

Content

Our Vision	Page 1
Week A and Week B Timetables	Page 2 & 3
The times of your school day	Page 4
Map of the school	Page 5
Term Dates	Page 6
Punctuality and Attendance Matters	Page 7
Illness and Accidents	Page 8
Covid 19 procedures	Page 9
School Uniform and Equipment and social media	Page 10 - 12
Classroom Code of Conduct	Page 13
Rewards & Sanctions	Page 14 & 15
Attitude to Learning Descriptors	Page 16
The Langtree Challenge	Page 17-19
Presentation Matters and Homework Matters	Page 19
Literacy Matters	Page 20
Instrument and Voice Lessons	Page 21
Bus Code of Conduct	Page 22-23
Keeping in Touch	Page 24

Vision

COURTESY, TOLERANCE AND RESPECT IN THE COMMUNITY

Langtree is proud of its standing in the local community and expects that students will practise the school's core values not just in school, but in the community surrounding the school as well. In wearing the school uniform, all students are ambassadors for the school and are expected to represent the school and exercise courtesy, tolerance and respect at all times. This is particularly important when travelling to and from school and using local amenities at lunchtime like the library, local shops and the park.

As a student at Langtree there are lots of opportunities to be involved in the community and welcome visitors into the school. Langtree students have a fantastic reputation for the good manners and polite behaviour they demonstrate to guests in school – it is important that every student plays their part in upholding that reputation. Similarly, exemplary behaviour is expected when students are out of school on the many trips and visits that are offered over the five years.

Timetable: Week A

	Monday	Tuesday	Wednesday	Thursday	Friday
Tutorial					
1					
2					
3					
4					
5					

Timetable: Week B

	Monday	Tuesday	Wednesday	Thursday	Friday
Tutorial					
1					
2					
3					
4					
5					

The School Day

The school day at Langtree runs from 8.40am to 3.00pm.

8.40 – 9.00 Morning registration

9.00 – 10.00 Lesson 1

10.00 – 11.00 Lesson 2

11.00 – 11.20 Break time

11.20 – 12.20 Lesson 3

12.20 – 1.20 Lesson 4

1.20 – 2.00 Lunchtime

2.00 – 3.00 Lesson 5

3.00 Buses/Extracurricular

Map of the School



Art and Design	Drama / Stage	Humanities	Kitchen	Main & Sports Hall	MFL	Offices	PE Store / Changing	Science	Toilets
Caretakers/ Boiler Rm	English	ICT	Learning Support	Maths	Music	Outside Courtyards	Res Mats/ Food	Staff Room	



2021 – 2022 Term Dates

Wednesday 1st September	Inset Day
Thursday 2nd September	Start of term 1 for Year 7 students - Induction day
Friday 3rd September	Term 1 starts for all other students
Thursday 23rd September	OPEN EVENING for prospective parents (Half Day)
Wednesday 29th September	OPEN MORNING for prospective parents
Thursday 30th September	OPEN MORNING for prospective parents
Friday 24th September	Inset day
Monday 27th September	Inset day
Friday 1st October	SPONSORED WALK
Friday 22nd October	End of Term 1
October Break – Monday 25th October – Friday 29th October 2021	
Monday 1st November	Start of Term 2
Friday 17th December	End of Term 2 (Half Day)
Christmas Holiday – Monday 20th December 2021 – Monday 3rd January 2022	
Tuesday 4th January	Start of Term 3
Dates 4th to 14th January	Year 11 Mock GCSE Exams
Monday 17th January	Inset Day
Thursday 17th February	End of Term 3
February Break – Friday 18th February – Friday 25th February 2022	
Monday 28th February	Inset Day
Friday 8th April	End of Term 4
Easter Holiday – Monday 11th April – Friday 22nd April 2022	
Monday 25th April	Start of Term 5
Monday 2nd May	May Day Bank Holiday
Tuesday 3rd May	Inset Day
Friday 27th May	End of Term 5
May Holiday – Monday 30th May – Friday 3rd June 2022	
Monday 6th June	Start of Term 6
Dates TBC	Year 10 Exams
Dates 11th to 15th July	Activities Week Y7 Camp / Y8 France / Y10 Work Ex (all TBC)
Wednesday 20th July	Sports Day
Thursday 21st July	End of Term 6 (Half Day)

PUNCTUALITY MATTERS

If you arrive late to school or to your lessons, you are not achieving the most from your time in school. Students arriving late to school on 3 occasions in any week will be issued with a senior staff after school detention. Students who persistently arrive late to lessons will have their social times removed.

Punctuality to lessons is essential as lateness disrupts your learning and that of others.

It is vital that students are on time for tutorials as this is where crucial information, such as room changes, will be announced.

Signing in

The expectation is that you arrive for school on time, however if you are late to school, for any reason, you must sign in at reception on arrival.

Signing Out

The expectation is that medical appointments are made outside school hours. If you must leave school during the day for any reason then please bring a note from your parents to show to your tutor and class teacher at the time. Your parent or another authorised individual should collect you from the school reception area. You must sign out at the school office. If you return to school later on the same day then you must sign-in again.

**Electronic registration takes place in all lessons.
Students should always be on time for lessons and be ready for learning.**

ATTENDANCE MATTERS

Only under exceptional circumstances will we approve school absences. All requests of absences should be emailed to studentabsence@langtreeschool.com- for the attention of Ms Burman, Deputy Headteacher. We may impose penalty fines if you do not attend school.

ILLNESS AND ACCIDENTS

Covid-19

If you develop symptoms of covid - 19 whilst in school your teacher will send you to the **area behind the stage**. Your parents will be contacted as soon as possible to come and collect you.

The main symptoms of covid-19 are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Please refer to the NHS website for updated information about covid-19.

We will follow the latest guidance issued by the government on all areas regarding Covid-19.

Non covid-19 symptoms

If you have non covid - 19 symptoms, or have an accident, **tell a teacher or go to the school office**. If you are too ill to remain at school or if hospital treatment is necessary then your parents will be contacted by the school office to make suitable arrangements.

- **Under no circumstances should you leave the school or go home without permission.**
- **All telephone calls home should be made by a member of staff via the school office.**
- **Students should not contact their parents to request collection from school for illness or any other reason without the permission of the school first.**

Medicines: Students may carry their own medication / equipment prescribed by their GP, (for example epi-pens / inhalers / insulin) or it can be kept in the school office.

You should not bring in non prescribed medicines such as paracetamol or aspirin. If you feel unwell, you need to tell a teacher. We do have some pain relief tablets in school but we will always contact your parents for permission to give this to you.

Students must sanitise their hands when they enter a classroom and when they leave.

Covid 19

Although covid-19 restrictions eased at the time of producing this handbook, the procedures outlined below were followed in 2020/2021 and will likely be implemented again *if* restrictions are imposed.

All students must adhere to:

- altered routines for arriving or leaving the school
- only socialising with pupils who are in their 'bubbles' at school, including at lunch and break times
- moving around the school using the one way system
- the latest guidance on social distancing
- hygiene rules: sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoid touching their mouth, nose and eyes with their hands
- washing their hands on arrival, before departure, and at regular intervals throughout the day
- wiping down toilet door handles, sinks and toilet surfaces with antiviral wipes before and after using them to protect themselves and others
- using Antiviral sanitiser and wipes regularly
- telling an adult if they are experiencing symptoms of coronavirus
- only using the areas of the school that they are permitted to be in
- using their own equipment, stationery, books or other equipment. Students must bring everything with them that they will need for the day
- using PPE (Personal Protective Equipment: masks and gloves) correctly and looking after their own PPE where necessary
- respect everyone's right to wear PPE

Students will not be allowed to:

- go off-site during the school day
- sneeze, cough or spit at or towards any other person
- students should only spit into a tissue before disposing of it
- spitting on the ground or into space is unacceptable at all times

SCHOOL UNIFORM


You are expected to take pride in your appearance and meet the school's uniform code.

Uniform for Years 7-10

Blue v neck logo jumper, white logo polo shirt or white logo shirt with school tie, choice of two styles of black tailored logo trousers or a choice of two styles of skirts worn to the knee.

Uniform for Year 11

Grey v neck logo jumper or grey logo cardigan, white logo polo shirt or white logo shirt with school tie, choice of two styles of black tailored logo trousers or a choice of two styles of skirts worn to the knee.

What is allowed?	What is not allowed?
Plain outdoor coat	Colourful patterns Hoodies, sweatshirts or non Langtree jumpers Denim or leather jackets/coats
Socks- navy blue, black or white Under the knee or ankle socks	Socks over the knee (Anime style)
Tights- black	Any other coloured tights
Langtree trousers and skirt	No leggings or denim clothing of any sort
Plain black belt	No colourful belts with studs
One plain silver or gold stud in each ear lobe (or outer ear - the helix)	No piercings anywhere else other than the outer ear No transparent jewellery. No ear bars No plasters to cover piercings No other jewellery is permitted
Shoes - please see further guidance on the website.	No trainers, no boots, no canvas shoes. Please note that Nike Air Force, in any colour, are not permitted for PE as they do not have the appropriate support. 

- Coats/scarves/hats should not be worn in lessons. Baseball caps are not allowed.
- No student should have his/her hair dyed an unnatural colour, nor should any student come to school with extreme haircuts/styles eg. no shaved patterns. Long hair must be tied back for safety reasons in practical lessons.
- Discreet makeup may be worn.
- No nail varnish or nail extensions (students will be expected to remove varnish immediately and social times removed)

- Jewellery that is not permitted will be confiscated and kept in the school office. This can be collected on Fridays (parents can collect these items earlier). Students who persistently (3 times in a short term) have jewellery confiscated will only be allowed their jewellery at the end of a half term. Parents can come and collect it at any time. If students refuse to remove their jewellery, they will be removed from class and their social times removed.

PE Uniform

All sports clothes and equipment needs to be brought to school as and when it is required and preferably carried in a suitable sports bag. It is very important that all items of equipment and the bag itself should be named clearly.

Navy/cyclone blue polo shirt & outdoor trainers (not Nike Air Force 1 trainers), football boots and astro turf shoes.

Unisex navy/cyclone blue shorts or skort

Unisex navy/cyclone blue sports socks

Navy/cyclone blue reversible long sleeve top

Navy/cyclone blue hooded jumper (not suitable for certain team games).

All with Langtree School transfer badge.

EQUIPMENT LIST

- All students must have the correct materials in school as well as the correct exercise and text books required for each lesson.
- All student must bring a reading book to school every day
- All year students should bring the following items to school:
 - Pen (black ink) and spare pen
 - Highlighter pen
 - Pencil and Pencil sharpener
 - Ruler
 - Rubber
 - Scientific calculator
 - Protractor
 - 3.5mm earphone or headphones - **not airpods or any other bluetooth arrangements.**
 - Compass
 - Student Handbook
 - Independent reading book
 - Glue stick
 - Scissors
 - Colouring pencils
 - Green pen
 - Mini Whiteboards and dry wipe pens

Tip-Ex type solutions are not allowed.

PHONES AND SOCIAL MEDIA

Students are only permitted to use their phones at break and lunch time **only outside of the school building**. Mobile phones can be a distraction and lead to behaviour that is not courteous, tolerant and respectful. Students must follow the guidelines in order to maintain their privilege of having their phone in school:

- Students must not use their phones in the school building. Phones should be switched off and in their bags.
- Students who have a phone out in lessons without permission will have it confiscated for the day.

- **If you persistently defy school rules with regard to mobile phone usage, we will rescind the privilege for you to have your mobile phone during the school day and contact your parents.**
- Earphones should not be worn in lessons or between lessons unless instructed by a member of staff. If seen, they will be confiscated. They should only be worn outside of the school building.
- No student should interfere with work completed on a computer or IT device by another student
- No student should access or use the social media site belonging to another student
- No student should use their phone, computer or social media to abuse or take part in any kind of cyberbullying
- Photographs/video / audio recordings should not be taken in lessons without the direction of a teacher
- No student should use another student's account/log in details
- Students must not take photographs/recordings of each other without consent.

If students have a phone or similar electronic device in school then they are responsible for its use and safety. They are also expected to follow the advice and information they are given in school about using IT and associated social media responsibly, safely and legally. There will be firm consequences for students who do not follow the guidelines which may result in the student being banned from having a phone on site.

The school cannot be responsible for the loss of equipment.

Classroom Code of Conduct

If we are all serious about 'Putting Learning First', we all need to:

Be prepared for learning. *This means always have your books and the correct equipment for the lesson, be on time and arrive in a quiet and orderly manner.*

Be prepared to make an effort. *This means stay on task, keep your focus and maintain your concentration*

Be respectful of ALL staff. *This means don't answer back, challenge or argue with **any** teacher or Cover Supervisor about expectations*

Be respectful of other learners. *This means avoid shouting out or making unnecessary noise and waiting for your turn to have your say*

Be tolerant of other learners. *This means be prepared to listen to the views of others with consideration, even when you hold a different view*

Be proud of yourself and your work. *This means make the very best effort you can, make a positive contribution, and produce work which you can be proud of*

Be responsible for your learning outside the lesson. *This means handing completed homework in on time and using SMH to catch up yourself if you are absent*

Our core values are **Courtesy, Tolerance and Respect.**

Take them into every lesson with you.

In return, your teachers will work very hard to plan your lessons, offer help and support when you need it, mark your work and provide feedback which helps you to make progress.

REWARDS & SANCTIONS

To show our core values of **courtesy, tolerance and respect**, your teachers like to recognise your success.

- **Positive Postcards:** Positive postcards will be sent home to celebrate special achievement or effort
- **Achievement points** are awarded for doing well in lessons, for example: excellent contribution to a lesson, excellent homework/classwork, progress or doing well in tests.
- Students with exemplary attitude to learning, as identified by the interim assessments, are celebrated as **"Learning Stars"**.
- Students with an improved attitude to learning are also acknowledged and celebrated with certificates **"Most Improved Attitude."**
- **Headteacher's Commendation:** The Headteacher rewards outstanding effort or achievement in personal interviews with students. Teachers recommend students for these awards.

SANCTIONS:

Detention	Misdemeanours (these are examples and not a definitive list)
Break	Missing equipment Chewing gum Wearing incorrect uniform Poor behaviour in corridors or outside HW issues Persistent lateness to lessons
Department detention	Poor behaviour in lessons
HW detention	For not completing HW
SLT detention - 1 hour after school	Behaviour is a serious concern in lessons, or outside of lessons Persistent lateness to school
Isolations	Isolations may be used to investigate an issue further or for offences against our code of conduct and behaviour which "gets in the way of learning."
Fixed Term Exclusions and Permanent Exclusions	May be used for serious misconduct.

Teachers do not have to use these strategies in this order. The type of detention issued will be decided by teachers depending on the severity of the behaviour.

Students whose behaviour or attitude to learning is a cause for concern will be monitored daily using a Target Card.

If a student misbehaves, gets in the way of learning and ignores our school core values, the teacher may:

1. Tell the student he/she is disturbing the class (this will be a first warning)
2. Give a clear, firm second warning if the student does not respond as requested immediately
3. Move the student within the class if the poor behaviour still continues
4. Remove the student from class for five minutes if the poor behaviour still persists
5. Remove the student from the class to the Team Leader or to another classroom if possible
6. Issue a break or lunchtime detention if possible or an after school detention

If a student's behaviour persistently gets in the way of learning, the teacher will request further assistance from a member of staff. That member of staff will remove you from the lesson and place you in **after school detention with a member of the senior leadership team.** When poor behaviour is very serious, it is not appropriate to give a series of warnings and a teacher may use this system to support them.

Students who have been removed from their lessons twice in a day will be placed in isolation for **at least** the rest of the day; the Head of Year or SLT will review the situation and decide upon any further necessary actions. It may be that you are unable to return to those lessons until effective learning can be restored.

Homework : Failure to complete homework will result in a detention.

V.1		Attitude To Learning			
Key	Assessment	Quality of classwork	Quality of Homework	Behaviour for Learning	Organisation
1 Outstanding - Always putting learning first	The student's performance in assessments demonstrate that they are consistently achieving or exceeding their aspirational target.	The quality of classwork is always outstanding. Work exceeds our expectations of the student. The student's work demonstrates excellent independent skills and they are able to lead group activities effectively. Work leads to rapid progress and learning.	The quality of homework is always outstanding. Work exceeds our expectations of the student. The student's work supports rapid progress and learning.	The student's behaviour for learning is always outstanding. The student has an excellent mindset to challenge themselves and embrace areas that need improving. The student always asks thoughtful questions and contributes effectively to class discussions in order to improve their learning. The student always acts on feedback.	The student has outstanding organisational skills. The student always has the correct equipment. Books are always organised to enable effective revision. Homework deadlines are always met.
2 Good - Often putting learning first	The student's performance in assessments demonstrate that they are generally meeting their aspirational target.	The quality of work completed in class is good. Work meets our expectations of the student. The student demonstrates good independent and group skills. Work leads to progress and learning.	The quality of homework completed is good. Work meets our expectations of the student and supports good progress and learning.	The student's behaviour for learning is good. The student is able to challenge themselves and is aware of the areas that need improving. The student usually asks questions and contributes to discussions in order to improve their learning. The student often acts on feedback.	The student has good organisational skills. They often have the correct equipment. Books are well presented and are useful for revision. Homework deadlines are often met.
3 Sometimes fails to put learning first	The student's performance in assessments demonstrate that they are generally working at a level close to their aspirational target.	The quality of work produced in class is inconsistent. Sometimes the work is slightly below what we would expect of them. There is an inconsistent approach to group tasks and working independently. Work occasionally leads to progress and learning.	The quality of homework is inconsistent. Sometimes the work is slightly below what we would expect of them. Homework does not always support learning.	The student's behaviour for learning is inconsistent. The student occasionally asks questions and sometimes contributes to discussions in order to improve their learning. The student occasionally acts on feedback. Occasionally the student has to be prompted to focus on their task and they usually respond appropriately.	The student has an inconsistent approach to how they organise their equipment. Sometimes equipment is not brought in. The student needs to take care that work in books is always presented clearly to enable useful revision. Homework deadlines are not consistently met.
4 Rarely putting their learning first	The student's performance in assessments demonstrate that they are working at a level that means that are significantly below their aspirational target.	The quality of work is often poor. The work produced is often below our expectations of the student. The student's application to independent and group work is poor. Work rarely leads to progress and learning.	The quality of homework is often poor. The work produced is often below our expectations of the student and does not support learning.	The student's behaviour for learning is often poor. The student avoids areas that need improvement rather than tackles them. The student very rarely asks questions to aid their learning and feedback is rarely acted on. The student is often told to focus on their work. Their behaviour lacks consideration for other students' learning.	The student has poor organisational skills. The student often forgets equipment. Work is not presented in a way that will aid revision. Homework deadlines are rarely met.

THE LANGTREE CHALLENGE

The Langtree Challenge is being reviewed. It is here for information only and we will let you know when it can be completed.

At Langtree School, our mission of 'Putting Learning First' quite rightly emphasises the importance we put upon academic achievement. Securing the best GCSE outcomes possible will enhance the life chances for every individual student, and this is our core purpose. However, we are also acutely aware of the skills and qualities all students will need to develop if they are to realise their full potential later in life: leadership, independence, team-working, resilience, communication, confidence, organisation and initiative.

The Langtree Challenge has been designed to recognise the importance of these characteristics alongside academic attainment, and to celebrate the achievement of each individual student in these key life skills. In this way, the Langtree Challenge will encourage students to participate in leadership skills and activities within school and the wider community, which will in turn enhance their employability when they leave full-time education. The challenge is open to all irrespective of academic ability; it is fully inclusive and the Gold challenge is achievable for any student who can display the attributes mentioned above.

Students will aim to complete the BRONZE, SILVER and GOLD challenges during their five years at Langtree. They must be completed in this order. Students need to present some kind of evidence to the Assessor (Student Leader, Tutor, HOY, TL or SLT) so that it is "stamped". This evidence could take the form of a photograph, a witness statement, a letter or email from a member of staff, a visual or audio recording.

BRONZE CHALLENGE		
MEET 8 CHALLENGES FOR BRONZE To be supported by the Tutor or Student Leader		
B1	Take part in a school club for at least 5 sessions	
B2	Put yourself forward for a position of responsibility (School Council, Anti Bullying Ambassador etc.)	
B3	Receive a Head teacher's commendation	
B4	Take part in a Tutor Group assembly	
B5	Participate in an inter tutor activity	
B6	Do a duty as a Student Receptionist	
B7	Take part in a community event / Service to the Community	
B8	Help out at a school function/event	
B9	Represent the school in a department or sporting event	
B10	Take part in a charity / fundraising event event (e.g. The Sponsored Walk)	
B11	Compete in a Department Challenge (e.g. The 500 Words Competition)	
B12	Volunteer litter picking for 5 days	
B13	Contribute to the School Newsletter, website or blog	
B14	Participate in a competition outside of school	
B15	Go on a school trip, visit or activity (e.g. Activities Week)	

B16	Take part in a school Performing Arts event	
SILVER CHALLENGE MEET 6 CHALLENGES FOR SILVER To be assessed by the HEAD OF YEAR		
S1	Take part in another school club for at least 5 sessions	
S2	Put yourself forward for a position of responsibility (School Council, Student Leader, Mentor, Anti-Bullying Ambassador)	
S3	Receive a Headteacher commendation	
S4	Contribute to the organisation of a school assembly	
S5	Volunteer and lead a tutor group activity	
S6	Gain an award, medal, prize in a competition outside of school	
S7	Help out at a charity event	
S8	Assist in running a Department Challenge	
S9	Represent the school in a sports event	
S10	Get on the "Student Spotlight"	
S11	Take part in a school Performing Arts event	
S12	Show a visitor around the school	
S13	Create a lunchtime club for other students	
S14	Become a Literacy Buddy or a Lead Learner	
S15	Become the subject of a feature in the newsletter, website or blog	
S16	Complete the Year 9 leadership programme	
S17	Complete First Aid training and submit the certificate as proof	
GOLD CHALLENGE MEET AT LEAST 4 CHALLENGES FOR GOLD To be assessed by the HEADTEACHER, SPS and SLT		
G1	Assist a teacher at a school club for at least 5 sessions	
G2	Take on the role of Student Leader, Student Mentor or Anti-Bullying Ambassador	
G3	Receive a Head teacher commendation	
G4	Lead an assembly	
G5	Help to organise a community event	
G6	Participate in a performance/event in the wider community	
G7	Organise or lead a charity / fundraising event	
G8	Organise a Department Challenge	
G9	Plan and deliver a Tutorial activity	

G10	Compete in a sports event or team at a county event	
G11	Win or set a new record in a competition outside of school	
G12	Participate in a panel interview for a new teacher	

PRESENTATION MATTERS

Another sign of courtesy, tolerance and respect is that you take pride in your work, keeping your books in good order and organising your notes to ensure it helps your learning. This is a very important study skill! You must follow these guidelines and you will find this helps you produce well-presented work:

1. All written work must be done in black ink.
Pencils and felt tip pens are not suitable
2. Each piece of written work must have a title, underlined using a ruler
3. Each piece of work must have a date underlined
4. Each piece of written work must be marked either c/w (classwork) or h/w (homework). *If you are continuing a piece of work for homework, be sure to mark h/w in the margin where you begin at home*
5. When a piece of work is finished it must be ruled off in pencil below the teacher's comment before the next piece of work is started
6. Always start a fresh page if you have less than half a side of paper after your last piece of work

HOMEWORK MATTERS

Your homework is extremely important in that it encourages you to develop good, independent study habits which are necessary for you in your later lives. Completing homework allows you to strengthen, deepen and extend the learning in the classroom and you cannot make good progress if you do not complete it properly. Homework should be completed to the best of your ability. It is important that you value learning and do your homework in a way that ensures you are learning as you do it!

Langtree School uses "Show My Homework" (Satchel) an online website for the setting of homework. The website can be accessed by students and parents; there is a link on the school website. Students and parents are given their own log in to use the system.

Students are expected to:

1. Check the website every day to check for homework
2. Let the teacher know, in advance of the lesson if possible, if homework is not on the site when they are expecting it.
3. Make a careful note of the deadline for submitting the work
4. Read and follow the instructions carefully, using the resources and links if provided.
5. Seek help (from friend/family teacher as appropriate) in advance of the deadline if there is a problem completing the homework
6. Take a pride in completing homework
7. Check your homework and make sure it meets expectations before handing it in
8. Print the work and stick in your exercise book (if requested) before handing it in

If you are struggling to complete your homework, seek help from your Heady of Year or the Learning Support Base (LSB).

LITERACY MATTERS

Whatever subject you are studying, you will need to read and write to the best of your ability.

Being able to communicate well is a life skill and not something that you need just at school. In order to help you develop the best reading and writing skills possible, you need to :

1. Have an independent reading book in school and read regularly. You will be given time for this in tutor and in some English lessons, but you should aim to read for 20 minutes a day
2. Take part in library events
3. Look up new words that you come across when reading and make a note of the meaning – this is especially important if you are reading something for homework
4. Complete all written work carefully, thinking about how best to express and organise your ideas – whatever the subject and not just in English
5. Take time to think about and consider Word of the Week
6. Log and learn spellings that often “catch you out” (see spelling log in this handbook)
7. Use the logs on the next two pages to support your learning

Standard Marking Code:

TWEAK TO TRANSFORM

Find, read, check, correct, improve:



Sp	= spelling
C	= capital letter
P	= punctuation
FSP	= full sentence please
V	= vocabulary
WW	= wrong word
//	= new paragraph
Exp.	= expression



Your teacher is asking you to go back to your work and make small changes (**tweaks**) that overall will make a significant improvement – it will **transform** your work. **Always use a green pen to make these “tweaks.”**

Instrument and Voice lessons- A Guide for Students

If you are starting or continuing with instrument or voice lessons in September and all Covid 19 restrictions have been removed, you will need to follow these procedures.

- make sure you bring your instrument to any lessons and they will be stored in a secure space in the Music Department*
- At the beginning of the lesson you will have to leave, please ask the teacher for permission as before.
- Leave your lesson five minutes before your instrument or voice lesson and proceed following the one way system in the school directly to the Music Department
- Remember good hand hygiene- wash hands before and after lessons
- Do not share instruments with your friends even if you or they have forgotten theirs
- Please remember to bring all music, notebooks and a pencil.
- Music lesson timetables will be displayed in the music corridor

*In the event of increased restrictions due to covid 19, you will need to keep your instruments with you all day.

Bus Code of Conduct

During this time of a pandemic, you must make sure you follow the guidance to ensure your safety on route to and from school.

We want you and all other passengers to stay safe and travel in comfort on your journey to and from school. **Upon receiving your bus pass you will be required to abide by the following Code of Conduct.** If you do not keep to the code, your school and parents/carers will be alerted, and your transport assistance maybe withdrawn. This Code of Conduct runs in parallel with your School's behaviour policy.

Keeping safe while getting on and off the bus

- Queue sensibly, well away from the edge of the road. Wait for the bus to stop before you move towards it.
- Be respectful of other people's property
- Get on and off the bus in an orderly way so you don't hurt yourself and other passengers
- If you need to cross the road once you have got off the bus, make sure the bus has driven away so you can see other vehicles clearly before crossing

On the bus

- **Bad language, bullying, vandalism and unruly behaviour will not be tolerated**
- Do not eat, drink or smoke on the bus. Smoking on the vehicle is illegal.
- Always have your bus pass and be prepared to show it when asked to by the driver
- Follow all instructions given by either a member of school staff or the bus driver
- Stay seated in your seat once you are on the bus and use a seatbelt if one is provided
- If the vehicle breaks down or is involved in an accident, remain seated. Follow any instructions given to you by the driver quickly and without fuss
- Do not distract the driver unless there is an emergency
- Do not stand in front of the driver on the stairwell
- Do not use emergency exits or doors unless the driver instruct you to, or if there is a genuine emergency
- Keep the aisle clear. Bags go under the seat, on the parcel shelf or on your lap. Make sure you have all your belongings as you leave the bus
- Do not leave litter on the vehicle
- Do not carry real or replica weapons
- Do not throw items or damage the inside or outside of the bus
- If damage is caused the police will be contacted and the cost to repair the damage may be pursued by the bus company
- If the bus breaks down or is involved in an accident, follow the driver's instructions
- You need to be aware that many bus companies monitor the behaviour of passengers using CCTV. CCTV footage will be used as evidence if drivers or passengers are hurt or the bus damaged.

Your bus pass

- Carry your bus pass with you whenever you travel to/from school and show your pass when asked.
- Be ready to show your pass to the bus driver. Transport may be refused if the pass cannot be produced.
- Only travel on the route that has been approved. The route number will be on your pass.
- Do not use anyone else's pass or allow anyone to use yours.

- If your pass has been lost or stolen a replacement can be purchased by sending a cheque or postal order for £10.00 made payable to Oxfordshire County Council, along with a covering note detailing
- the students name, date of birth and the school they attend to School and Social Care Transport, PO Box 867, Oxford OX1 9NR. While your request is being processed, a temporary pass can be obtained from the school which will be valid for 10 days. If a valid pass cannot be produced after 10 days the driver can refuse travel.
- Out of date passes will be confiscated but travel will be allowed either in the morning or afternoon for that one journey only, but only if a seat on the bus is available.
- If transport is not required please return the bus pass to School and Social Care Transport, PO Box 867, Oxford OX1 9NR. This will enable us to allocate the place to another student.
- Parents who take students to a stop to meet the bus are advised to either ensure that the student is carrying a valid pass, or wait with them until the bus arrives and advise the driver accordingly.

Your pick up point

- You are responsible for getting to your pick up point
- Aim to arrive at the pick-up point 5 minutes before your bus is due. The bus runs to a timetable so will not be able to wait if you are late.
- If the bus has not arrived 15 minutes past its normal pick up time call School and Social
- Care Transport, the telephone number can be found on the back of the bus pass.
- Agree with your parents what to do if the bus does not arrive (eg return home or go to a friend's house to organise alternative transport)
- Wait sensibly, well back from the road. Always stay safe and do not play near the road.

The Code of Conduct is for the safety of everyone. FAILURE TO ADHERE WILL RESULT IN THE ISSUE OF WARNINGS AND/OR EXCLUSION FROM USING THE TRANSPORT AND CONSEQUENCES FROM SCHOOL.

Parents/carers will then be responsible for transporting you to and from school if a transport exclusion is given.

Transport is arranged by Oxfordshire County Council and all queries should be sent either in writing to School and Social Care Transport, PO Box 867, Oxford OX1 9NR or telephone 01865 323500.

KEEPING IN TOUCH

If your parent/carer has a message for a teacher, this can be done by e-mail or a note. Similarly, your teachers may get in touch with your parent/ carer by email, letter or telephone.

Do not show your teacher a message on your phone or ask a teacher to speak to a parent on your phone – this is not acceptable as a formal communication with the school

Other communications to check are:

- The weekly bulletin which is emailed to parents and students every Friday
- The end of term newsletter
- Postings on the website
- E-mails from your teacher on your school email account
- Follow us on twitter @Head4094