

Welcome to our information presentation for new parents and carers

The Year 7 Team



Mr D Morton
Assistant
Headteacher
Behaviour,
Attendance &
Safeguarding



Mr A Penney
Associate
Assistant
Headteacher
Head of Year 7



Mrs J Darkin
Assistant
Headteacher
SENCO



Mr S Jones
7 SJS



Mrs Y
Southern
7 YSN



Mr M Lack
7 MLK



Mrs
Stringfellow
7 SSW



Mrs L Potts
7 LPS



Miss C Waters
7 CWS



Mrs N Dayala
7 NDA

Roles and Responsibilities

A Mentor will:

- be a good role model
- provide a positive relationship with an authority figure and encourage mutual respect
- be consistent and fair
- act as a mediator for the students in the group
- listen
- have high expectations of the individual members of the group
- focus students' minds on achievement through learning
- address student issues
- act as a mentor for individual students and support academic progress



A Carr Hill Student will:

- be a good role model for others
- build good relationships with all students and staff
- be a responsible member of the Year group and the wider community
- develop the confidence to express their opinions and acknowledge and allow others to express theirs
- feel safe and secure
- have high expectations of themselves and others
- enjoy and achieve.

Your child's mentor will meet with each mentee regularly to support his/her academic progress.

There are two data reporting points and a Parents' Evening in Year 7 which gives opportunity to meet all your child's teachers.

Emergencies or Problems

We prefer to deal with small problems early rather than big problems later

Please see the Communications Policy on the website for further information

Possible points of contact

- The school office
- The Mentor
- The Year Leader
- Assistant/ Deputy Head
- The Head

Rationale: Every Day Counts

It is our privilege and our responsibility to provide for the educational, social, moral, cultural and emotional needs of all the young people in our school. However, as demonstrated by various studies, many of the outcomes as we prepare our young people for post-school life, will be jeopardised if regular attendance is not maintained. As a school we believe firmly that good attendance is an entitlement and expectation for every one of our registered students and it is the legal requirement of parents and carers to ensure that their child is in school. Poor attendance will not only result in under achievement at school - it will most likely affect the quality and satisfaction gained from the school experience. It is important to remember that there are only four reasons in law for non-attendance – religious observance, illness, school transport not being available and any other unavoidable cause.

Carr Hill High School's target is for all students to achieve a minimum of 96%.

Parents/Carer responsibilities

- Ensure pupils are in school unless there is a legitimate reason for absence
- Provide attendance officer with legitimate reason for non attendance on days of absence
- Attend any attendance meetings which may be held in school, at the home or in another location as appropriate
- Respond to any Local Authority or Court Action
- Support the school policy for attendance including home visits
- Understand it is at the school's discretion whether to authorise absence
- Make medical appointments outside of school time unless it is urgent and cannot wait
- Provide evidence in the form of an appointment card or letter for medical appointments taken in school time. This will always be requested where attendance falls below 93%

Attendance - Guidelines

Students in all years are expected to be on school premises for the warning bell at 8.50am. At this time students will line up for Mentor Time with their Mentor. If a student is not with their mentor by the official start time of school at 8.55am they will be marked late.

Any student arriving after 9:30am will receive a U code indicating that they have missed the morning session. This will be classed as unauthorised absence and will affect a student's attendance percentage. The pm registration mark will be taken at the beginning of period 5 by class teachers.

Where a student is marked absent and the school has been provided with no reason, contact will be made with home and the absence will remain as unauthorised until an acceptable reason has been provided.

Attendance - Guidelines

If a student is unable to attend school for a legitimate reason, parents/carers are expected to contact school by phone (01772 689011) by 8.30am and the register will be adjusted accordingly.

The school will undertake home visits where there are attendance concerns in order to fulfil its safeguarding responsibilities and to help overcome any barriers to school attendance.

Absence will be authorised in the following situations:

- Religious observance which falls outside the normal school holidays will be authorised up to one day
- Illness will be authorised but where there is repeated illness for which a student is not receiving specialist medical treatment, the school may request evidence such as an appointment card or prescription and refer the student to the school nurse
- Where school transport has failed and the student is reasonably unable to get to school any other way
- Where the headteacher deems the situation to be exceptional (including compassionate reasons)

Attendance - Guidelines

Absence will not be authorised:

- Where no explanation for the absence is provided or the explanation is not satisfactory
- For holidays taken during term time except in very rare exceptional circumstances at the headteacher's discretion

Student attendance will be monitored on a fortnightly basis by the Assistant Headteacher in charge of Attendance and on a half termly basis at the 'Every Child Matters' meetings.

Consequences of unauthorised absence

- Parents do not have an automatic right to take their children out of school for leave during term time
- Leave will be granted only in truly exceptional circumstances.
- If they do they may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher.

Application for absence during term time

- Requests for leave of absence should be made three weeks in advance except in emergency and unforeseen circumstances
- It is the school's responsibility alone to make decisions regarding leave of absence
- Parents/ carers requesting leave of absence should submit the appropriate form to the headteacher- the form can be found on the website. The parent/carer will be notified accordingly.
- Where leave of absence is taken despite leave not being granted or applied for, absence will be recorded as unauthorised and action taken if necessary.
- Leave of absence cannot be granted in retrospect.
- If a parent takes leave of absence when it has not been granted by the Headteacher a Fixed Penalty notice will normally be issued.
- In extreme circumstances a student may be removed from the school roll when a parent has chosen to remove them from school for an extended period. In such cases the parents will need to reapply to the school to have their child readmitted to the school roll.

Uniform -

Uniform requirements

- Badged Royal Blue Blazer.
- Clip-on ties in the student's year group colour (Yellow for Year 7 in September 2021)
- Stiff collared white shirt with top button fastened.
- A black V necked pullover (optional)
- Black trousers with school badge or black skirt with school badge (for new skirts from September 2020 skirts are knife pleat with the badge on the waist band). Skirts worn above the knee are not acceptable
- Full length opaque black tights for girls who wear skirts
- Plain black leather shoes. Trainers, sling backs or heels over 4cm are not allowed. No suede, canvas, trainers or pumps.
- Outdoor coat or waterproof. No 'hoodies' allowed.

Uniforms should be smart and clean at all times and be clearly identified with the student's name

Students wearing the incorrect uniform will be isolated at breaks and lunchtime. Exception will only be made on production of a medical note, signed by a medical practitioner.

Unacceptable School shoes

School shoes should be black and practical. Boots, trainers and heels are not permitted. Only exceptions are for medical reasons and a doctor's note must be provided as evidence.

Examples of acceptable school shoes



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Examples of unacceptable school shoes

No trainers



No Ankle Boots



No Heels



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PE Kit	
Boys	Girls
Polo T-shirt, white / navy, embroidered badge	Polo T- shirt, white / navy, embroidered badge
Shorts, navy blue, embroidered badge	White pop / ankle socks
Football socks navy blue with 3 white stripes	<p><u>One</u> of the following is compulsory. Pupils can wear any of the items numbered below at any time in either outdoor or indoor lessons. (Parents may buy more than one).</p> <p>Option 1 - Skinny tracksuit bottoms - navy / white, embroidered badge</p> <p>Option 2 - Shorts - navy blue, embroidered badge</p> <p>Option 3 - Skort navy /white, embroidered badge</p> <p>Option 4 - David Luke leggings – navy, printed badge</p>
Football boots	
Trainers for indoor and outdoor use	Trainers for indoor and outdoor use
Optional PE Kit Items	
Rugby top, navy blue with white piping, embroidered badge	Hoodie, navy blue, embroidered badge
Hoodie, navy blue with embroidered badge	
Skinny tracksuit bottoms – navy / white, embroidered badge	

School bags

Examples of what we consider a suitable school bag - HANDBAGS are not appropriate.

Bags should be able to carry A4 sized books at least without books being damaged.



Uniform Continued

Other items

- Jewellery – Students may wear one pair of plain gold/ silver stud or sleepers (not hoops) in the ear lobes only. No other ‘body’ piercing is allowed. Students coming into school wearing incorrect jewellery will be asked to remove it. The only other item of jewellery that can be worn is a wristwatch,
- No make-up or nail varnish of any kind is acceptable. Nails should be kept short and false nails (i.e. acrylic nails or gel) are banned for safety reasons. False eyelashes, false tan and spray tans are not permitted. Students will be asked to remove make up and nail varnish.
- Parents/ carers should be aware that we do not permit extremes of fashion in students’ hairstyles. Hair should be one natural colour. Close shaved heads and patterns cut into hair or eyebrows are not allowed. As a guide for parents, no part of the hair should be shorter than a number 2. Students who have shoulder length hair, or longer, may be required to tie it back for health and safety reasons and/or if it obscures the face.
- Students are expected to be clean shaven unless there is a religious reason for not being so-in which case permission should be sought from the headteacher
- Badges (other than official school badges) should not be worn.

High standards



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School Ethos and Values and Who They Apply To

Carr Hill High School encourages excellent behaviour for learning through a combination of high expectations, clear policy and an ethos that promotes discipline, responsibility and mutual respect between students and between staff and students. This includes countering and challenging prejudice and stereotypes that discriminate against particular groups in our community and the wider society.

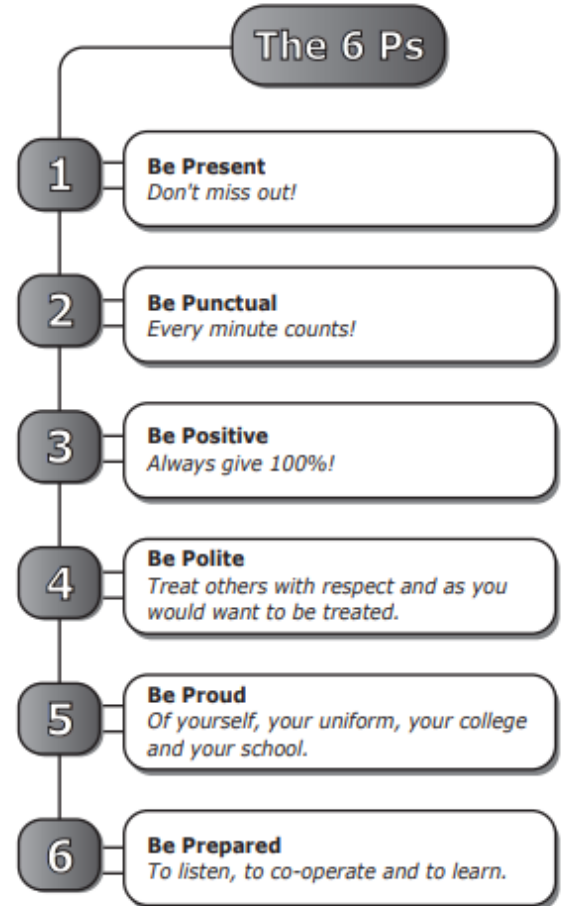
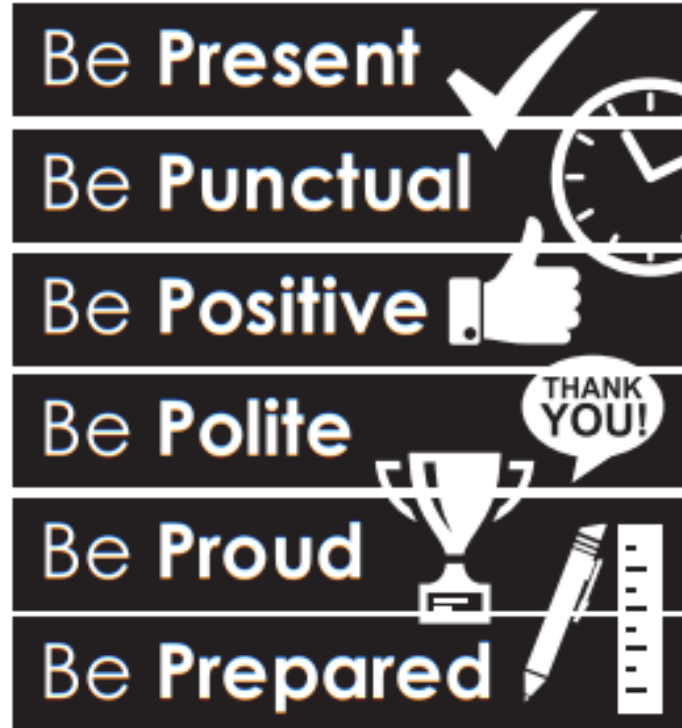
The school understands its legal duties and responsibilities under the Equality Act 2010, in respect of safeguarding and in respect of students with special educational needs. Carr Hill High School will not unlawfully discriminate against people because of their age, disability, gender reassignment, religion or belief, sex or sexual orientation.

At Carr Hill High School we are committed to being the best school that we can be. To achieve this every member of the school community has a responsibility to behave well and the right to enjoy and be inspired by their school experience.

Rules and Behaviour Expectations

Our clear expectations in relation to behaviour underpin effective education at Carr Hill and enables staff, students and parents to understand the behaviour expected at all times.

All members of the School should:



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Rules and Behaviour Expectations

Our rules are based on the following principles:

- Everyone has the right to learn without disruption
- Everyone has the right to be spoken to in a respectful manner
- Everyone has the responsibility to behave in a way that shows respect for others

Carr Hill High School ensures that the expectations of behaviour and conduct are explained clearly to all students and staff in the following ways:

- Regular assemblies by senior leaders and pastoral leaders.
- Explanation during Mentor time by Mentors.
- The publication of the Behaviour for Learning Policy on the website
- INSET days and meetings for school staff.

We will continue to encourage parents/carers to work in partnership with the school to assist it in maintaining the highest standards of behaviour and attendance. Parents/Carers are expected and supported to take responsibility for the behaviour of their child both inside and outside of school. The relationship between home and school is pivotal to the successful development of a child's academic and emotional development. It is therefore essential that parent/carers reinforce the school's Behaviour for Learning Policy and the disciplinary authority of the school by:

- Sending their child to school each day punctually, suitably clothed, equipped and ready to learn
- Helping to ensure that their child follows all instructions by school staff and adheres to school policy and rules, and the code of conduct
- Working with the school to support their child's positive behaviour.

Student responsibilities

- Arrive at lessons and school on time; in full uniform and fully equipped for each lesson
- Follow instructions given by all school staff, adhere to school rules and accept sanctions in the appropriate way
- Act as ambassadors for the school when off school premises
- At all times show respect to school staff, fellow students, school property, the school environment and the local community
- Not bring inappropriate or unlawful items into school
- Cooperate with and abide by any arrangements put in place to support their behaviour/ learning such as Class Teacher, Mentor, Faculty or School Detentions, Pastoral Support Plans or Behaviour Intervention Programmes
- Keep their parent/carer appropriately involved in their life in school

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- At both Key Stage 3 and Key Stage 4 all staff will acknowledge immediate achievement, effort, progress and high standards in a lesson, as well as reward sustained effort, outstanding progress or collaboration over a series of lessons
- Staff will award Behaviour points which will link directly to the Whole School Award (Next slide) at Bronze, Silver and Gold levels.
- Termly achievement/celebration assemblies with appropriate curriculum and pastoral rewards and accolades
- Senior Leaders will also regularly visit lessons and are invited to lessons to present prizes/certificates and/or watch individuals or groups perform
- Attendance is regularly monitored and rewarded – initially through instant positive praise from Mentors and Pastoral Leaders and also through termly celebrations
- Letters/post cards/phone calls home are also used to congratulate students for achievement – therefore keeping parents/carers fully informed
- The Head Teacher will use a variety of methods to celebrate success/achievement across the school. For example, personal interviews; celebratory assemblies both Whole School and Year assemblies; as well as personal prizes
- Students are actively encouraged to share and celebrate success and take pride in their achievements across every part of their lives.

Rewards

	Points	Badges		Points	Badges	
	100	★		2100	● ★	
	200	★ ★		2200	● ★ ★	
Year 7	300	★ ★ ★		2300	● ★ ★ ★	Year 11
Aspirational Badges	400	★		2400	● ★	Aspirational Badges
	500	★ ★		2500	● ★ ★	
	600	★ ★ ★		2600	● ★ ★ ★	
	700	★ ★		2700	● ★ ★	
Year 8	800	★ ★ ★		2800	● ★ ★ ★	
Aspirational Badges	900	★ ★ ★		2900	● ★ ★ ★	
	1000	★		3000	● ★	
	1100	★ ★		3100	● ★ ★	
	1200	★ ★ ★		3200	● ★ ★ ★	
Year 9	1300	★ ★		3300	● ★ ★	
Aspirational Badges	1400	★ ★ ★		3400	● ★ ★ ★	
	1500	★ ★ ★		3500	● ★ ★ ★	
	1600	★ ★		3600	● ★ ★	
	1700	★ ★ ★		3700	● ★ ★ ★	
Year 10	1800	★ ★ ★ ★		3800	● ★ ★ ★	
Aspirational Badges	1900	★ ★ ★		3900	● ★ ★ ★	
	2000	●		4000	● ●	

★ Bronze ★ Silver ★ Gold ● Platinum

- Whole School Reward Categories
- Five year Journey
- Where will you be by the end of Year 7 and the end of Year 11?

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Homework

Homework is an important tool which provides students with the opportunity to prepare for class and demonstrate application of knowledge, understanding and skills. Homework is an important aspect of school life and as such teachers will hold high expectations that it is completed to a good standard. To promote high levels of engagement with homework, teachers are encouraged to display good examples of homework on classroom walls. Homework will be set online so pupils and parents can easily check this.

Key Stage 3 Homework (Y7-8) Year 7 and 8 students will primarily have knowledge organiser homework for Geography, History, RS, Science and MFL. Other subjects will set homework tasks which can be viewed on Synergy (details for this are issued to students on their first day). Knowledge organiser work will involve studying a subject knowledge organiser and creating one page of notes on the information studied. This could be in the form of a mind-map, table, revision notes etc. Beginning knowledge organiser work in Year 7 and Year 8 will support students in retaining key information from their lessons and will allow for the development of revision skills needed to be successful in examinations. Students should spend 30 minutes to one hour per night on homework for the subject listed on the homework timetable.

'Mobile phones can be confiscated in schools if they are being used to cause a disturbance in class or otherwise contravene the school behaviour/ and bullying policy (EIA 2006)'

In 2019 the Education Minister advised schools that mobile phones should not be allowed in school.

At Carr Hill High School mobile phones must not be switched on or used at any time in school – reasons include:

- Security – mobile phones can be lost or stolen causing students, parents/carers distress. Staff would need to use valuable time investigating an incident of lost/stolen phones
- Health and Safety issues – most phones have a camera facility. Inappropriate photographs e.g. P.E changing rooms could quickly be sent to the internet causing huge embarrassment to the victim
- Lessons could be disrupted by the inappropriate use of a phone
- All Exam Boards prohibit the carrying of phones into examination rooms due to the potential for fraudulent use
- ..and we want students to talk to one another!

If a phone is confiscated and it is the first time, the student can get it back at the end of the next day. If it is not the first time, the phone will be confiscated until the end of the week. I really would ask your support in this.

Contacting your child

- If you need to contact your child please phone the normal school number and messages will be passed on
- Please do not call your child's mobile during the day or ask them to call you on their mobile.

Bus information

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- Bus information is available in your packs
- On each of the buses leaving from Carr Hill there are designated Y10 and Y11 bus monitors and members of staff on duty near the buses each day.

BUS OPERATORS

Code	Name	Telephone
ARC	ARCHWAY TRAVEL	01253 896208
CCO	COASTAL COACHES	01772 635820
PBT	PRESTON BUS LTD	01772 253671
WCH	WALTONS COACH HIRE LTD	01772 634563

For Information about School Bus Services contact
Traveline on 0871 200 22 33, open 0900-1700

SAFER TRAVEL

Reducing anti-social behaviour on public transport in
Lancashire - Hotline 0300 123 6782

\$ - Journey operated on behalf of Lancashire County Council

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Students often do not look properly

- Few things are permanently lost
- Children often tell parents items have been stolen to avoid trouble
- Please label all belongings
- If belongings are labelled anything handed in to lost property will be returned to the student, by the end of the day.

Lost money/ bus pass etc

- **Don't Panic**
- **Don't go hungry or walk – talk to your Mentor or Year Leader!**

If you have not done so
already, please complete and
return all admission forms as
soon as possible.