



# Welcome



# to



Great in name, greatest together

# Great Sankey

High School

## A Parent's Guide

## 2016

# Great Sankey High School Mission Statement

The Great Sankey learning community provides excellent teaching and learning with passion and purpose, based on core values, devised with our students. Working in a warm and welcoming, yet purposeful environment, our mission is for everyone to be happy and inspired by their school experience. We empower students to harness their own creativity, to raise their aspirations and to achieve their potential. Working together, they gain confidence and pride to take their place in our community.



Year 7 is an exciting, interesting and challenging year for all our pupils and we will support you and your child in engaging with their learning to ensure they make excellent progress, the right choices and improve their life chances.

We know that you take your child's learning seriously and that to do this effectively you need as much information as possible about the Year 7 subjects and any learning outside of school. As a result we have produced this 'Parent Pack' to help you and your child understand and access all the school has to offer.

Inside this pack you will find a lot of important information, including:

- **Important dates and events throughout the year for you and your child.**
- **Uniform policy and key items needed**
- **E-safety Guidance**
- **Details of home learning including SAM Learning.**
- **Information how to contact your child's teachers or other staff.**
- **Curriculum and school day**
- **Home School Agreement**
- **FAQs**

We are aware that the transition from primary to secondary school is a significant time in a family's life. Year 7 "Meet the Tutor" evening is organised after the first few weeks of term for you to meet with your child's form tutor and discuss how the transition into Great Sankey is progressing and to address any concerns.

Communication between school and home is key to your child's success. One important method to develop this is the school planner where your child should record all their home learning tasks and other important details. Teachers may also write important messages for your child/you in it; so please make sure that you check and sign the planner every week.

Tutors and teachers are also available to discuss your child's progress and details of how to communicate with them is also provided.

We look forward to working with your child and you to ensure their success in all areas of their school life.



**Paula Crawley**

**Headteacher**



## Welcome to Great Sankey High School.

Congratulations on your excellent choice.

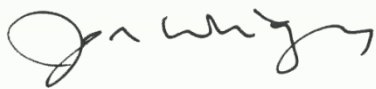
We are delighted to be working together with you from September to achieve the best personal and academic development for your child.

Being a parent can be the world's best and worst job and it comes with no handbook as you cruise into the choppy waters of teenage years!

This school's size is matched by the size of its heart; we might be a bigger place with more people than you are used to, but we are no less committed to individual support. We recognise that everyone has different strengths and starting points. We have high expectations for all of our students and our aim is to provide the best possible school experience.

We have a people-centred and inclusive ethos; everything we do is based on a clear mission statement and set of core values. We won't get it right all of the time, for every one of you, but we believe passionately in student and parent voice. This is why it is vital you keep close links and give us regular feedback, as we strive to offer the best mix of challenge and support for your child.

Here's to a great start in September!



**Jon Wright,**

**Executive Headteacher**





# Term dates for 2016/17

## Autumn Term

Open Monday 5<sup>th</sup> September – Close Friday 21<sup>st</sup> October

Open Monday 31<sup>st</sup> October – Close Tues 20<sup>th</sup> December

## Spring Term

Open Monday 9<sup>th</sup> January 2017 – Close Friday 17<sup>th</sup> February

Open Monday 27<sup>th</sup> February – Close Friday 7<sup>th</sup> April

## Summer Term

Open Monday 24<sup>th</sup> April – Close Friday 26<sup>th</sup> May

Open Monday 5<sup>th</sup> June – Close Friday 21<sup>st</sup> July

## Inset Days and Bank Holidays

Thursday 1<sup>st</sup> September 2016

Friday 2<sup>nd</sup> September 2016

Friday 25<sup>th</sup> November 2016

Thursday 5<sup>th</sup> January 2017

Friday 6<sup>th</sup> January 2017

Monday 1<sup>st</sup> May 2017

# Important Information

My child's Form Tutor is:

\_\_\_\_\_

They are in Form:

\_\_\_\_\_

Their Head of House is:

\_\_\_\_\_

House email:

\_\_\_\_\_@greatsankey.org

School phone number:

**01925 724118**

School website:

[www.greatsankey.org](http://www.greatsankey.org)

My child's Form Tutor:

07AC	H Crowder
07AS	M Sutcliffe
07BH	E Hammond
07BK	J Kong
07NN	S Noble
07NW	V Whalley
07PD	E Davies
07PH	J Heyes
07SE	S Egan
07SJ	R Johnson
07TG	H Graham
07TS	S Snell

Head of House:

At Great Sankey High School our students are all members of a House, each house has a Head of House.

<b>Austen</b>	<b>Mrs K Masher</b>
<b>Bannister</b>	<b>Miss Z Bayne</b>
<b>Newton</b>	<b>Mr M Bate</b>
<b>Parks</b>	<b>Mrs N Lee</b>
<b>Stephenson</b>	<b>Mrs K Steele</b>
<b>Thompson</b>	<b>Mr B Cawthorn</b>

## Important Dates

29 <sup>th</sup> September 2016	Y7 Parents meet Form Tutors 3pm
Week beginning 12/12/16	On-track and Effort grades sent home
Week beginning 27/2/17	On-track for and effort grades sent home
2 <sup>nd</sup> March 2017	Review afternoon 1.30-6pm for Parents and Students
Week beginning 3/4/17	Year 7 Reports sent home
27 <sup>th</sup> April 2017	Y7 Progress Evening for Parents
Week beginning 18/6/17	Exam Week
Week beginning 17/7/17	On-track for and effort grades sent home



## A message to you and your children from the Student Leadership Team

**Hello!** My name is Jonathan and I'm Head Boy at Great Sankey. I went to Burtonwood Primary School. I can remember coming to High School feeling nervous about getting lost and being late for my lessons. When I got to Great Sankey, I found out that I didn't need to worry at all! This is because all of the teachers are understanding and friendly. I can assure you that everyone at Great Sankey will make you feel welcome when you arrive. If you ever do need help, never be afraid to ask. I hope you enjoy Great Sankey as much as I have.

**Hi,** I'm Olivia and I am the new Head Girl! I went to St Philip's Primary School and when I first started at Great Sankey, I was constantly worried about forgetting my books for a lesson that day. However, I soon learnt to pack my bag the night before and quickly got into a routine of using my planner to check where I needed to be and to record my homework. As student leaders, our role involves supporting you in your transition and making it as smooth as possible. We have all been through this and can remember what our own worries were. We will do everything we can to make your time with us as happy as possible.

**Hello,** I am Aamina, I am Deputy Head Girl. I attended Barrow Hall Primary School and when I went into year 7, just like every other student, I was very nervous but quite excited. It was hard to learn how to find my way round at first but eventually, with the help of others, you are soon able to easily find your way. As Deputy Head Girl I am here to help you settle in and help you out if you're feeling anxious. You have nothing to worry about; especially with the help from me and the rest of the student leadership team.

**I'm Chris,** Great Sankey's Deputy Head Boy for 2016-17. Before I attended Great Sankey, I went to St Philip's Primary School. When I was in year 7, I wasn't that small, but I felt it! I was afraid of getting lost and being late to my lessons; but that fear disappeared in a few weeks. As I've moved up the school, I've realised that it's nothing to worry about – it happens to everyone; in fact, I still get lost sometimes now! If you have any worries about life at Great Sankey, feel free to go up to any older student and ask them for advice – they'll be happy to help you, as they were once in your position.



# Frequently asked questions

Parents and carers have many questions when their child transfers to a secondary school. There are new routines to get used to.

## When does school start for my son / daughter?



This academic year, school starts on Monday 5<sup>th</sup> September 2016. Your child should arrive by 8.20 am a straight to Barrow Hall Theatre. Students and staff will be on hand to help Year 7 students.

After a brief welcome, tutors will escort them to their form rooms to go through timetables etc. Lessons will begin after break.

## What is the best way for my son / daughter to get to school?



We urge all students to walk, cycle or use public transport to get to and from school as part of our promotion of a healthy lifestyle. Travelling to and from school in a car is not desirable. If you do drop off or collect your child from school, please use the designated drop-off zone on the leisure centre car park. Please check the school website regularly as this may change as the LIVEWIRE development progresses.

Please **do not** drop off or collect your child on Barrow Hall Lane as there is very bad congestion at the start and end of the day which is a hazard to all members of the school community and local residents. Cycle sheds are provided to store bikes safely during the school day. We ask that bikes are regularly checked and maintained in good working order.

## How has my child's form and House been decided?

At Great Sankey High School we pride ourselves on the quality of our pastoral care and our personalised approach. We work very closely with our primary colleagues to identify the best working groups for your child to be a member of. The emphasis here is on students they work well with, enabling them to learn best, not who their best friend is. High school is very different to primary school; many classes are taught in sets, not as a form and social time is limited to before and after school, breaks and lunchtimes. There are plenty of opportunities for your child to be with their friends but in lessons we want to create the best learning environment to allow each child to thrive. Students will quickly settle and make new friends, while being able to see all their old friends irrespective of their house and form

# The Home-School Agreement



Each year, parents and carers are sent a Home -School agreement which outlines the responsibilities which the school and parents / carers will undertake to ensure that each student is able to achieve their best. A copy of this agreement is in the pack. Students discuss this on transition and is signed by them and their form tutor. Please read and sign the agreement.

## How is the school day organised?



Students should be on site by 8.20am. The school day will follow this pattern:

<b>Registration</b>	8.25-8.30
<b>Period 1</b>	8.30-9.30
<b>Period 2</b>	9.30-10.30
<b>Break</b>	10.30-10.45
<b>Period 3</b>	10.45-11.45
<b>1st lunch</b>	11.45-12.15
<b>Period 4</b>	12.15-1.15
<b>Or</b>	
<b>Period 4</b>	11.45-12.45
<b>2nd lunch</b>	12.45-1.15
<b>Period 5</b>	1.15-2.15
<b>Registration</b>	2.15- 2.25
<b>End of school</b>	2.25
<b>Clubs &amp; activities</b>	2.30-3.30

# What are the arrangements at lunchtime?



All students are required to stay on site at lunchtime. Lunchtime is divided into two sittings each day.

There are several dining options:

- Barrow Hall Theatre (years 7,8,9)
- Library Court café (years 10 and 11)
- The Pit Stop snack bar outside(all years)

We have Healthy School status and our catering provides high quality and nutritious options. We actively encourage our students to make healthy choices, not only for the long term health benefits, but also to help them with their concentration levels in lessons during the school day.

## Are you claiming your free school meal for your child?

Students can have free school meals if their parent(s), guardian(s) or carer(s) are in receipt of:-

- Income Support (IS), **or**
- Income-based Job Seekers Allowance (IBJSA), **or**
- Income -related Employment and Support Allowance (ESA), **or**
- National Asylum Seeker Support under part VI of the Immigration and Asylum Act 1999, **or**
- Child Tax Credits, with a gross family income that DOES NOT exceed £16,190 (Please note that if you receive Working Tax Credit you will not be entitled to free school meals), **or**
- A Guarantee element of State Pension Credit.

**Please read the information in your pack for further guidance on how to apply for FSM.**

Wisepay



This is our online payment system. Students must have a wise pay account to pay for their food and drink. This facility can also be used to pay for lockers, trips, extracurricular activities and for music lessons etc.

**Please see the additional information in your pack.**

## Example menus

Week 3 - Main				Summer 2016
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Cottage Pie	Lamb Dhansak with Basmati Rice	Roast Topside of Beef with Crispy Roast Potatoes and Gravy	Sausage Meat Plait with New Potatoes	Lemon and Lime Battered Fillet of Fish with Chunky Chips
Goats Cheese, Leek and Tomato Tart with New Potatoes	Goan Vegetable Curry with Basmati Rice	Lentil Casserole with Mashed Potatoes	Falafel with Warm Arctic or Pitta Bread	Vegetable Lasagne
Garlic and Herb Bread	Floured Loaf	Crown Loaf	Sesame Seed Twist	Poppy Bread
Broccoli Florets Fresh Carrots	Garden Peas Raitta Salad	Fresh Carrots Seasonal Cabbage	Sweetcorn Healthy Salad	Garden or Mushy Peas Coleslaw
Wild Berry Fool with Shortbread	Apple and Blueberry Twice Baked Crumble with Vanilla Custard	Summer Pudding with Crème Fraiche	Rich Chocolate Cake with Vanilla Custard	Orange Polenta Cake

Fresh fruit and salad is offered daily.  
This menu is compliant with the school food standards. We encourage pupils to enjoy  
a healthy balanced diet. Chartwells can cater for many special dietary requirements.  
Please speak to the Catering Manager if you have any questions.

EAT  
LEARN  
LIVE

Chartwells

Week 3				Summer 2016
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Trattoria Pizza Selection Pasta and Toppings Love Joes Chicken Wraps Ni Hao Noodle Pots Jacket Potato Topped with Hot and Cold fillings	Trattoria Pizza Selection Pasta and Toppings Love Joes Chicken Wraps Ni Hao Noodle Pots Jacket Potato Topped with Hot and Cold fillings	Trattoria Pizza Selection Pasta and Toppings Love Joes Chicken Wraps Ni Hao Noodle Pots Jacket Potato Topped with Hot and Cold fillings	Trattoria Pizza Selection Pasta and Toppings Love Joes Chicken Wraps Ni Hao Noodle Pots Jacket Potato Topped with Hot and Cold fillings	Trattoria Pizza Selection Pasta and Toppings Love Joes Chicken Wraps Ni Hao Noodle Pots Jacket Potato Topped with Hot and Cold fillings
Selection of Traditional & Continental Breads with Various Fillings. Seasonal Salad Bar & Boxes	Selection of Traditional & Continental Breads with Various Fillings. Seasonal Salad Bar & Boxes	Selection of Traditional & Continental Breads with Various Fillings. Seasonal Salad Bar & Boxes	Selection of Traditional & Continental Breads with Various Fillings. Seasonal Salad Bar & Boxes	Selection of Traditional & Continental Breads with Various Fillings. Seasonal Salad Bar & Boxes
Fresh Fruit Selection Yoghurt Pots & Cold Drinks	Fresh Fruit Selection Yoghurt Pots & Cold Drinks	Fresh Fruit Selection Yoghurt Pots & Cold Drinks	Fresh Fruit Selection Yoghurt Pots & Cold Drinks	Fresh Fruit Selection Yoghurt Pots & Cold Drinks
A selection of tasty, fresh, home-baked cakes and treats	A selection of tasty, fresh, home-baked cakes and treats	A selection of tasty, fresh, home-baked cakes and treats	A selection of tasty, fresh, home-baked cakes and treats	A selection of tasty, fresh, home-baked cakes and treats

EAT  
LEARN  
LIVE

Chartwells

## What if my child is ill?



If your child is unwell, please telephone the school to let us know on a daily basis.

If you need to arrange to collect your child early for an urgent medical appointment please contact the relevant House Office on **01925 724118** using the following extension numbers

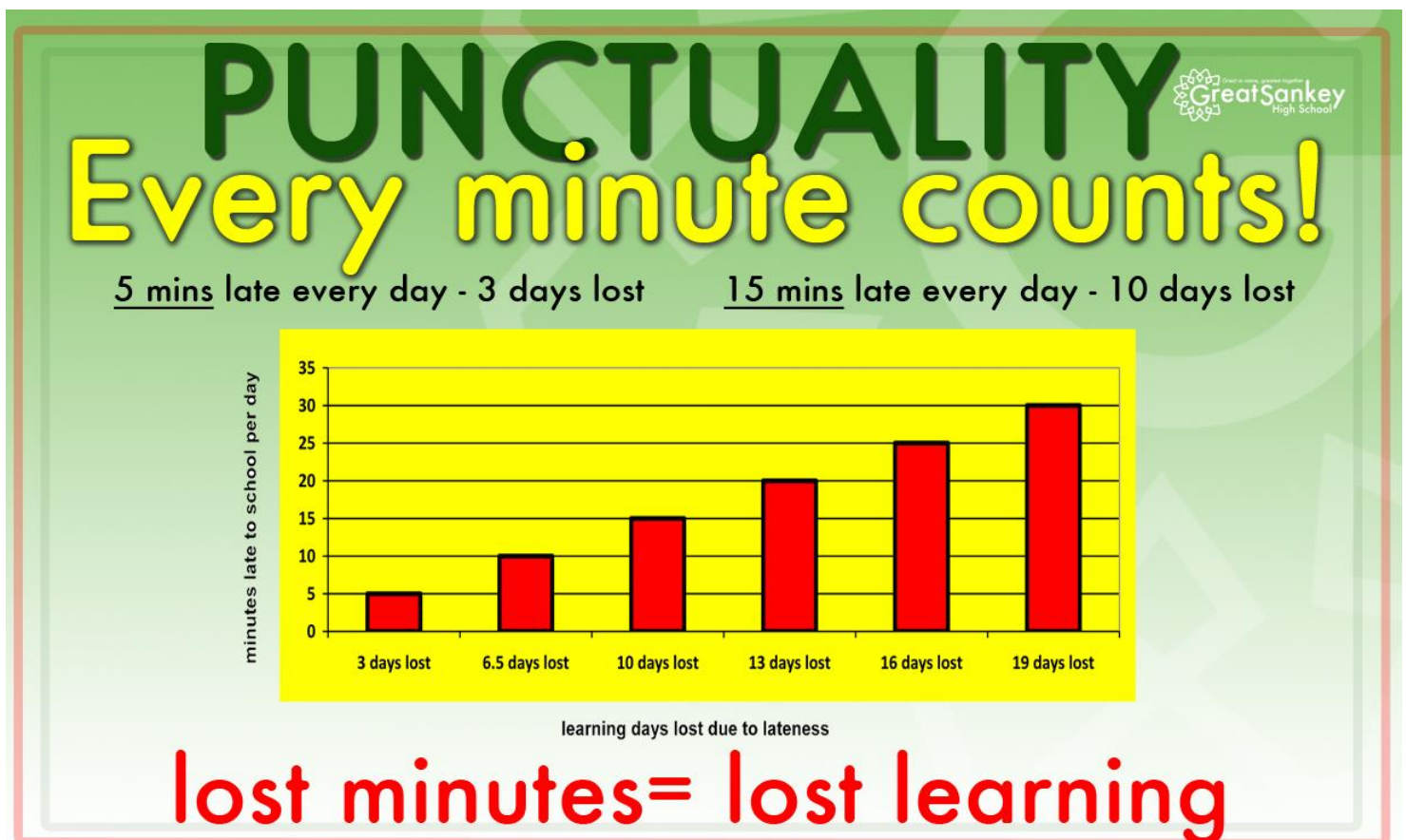
<b>Austen/Bannister</b>	<b>Mrs Cahill</b>	<b>Ext 258</b>
<b>Newton/Parks</b>	<b>Mrs Canning</b>	<b>Ext 249</b>
<b>Stephenson/Thompson</b>	<b>Mrs Buchan</b>	<b>Ext 259</b>

If you have not phoned in and your child is not in school you will be contacted to confirm absence.

## Punctuality



Registration takes place in form rooms at 8.25am. After this time a student will be marked late in the class register and on School Reports. Arrival after 9.00am legally is recorded as an unauthorised absence unless there are legitimate reasons provided by parent/carers.



## Attendance



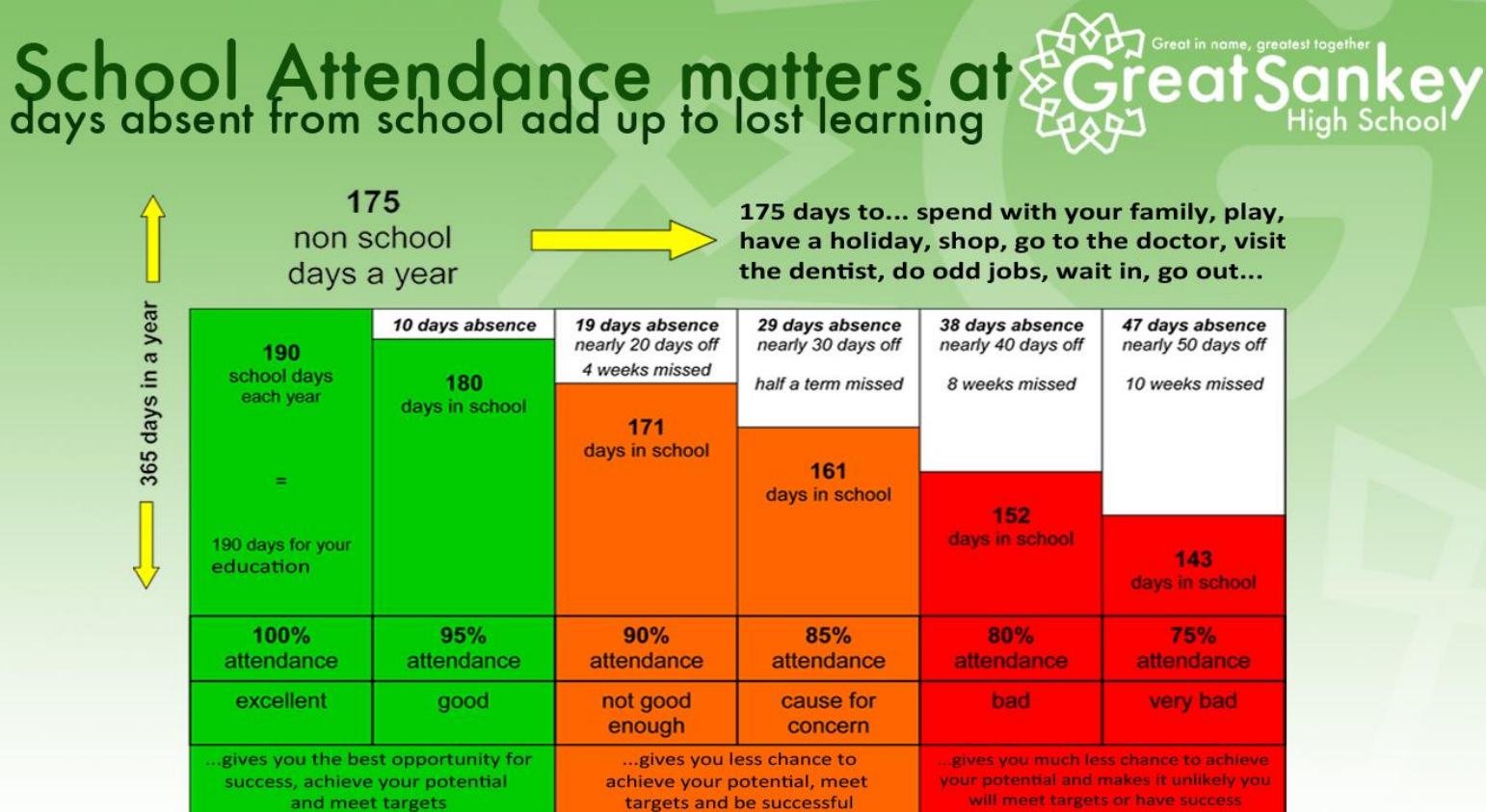
If students are to achieve their potential, good attendance and punctuality are critical. The link between attendance and achievement is well documented. Figures from the Department for Education demonstrate this very clearly.



We want all our students to achieve the very best examination results that they can. Irregular attendance, can, however, have a significant impact on student achievement. Students with irregular attendance...

- Get behind with work
- Lose the thread of the topics being taught
- Become demotivated on return to school
- Lose friendships
- Miss out on important careers and guidance inputs
- Miss out on extracurricular opportunities
- Are less likely to feel part of the school

**Parents are legally responsible for ensuring their child attends school.**



## What about holidays in term time?



In September 1<sup>st</sup> 2013, changes to the law relating to school attendance came into force. This means that holidays in term time will not be authorised. Full attendance is extremely important for the next five years of your child's

education. All subjects follow a lesson by lesson programme that does not allow for repetition and so a lesson missed has been effectively “lost” for ever.

## Medical & Dental appointments



We ask parents/carers to make these outside school hours unless it is an emergency or urgent situation. Where they are unavoidable, we ask for a dated, signed note in advance. The learner must sign out at the relevant House Office before leaving the premises, and sign in again on return.

## First Aid



The school has a large number of staff who are trained and qualified as first aiders. All first aiders have a responsibility to help casualties with common injuries or illnesses and those arising from specific hazards in the school. When necessary they will ensure that an ambulance or professional medical help is called.

If a student is injured or falls ill during the school day, he/she must inform a teacher immediately. The teacher will either send for a first aider or will send the student to the House office. The student will then be assessed, treated (where appropriate) and parents/carers contacted if deemed necessary.

The student will remain under the care of that member of staff until they are fit to resume normal lessons. In the event of there being no prospect of recovery, the student will be kept in the medical room and a parent or carer will be contacted to collect them.

If the injury/illness does not warrant a student being sent home but is a cause of concern to the first aider involved, then the parent of that student will be informed by telephone

If a student needs to be taken to hospital a member of staff will always accompany them and stay with them until a parent arrives.

# Child Protection and Safeguarding



Great Sankey High School fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school.

The six main elements of our policy are to:

- **Ensure we practice safe recruitment in checking the suitability of staff and volunteers who work with children.**
- **Raise awareness of child protection issues and equip children with the skills needed to keep them safe.**
- **Develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse.**
- **Support pupils in accordance with the agreed child protection plans**
- **Establish a safe environment in which children can learn and develop**
- **Ensure the delivery of quality safeguarding training to all permanent staff, and keep this updated.**

The school places a high priority on keeping children safe when they are in our care.

Mrs J Malone (Designated Safeguarding Lead) working with Mrs Stubbs, Mrs Harrison and Mr. Masher (Assistant Headteachers /Deputy DSLs) are the designated safeguarding staff in school.

Great Sankey High School continually seeks to strengthen communications with parents, carers and pupils so concerns relating to any part of school life can be raised at any time with a child's form tutor. However, if concerns related to child protection or safeguarding, they should be raised directly with Mrs Malone.

A copy of the child protection policy is available on the school website

## Parental Support

The parents of a student at the school have a responsibility to:

- **Tell the school if their child has a medical condition**
- **Ensure the school has a complete and up-to-date information for the Health Care Plan where appropriate**
- **Inform the school about medication their child takes during school hours**
- **Inform the school of any medication their child requires while taking part in off-site visits**
- **Inform the school about any changes to their child's medication**
- **Inform the school of any change to their child's condition**
- **Ensure their child's medication and medical devices are labelled with their child's full name**
- **Provide the school with appropriate spare medication labelled with their child's name**
- **Ensure their child's medication is within expiry dates**
- **Complete and return a "Parent Consent Form/Medical Questionnaire" before a residential trip which provides up to date information about the student's current condition, their overall health and any medication which would normally be taken outside school hours.**

## The student planner



Each student will be issued with a Student Planner free of charge on his or her first day. The purpose of it is to help a student organise their learning and enable parents / carers to communicate with staff. There is a lot of useful information within the planner so please take a look. There is a double page section for each school week to help

students record their homework for the week. There is also a space for parents / carers and staff to communicate by writing notes. Please sign the planner each week so you can keep an eye on your child's homework and general progress. If your child loses their student planner, a new one must be purchased from their House Office.

## What Equipment does my child need?



In short, each day your child should bring the following:

- A good sized bag for carrying books and equipment
- Student planner
- A pencil case with stationery (pens, pencils, ruler, coloured pencils) & calculator
- Books and equipment needed for that day according to his / her timetable
- PE kit ( if he / she has PE on that day)

## Lockers

Every year 7 student will be able to rent a locker. This costs £ 15 for the whole five years in school. A padlock is provided by school so that the lockers can be secured effectively. If this is lost, the replacement cost is £ 5. Please pay on line using **Wise Pay**. If you have any questions about locker rental please contact the finance office at [finance@greatsankey.org](mailto:finance@greatsankey.org) .

# School Curriculum

We operate a 2 week timetable and have **A** week and **B** week. Your child will need to check which week they are following before packing their school bag and make sure they understand which books and PE kit they will need to bring to school.

**Across a 2 week cycle students will study the following:**

English	6 hours	Geography	4 hours
Maths	6 hours	Art	2 hours
PE	4 hours	ICT	3 hours
RS	2 hours	Drama	2 hours
Science	6 hours	Music	2 hours
MFL	4 hours	Technology	3 hours
History	4 hours		

In addition to seeing their form tutor twice a day they also have 2 periods of form time a fortnight when they take part in assemblies and have their PSHE lessons.

## Homework



A KS3 student is expected to receive on average 1 hour of homework per evening with up to 5 hours of homework over a week. Where homework has been completed, your child could do the following:

- Silent reading – students should always have a reading book and should do at least 30 minutes reading
- Background research into work being completed at school
- Current affairs – a careful selection of TV programmes and newspaper articles can help students to develop their thinking skills
- Practice – playing a sport, musical instrument or sketching
- Access to study websites such as:-

Sam Learning

My Maths

Moodle

BBC Bitesize

Sites recommended by teacher

## Sam Learning



SAM Learning is a unique online service that covers all areas of the curriculum. SAM has a proven track record; studies have shown that using the service increases student confidence, consolidates learning through online revision and test practice and ultimately leads to better exam results. All our students have an account with SAM Learning and are able to access the learning materials at home or in school. Many subjects use SAM Learning to set their homework.

### Access details:

Pupils are able to access the service at anytime and anywhere. It is available to them in school, but also at home. All they need to do is visit the website and enter their unique login details.

**Website:** [www.samlearning.com](http://www.samlearning.com)

**Centre ID:** WA5GS

**User ID:** Date of birth followed by two initials: first name then last name.

**Example:** 010896DJ is the User ID for David Jones born 1st Aug 1996.

**Password:** Initially same as the User ID



**We would ask for the support of the parents in encouraging their children to use to use this valuable resource. If you have any questions, please contact Mr Wright.**

WATCH OUR VIDEO NOW

"Our results have consistently improved over the last 5 years"

"SAM makes me feel more confident about my GCSEs"

It's not just schools that love us...

WATCH OUR VIDEO NOW

"Our results have consistently improved over the last 5 years"

"SAM makes me feel more confident about my GCSEs"

It's not just schools that love us...





At Great Sankey High School we have an excellent Learning Resource Centre filled with a huge variety of fiction and non-fiction books. This large and airy room also has computers available for research. A student is allowed to borrow four books at a time and the library is open until 3.30pm every day.

## What about extracurricular activities?



Clubs and activities are offered after school every day. Details of these are regularly updated on the school website. There is a 'Homework' club every day to support students completing homework.

**In addition there are a number of Educational Visits and School trips on offer to students. In 2015-16 some of these included:**

- Year 7 Buxton Camp – this takes place in July and students are invited to take part in a variety of outdoor activities on a 3 night trip.
- Ski Trips
- Music Pizza Hut Post Christmas concert trip
- Key Stage 4 Theatre Trips
- Yr 7/8 Technology trip to London
- Battlefields trip
- D of E expeditions
- Author visits

## What if my child is interested in learning to play a musical instrument?



In music lessons students have the opportunity to learn about different musical traditions and instruments. There are various afterschool clubs for students to take part in. **If you would like your son/daughter to have lessons to learn to play an instrument please contact Mrs Meredith, our Head of Music.**

## What about rewards?



The school operates a Rewards Shop. Students are given House points to acknowledge effort, achievement and good conduct. Certificates are awarded for various numbers of points. Points can be cashed in for items in the Rewards Shop and includes stationery items, vouchers for snacks in the canteen, branded GSHS items, vouchers and more. These points contribute to the success of their House too! Outstanding achievement and great improvement is also shared in House 'Celebration' assemblies

# Behaviour for Learning

## Expectations of our Students

Our staff, students and parents are a community working together. Our home school agreement draws together these three key elements of a successful school and parents are asked to support us fully in ensuring that their children make a positive and successful contribution to our school community. There are common expectations of all students both in school and in our local community (see Home school Agreement in your pack).

## In Lessons

Students are expected to behave in a positive manner which enables teachers to teach and all students to learn to their full potential.

- They should treat one another and other adults with respect and consideration.
- They should aim for the highest standards, both personally and academically, arriving punctually, being fully prepared and working to the best of their ability at all times.

## Around School

- Students should model good behaviour and respect for others at all times.
- They should talk to others politely without shouting or using inappropriate language.
- They should move around the corridors in a calm and orderly manner using the one – way system.
- They should show care and consideration for others; be kind, help those in need and set a positive example at all times.
- They should respect our school building; no chewing, smoking, graffiti or vandalism should be seen on school grounds at any time
- They should eat in the designated dining rooms and areas, queue for food in a calm and orderly fashion and put litter in bins

## In our Community

Our students will be regarded by us as representing our school at all times and the highest standards of conduct will be expected as part of our school and local community.

Our students should behave appropriately on the way to and from school whether they are on public transport, school buses, walking or cycling.

## Use of electronic mobile devices

- Phones and MP3 players etc are not to be used in school.
- Phones must be switched off and kept in bags/ inside blazer pocket
- If a students' phone rings in a lesson it will be confiscated. They will not be allowed to answer the call.

## To protect students from theft we recommend that:

- Students should not bring a phone or any other electronic device into school; the school cannot be held responsible if they are stolen.
- In PE changing rooms students must give all valuables to their teacher to be held in a secure place.

Please note that it is not necessary for students to bring mobile phones to school. In an emergency, the student will be allowed to use the school telephone to phone home; parents can likewise phone school with a message which will be passed on to their child.

# Uniform



Buying a school uniform is a major expense and for this reason the uniform has been carefully chosen and priced so that, whilst it is distinctive from those of neighbouring schools, it is also easily obtainable and keenly priced.

Our uniform creates our school identity and establishes a sense of pride amongst the students. It is expected that all students will come to the school every day in full, neat, clean uniform, giving the message that our students take pride in belonging to our school.

This will continue to be the case until the student leaves the school and will also apply to the public examination period for all students.

The support of parents in ensuring this is expected. Staff are required to ensure these standards are maintained at all times.

We believe that a uniform sends a strong message about standards and self-worth. Admission to our school implies acceptance of the uniform code.

**PLEASE SEE THE ADDITIONAL 'UNIFORM BOOKLET' IN YOUR PACK FOR FULL DETAILS OF OUR UNIFORM POLICY AND A LIST OF REQUIRED ITEMS.**

# School Policy on Bullying

Neither physical nor verbal harassment of another member of the school community will be tolerated. All staff will take immediate action with any case of bullying. A school Anti Bullying policy is in place which is available on the School website.

## E Safety Guidance for Parents

Facebook's terms and conditions state that all users must be 13 years or older. As such, we strongly recommend that parents do not allow their children who are under 13 years of age to have their own personal account online.

The age restriction is there to help protect your child from any potential risk that they may encounter while using the site. Staff at school regularly speak to children under 13 years of age who openly admit to having a Facebook profile/account, and it is often a family member that has helped them set up their account!

Please be aware that if your son/daughter creates a Facebook profile using false details (date of birth etc.), not only could they be banned from Facebook but they could also be committing a criminal offence by falsifying their details.

The safety and wellbeing of children and young people is a priority, so please note some of the following risks that young people may face while using Facebook or similar sites. These risks are not just for the under 13's but may be considered greater the younger the child is. Facebook currently uses 'Age Targeted' advertising and your child could be exposed to adverts of a sexual or other inappropriate nature. Children may accept friend requests from people they don't know in real life which could increase the risk of inappropriate contact or behaviour.

Language, games, applications, groups and content posted or shared on Facebook is not moderated and therefore can be offensive, unsuitable for children and even illegal. Photographs shared by users are not moderated and therefore children could be exposed to inappropriate images or even post their own. Underage users might be less likely to keep their identities private and lying about their age can expose them to further risks regarding privacy settings and inappropriate behaviour.

It is strongly recommended that parents and carers are aware of filtering tools or parental controls that can greatly reduce the risk to young people while using the internet. However it is equally important to say that they are not always effective and young people may still be able to access unsuitable content. Good communication and regular monitoring of their internet use will help reduce the risks. Talk to your child about their experiences, their likes and dislikes, who they're speaking too, what sites they use and games they play etc.

In general monitor their use; if they don't like you doing that, there's probably a reason why so be suspicious! The majority of social media issues occur outside of school so it isn't really our role to try to deal with them - it does help to be vigilant. However, we are often made aware of concerns in school which we will inform parents about. We would always advise you to report misuse to the police.

## You may want to check the following points:

- Check their profile is set to private and that only approved friends can see information that is posted
- Closely monitor your child's use, and talk to them about safe and appropriate online behaviour such as not sharing personal information, clicking onto unknown links, installing applications and not posting offensive messages or photos.
- Please also be aware that young people may talk about personal issues or events that may put themselves, others or their belongings at risk. You wouldn't put an advert in the window of the local newsagent saying you're going abroad for a week's holiday at the end of the month! So why let your child broadcast the fact to 1500 people via Facebook or any other site! Would it put your family home and belongings at greater risk?
- Consider installing the CEOP (Child Exploitation and Online Protection Centre) application on <http://www.facebook.com/clickceop> on their profile.
- Set up your own profile so you can understand how the site works and tell them to have you as a friend, so you know what they are posting online.
- Have a look at the advice for parents/carers from **[www.parentinfo.org](http://www.parentinfo.org)** or use **[www.facebook.com/help/?safety=parents](http://www.facebook.com/help/?safety=parents)**

## Make sure your child understands the following rules:

1. Always keep your profile private and never accept friends you don't know in real life.
2. Never share your password, it's there to protect your details, keep it to yourself.
3. Never post anything online that could reveal your identity, home address, phone numbers, email address, school or clubs you attend, pictures of school or club uniform, vehicles, local land marks, places frequented etc.
4. Always click on links that you can trust and always ask an adult first if you are not sure.
5. Never agree to meet anyone that you only know online without telling a trusted adult.
6. Always tell an adult you trust if you feel threatened, see something that makes you feel worried or someone upsets you online.
7. Do you really need 800 friends? Do you trust all your online friends? If not reduce your online friends to a manageable group of trusted people.

# Communication

## Student Planner



The easiest way for staff to contact you is via comments in the student planner. You can also write notes back to us. You can call reception or the House office directly or e-mail school via the House office or enquiries. Staff will receive messages and contact you as soon as possible.

Group Call is also used to send text message reminders about activities and events in school. Please check we always have your most up to date contact details.

## School News

Every Half term our school e-magazine "Contact" is published on our website – do look at previous editions to get an idea about life at Great Sankey. The school website has a wealth of information that is useful to parents and has a news blog we publish to regularly to keep our parents informed about life in school. Please do visit it regularly [www.greatsankey.org](http://www.greatsankey.org) and you can follow us on twitter [@greatsankeyHS](https://twitter.com/greatsankeyHS)

## Parent Focus Group

The parent focus Group meets termly and is an open forum for parents to have a say in our on-going improvement and development. Your opinion is important to us and new members are always welcome. In 2016-17 the group will be meeting on:

Monday 16 <sup>th</sup> November	LRC	6pm
Monday 14 <sup>th</sup> March	LRC	6pm
Monday 16 <sup>th</sup> May	LRC	6pm

To book your place please contact Mr Brighthouse: [graham.brighthouse@greatsankey.org](mailto:graham.brighthouse@greatsankey.org)

## Progress Evenings

Parent Progress Evenings at secondary school are very different to those you have experienced in primary school. Your child has a number of different teachers to report on their progress rather than one and it will be your son/daughters responsibility to organise your appointments. Most appointments are for 5-10 minutes and we advise you discuss the importance with your child so they make as many appointments as possible within the time you have available. It is always a good idea to bring your child with you to progress evening; this is not only so they can guide you round the building to all your appointments, but so they can hear for themselves what their teachers have to say – they have the responsibility of taking steps to improve and more importantly need to hear how well they are doing!

Progress Evening will take place on Thursday 27<sup>th</sup> April 2017 from 3-7 pm

# Notes:

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