. In most cases your child will keep the same form group for the full five years that they are with us.

Students remain in form groups for some lessons, but others are taught in sets ensuring that everyone is given the opportunity to reach his or her potential.

G

Governors

The Governing body meet on a regular basis and are in permanent consultation with the Headteacher and Senior Leadership Team with whom they work hand in hand. Significant changes cannot be made or actions put into place without the approval of the governing body. The Chair of the governing body at Spen Valley High School is Mr Simon Kelly. He can be contacted via the school email or by letter care of the school address.

H

Haircuts and Styles

Extreme haircuts (including patterns and tramlines shaved into the scalp) and non-natural hair colours (e.g. blue, green, purple or pink) are not permitted in school. If your child's hair style is considered inappropriate you will be asked to have it modified.

Holidays

School holidays are published annually and can be found on our school website (www.spenvalleyhighschool.co.uk) or on the Kirklees website (www.kirklees.gov.org). We will not grant leave of absence for family holidays (please see section on Attendance).

Homework

The importance of encouraging students to get involved with study outside the classroom is of prime importance to their success. Home Learning is used to support students learning in a number of ways including; pre-reading before a subject is taught; revision and committing to memory or research. We ask parents to encourage their child to complete their homework and if they are experiencing any difficulty in doing so, contact their subject teacher.

I

ICT

In ICT in Lessons students must

- always keep their password safe
- never reset other students' computers
- only use the internet for school use
- always ask for permission before using personal storage devices (e.g. USB sticks and external hard drives)

Illness

If your child falls ill during the school day we will not allow her/him to go home early unless s/he is collected by a parent or carer. Students who feel ill in lessons or who have an accident will be directed to a member of staff where first aid will be given as appropriate.

In cases of serious illnesses, a parent/carer will be expected to collect their child from school. We will not allow your child to leave the school unaccompanied. If you send an adult representative in your place you must inform the school who this will be, and they will be asked to show proof of identification.

J

Jewellery

Students are only allowed to wear a watch and one small pair of stud earring. They must have no other facial, tongue/body piercing; if they do, they will be expected to remove them immediately. Tattoos are not permitted.

K

Key Staff

During their school life your child will meet and work with a variety of different staff, but in their first year there are several key staff that they need to know and can go to if they have a problem. These include:

Headteacher: Ms H Clacy
Deputy Headteacher: Mrs S Jagger
Deputy Headteacher: Mr D Maxwell
Assistant Headteacher: Mr K Audsley
Assistant Headteacher/DSL*: Mr L Fox-Rice
Assistant Headteacher: Mrs S Rhodes
Assoc. Assistant Headteacher: Mrs L Dunne
Assoc. Assistant Headteacher: Mr R Humphreys
Assoc. Assistant Headteacher/SENCo: Mrs A Holder

School Business Manager: Mrs T Bland
Personalised Learning Manager: Mr J Travers
Head of Year 7: Mrs K Wilkinson
Head of Year 8: Mr A Wood
Head of Year 9: Mr S Howson
Head of Year 10: Mr T Everett
Senior Head of Year (Y11): Mrs V Edwards
Safeguarding & Inclusion Manager: Mr R March
Attendance Officer: Mrs Y Shaw

*Designated Safeguarding Lead

Kit (PE)

Girls PE Kit:

- A long sleeved and short sleeved PE shirt (with Spen Valley logo)
- A pair of shorts (black)
- Plain black socks
- Plain black tracksuit pants/leggings
- Trainers

Boys PE Kit:

- A long sleeved and short sleeved PE shirt
- A pair of shorts (black)
- Plain black socks
- Plain black tracksuit pants
- Trainers
- Football boots (see PE curriculum plan)

All parents/carers are encouraged to provide their children with shin guards and gum shields to prevent injuries in Rugby, Football and Hockey.

L

Lates

Students arriving after 8.35 a.m. when lessons start will be given a late mark in the register. Late comers must report to main reception as part of health and safety regulations.

Students arriving late will be expected to make up the time at the end of the school day. Persistent late comers will be referred to the pastoral team as this is considered an absence from school.

Letters Home

Whenever we have important information to impart to large numbers of parents or carers, we will contact you by letter and may also use text messaging to warn you that a letter has been handed to your child. It is the child's responsibility to give you these letters, but we would advise parents to check their bags in case they forget! Some letters will be sent by post.

Lost Property

A large number of items are lost and misplaced every day. We would therefore ask you to ensure that all personal items are properly labelled with your child's name.

Any items which are found on school premises are taken to main reception which should be the first port of call for anyone looking for a lost or misplaced item. After a period of time any lost property is given to charity.

Lunch

We operate a cafeteria style restaurant which offers a choice of tasty, healthy food ranging from traditional meat and vegetables through to pizza, pasta and salad with vegetarian choices being available every day.

Our cashless system works on *biometric thumbprint recognition with parents being able to 'top up' their account balances at appropriate times throughout the week. Those students who are eligible for free meals will have their account automatically credited with the appropriate amount daily.

A selection of drinks are also sold in the dining room and a fresh water fountain allows students to top up their own bottles free of charge. Fizzy, high energy drinks are not allowed in school at any time. If they prefer, students can bring packed lunches from home, but these must also be eaten in the dining room or outside.

Lunch time is from 12:15 noon until 1.45 p.m. During this time period all students have a lunch break of 30 minutes and a lesson of 1 hour.

**The biometric system will be fully explained to all Year 7 students on arrival in September.*

M

Make Up

Make up, including nail varnish and false nails are not permitted.

Medical Issues

Informing the school

The parent/carer of any student who has medical needs should ensure that the school is promptly informed about this. In the case of significant health needs we will work with parents, using information provided by medical professionals, to write Risk Assessment and Health Care Plans.

Health Care Plans

An Individual Healthcare Plan is completed for all children with a long-term medical condition. This is completed and/or reviewed:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school.
- when the situation changes as informed by the parents/carers

Storage

All medication should be brought to the main Reception, in its original packaging, showing clearly the student's name, date of issue and expiry date. We have a medical safe, fridge and cupboard where all student medication is stored. In addition to student specific medication, we also hold spare inhalers for emergency use. All medication is stored in accordance with requirements and after expiry date should be collected by a parent/carer for disposal.

Administering

All parents providing medication to school should complete a form providing information regarding the student's health needs and information on what medication is to be administered and when. These forms are on our website as an appendix to our Medical Needs Policy but can also be requested from Reception. Any further information on administering medication can be discussed with a First aider.

First Aid

Any student or staff member requiring first aid should come to the main office, where our trained staff are available to support their needs. We will ring 999 if it is deemed necessary.

Medical Appointments

We would ask that all non-emergency medical and dental appointments should be arranged outside of school time. However, if your child is required to attend a hospital appointment please let us know, in advance, by ringing the school or by writing a note which should be shown in the first instance to the form tutor.

As above, no child will be allowed to leave school for these appointments unless they have been picked up by a parent/carer. Upon return to school, students should be brought to main reception to sign back in.

Mobile Phones

The school policy on mobile phones and other electronic equipment/accessories e.g. i-pods, cameras, headphones, portable music devices is that they are not allowed in school. However, we do appreciate that parents feel that a mobile phone gives their child added security when travelling to and from school. If they are brought into school, they must be kept switched off and out of sight during the school day at ALL times. If any of these items are seen or heard at any time during the school day on the school site, including the playground and field, they will be confiscated and kept in a secure place and home will be contacted for parent/carer or a responsible adult to collect from school.*

If, in the event of an emergency, parents need to get in contact with their child we ask them to ring school reception. At no time must students use their mobile phones or other electronic devices to record videos or take pictures of other people in school.

**please note that the school does not accept liability for the loss or damage to any items confiscated because students have breached the school policy.*

N

O

Options

At the end of Year 9 students will be given a 'guided choice' as to which subjects they would like to study alongside their core subjects during Key Stage 4. Parents will be advised of the specific dates of these events and we ask parents to discuss this with their child to ensure they make their choices based on, what they are good at, their future careers choice and what they enjoy.

P

Parents'/Carers' Evenings

We will hold at least one whole school parents'/carers' evenings for each Year group each year which will allow all parents the opportunity to have a consultation with subject teachers and form tutors.

Year 7 have an additional evening where you can meet your child's form tutor and review how they have settled in during the first few weeks and parents of students in Year 11 will be invited in to additional evening events to give advice and guidance on how to support their child in preparing for their final examinations. We ask all parents to attend these but where this is not possible to inform school so that an alternative meeting can be arranged.

During the year the school will also hold other Information Evenings with parents/carers to update them on key issues relating to the school.

Parking

Parking within the school grounds is limited and the school drive is narrow. We ask parents who are dropping off their children in the morning or picking them up in the afternoon to do so outside the grounds on Roberttown Lane.

In such an event please take into consideration the local residents and do not block their driveways or cause an obstruction. If you have an appointment to see a member of staff, you are of course welcome to park in our car park.

Personal Qualities

At Spen Valley High School our intent is that our students will be confident young adults and stand '*shoulder to shoulder*' with any other person from any background. In order to do this we have key qualities that we want our students to develop. They are:

- Committed
- Effective Communicators
- Reflective
- Courageous
- Independent

Q

Qualifications

At the end of Year 11 students will sit a range of GCSE qualifications. However, we offer a range of other equivalent qualifications for example BTECs, Rock School Live (RSL). If you need any further explanation of these please contact one of our Deputy Head Teachers.

R

Rewards

We actively promote a praise culture in the school. Good behaviour and positive attitudes are rewarded by:

- Prizes in lessons
- Postcards, letters and phone calls home
- Good attendance certificates
- Form attendance rewards
- Outings
- Reward activities
- Annual awards evening.

The school is always looking to review the rewards system to ensure they are current and informed by student voice, which provides an opportunity for students to contribute to decisions made in school.

S

Safety

The safety of your child is our number one priority and we would like to assure you that we take every step possible to ensure the well-being of every member of the school community. All staff have safeguarding training and we follow the policies and procedures outlined by the Local Authority.

Our behaviour procedures encourage students to take responsibility and to keep themselves safe but we have additional systems and processes in place to mitigate against any risks.

- Students **MUST NOT** leave the school site at any point during the school day (including break and lunch time) unless they have been granted permission by the school.
- All staff and visitors to the school who have contact with the students are required to have a Disclosure and Barring Service (DBS) check (previously CRB check). Without this they will not be allowed unsupervised access.

All staff have been trained in Safeguarding & Child Protection procedures and understand that they have a responsibility to protect children from abuse. The training ensures that all staff understand how to recognise signs of and what is meant by:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

All disclosures or suspicions of abuse are reported to the Designated Safeguarding Lead, Mr L Fox-Rice. All referrals result in Mr L Fox-Rice following the Kirklees Safeguarding Children Board procedures.

Students are also made aware of what it means to keep themselves and others safe. There are posters displayed around school informing students and others who to contact in school if there are any safeguarding concerns.

If you have any concerns regarding safeguarding, please contact Mr L Fox-Rice, Designated Safeguarding Lead or, any other member of the Safeguarding Team.

Sanctions

We expect high standards of behaviour from all students. The vast majority of our young people always behave very well, however, when behaviour does not meet our required standards we implement a range of sanctions appropriate to the behaviour. Usually, in-class sanctions such as a quiet word or a change of seat will be sufficient, but more serious types of inappropriate behaviour, poor attitudes to work or frequent lateness may be dealt with in the following ways:

- Referral to subject leader or Head of Year
- Phone calls or letters home
- Placement on report
- Restorative Meetings
- Parents invited in to discuss student's attitudes or progress

- Temporary removal from lessons
- Partnership isolation in another local school (for more serious offences)
- Exclusion (for the most serious offences) see below

We ask all parents to support the school in implementing its behaviour policy and ensuring that their child completes the sanction given.

Exclusion

- Exclusion from school is a punishment reserved for only the most serious of offences, if a student's behaviour gives serious cause for concern s/he may be excluded from school for a number of days, depending on the seriousness of the offence and will only be re-admitted after parents have had a formal meeting with a senior member of staff.
- Less serious offences can result in internal exclusion, meaning that the student spends a day in reflection. For the most extreme offences - permanent exclusion can ensue which means that the child will not be allowed back into school at all. Exclusion is however rare and the vast majority of young people go through five years of education without ever being excluded.

SEND

Our Special Educational Needs department helps to ensure that every child, regardless of ability is able to meet his or her academic and personal potential. Our SENCo is Mrs A Holder. We offer programmes which support learning, social and emotional development and assist students who experience physical challenges and for whom English is an additional language. Our support includes:

- In-class support for a range of needs across the curriculum.
- One-to-one withdrawal support where appropriate for literacy, numeracy, communications, emotional or social needs.
- Access and nurture groups.
- Breakfast club.
- Quiet spaces for lunch and break time.
- Homework club.

The department liaises extensively with a wide range of external agencies which can be brought in to provide specialist support as required.

Smoking

It is against the law to smoke on school grounds for everybody, including members of staff. None of our students are old enough to smoke and should not; under any circumstances bring cigarettes into school. Any student who is seen smoking within school ground, or who is observed standing with a group of smokers will be given an instant sanction and may be required to follow a health education programme. This will also be the case if seen smoking at any time whilst wearing our school uniform e.g. travelling to and from school. These rules apply to all other smoking related products such as e-cigarettes.

T

Target Grades

Students are given target grades at the beginning of every year in every subject which tells them the level they should achieve by the end of Year 11 (the results they will leave school with). Targets are based on

prior attainment at Key Stage 2 and based on the new 1 – 9 GCSE grading system. Progress should be made throughout the year and levels and grades are monitored closely so that any under-performing student can be identified in order to ensure that they are given appropriate support and guidance.

Term Dates 2018-19

Autumn Term 2019

- First Day - Monday 2nd September (INSET day)
- Half Term - Monday 28th October to Friday 1st November
- Last Day - Friday 20th December

Spring Term 2020

- First Day - Monday 6th January
- Half term - Monday 17th to Friday 21st February
- Last Day - Friday 6th April

Summer Term 2020

- First Day - Monday 20th April
- Half Term - Monday 25th to Friday 29th May
- Last Day - Monday 20th July (INSET day)

Dates to remember

- Good Friday 10th April 2020
- Easter Monday 13th April 2020
- May Day 8th May 2020

Training Days

- Monday 2nd September 2019
- Friday 25th October 2019
- Friday 20th March 2020
- Friday 3rd July 2020
- Monday 20th July 2020

Times of School Day

- 08:30 - **Students enter school**
- 08:35 - 09:35 **Registration/Period 1**
- 09.35 - 10.35 **Period 2**
- 10:35 - 10:55 **Period 3 Assembly/Tutorial for Years 8 and 10 and Break for Years 7, 9 and 11**
- 10:55 - 11:15 **Period 3 Assembly/Tutorial for Years 7, 9 and 11 and Break for Years 8 and 10**
- 11:15 - 12:15 **Period 4**
- 12:15 - 13:45 **Period 5/lunch**
- 13:45 - 14:45 **Registration/Period 6**

Students need to arrive at school **before** 8.30 a.m. when the bell will sound. All students need to enter the building at the doors situated off Roberttown Lane. Students are not allowed to enter or leave via the main entrance at the beginning and end of the school day unless they arrive late. Those who arrive after 8:35 am will receive a late mark (see above section).

U

Uniform

At Spen Valley High School, we aim to achieve standards of excellence in all areas of school life including appearance. We believe, when worn correctly, the uniform represents the standards that the school expects to achieve. It says to the local and wider community that Spen Valley High School is a high achieving school whose students understand the difference between the expectations of the world of work and how they dress for their social life out of school. We also feel very strongly that it represents equality for all students.

Wearing smart uniform, including P.E. kits, is an important factor in encouraging a positive ethos at Spen Valley High School. It is the policy of the school, therefore, that students should wear school uniform as outlined below. When they don't wear a particular item, they will be expected to wear the one provided by school.

Please note that fashion items are not permitted. Students are expected to be dressed correctly on their journey to and from school, as well as in school. Parents'/Carers' support in this matter is expected and appreciated.

Girls

- Spen Valley Blazer
- White school shirt with collar (not polo shirts)
- Black tailored school skirt (not jersey material) OR tailored trousers (not jeans or leggings)
- School tie
- School jumper (optional item)
- Traditional school shoes (plain black and no motifs)
- Plain black tights

Boys

- Spen Valley Blazer
- White school shirt with collar (not polo shirts)
- Black school trousers (not jeans or tracksuit bottoms)
- School tie
- School jumper (optional item)
- Plain black traditional school shoes (plain black and no motifs)

Outdoor Coat

These should be a subdued colour and plain material. Given that students walk to and from school in all weathers a coat that is both warm and shower proof is a good idea.

V

Visitors

To ensure the safety of our students, all visitors to school are asked to report to the main reception. You will always then be asked to 'sign in' and wear the appropriate badge during your visit.

W

Weapons

Students must NOT bring into school anything that could be used as a weapon or to cause fear or harm. This is not an exhaustive list but includes: any bladed weapon, guns (including toy and BB guns), fireworks, lighters, matches. If a student is suspected of bringing this into school, they may be searched and the item will be confiscated.

X

Y

Z