

# FITZHARRYS SCHOOL



## Parent Handbook 2019/20

**T**ogether **E**veryone **A**chieves **M**ore



A guide for parents to support high standards across our school community.



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## School Contact Information

Headteacher : Mr J Dennett

School Tel : 01235 520698

Email : [office.4127@fitzharrys.oxon.sch.uk](mailto:office.4127@fitzharrys.oxon.sch.uk)

Address : Fitzharrys School  
Northcourt Road  
Abingdon  
Oxon  
OX14 1NP

Dear Parents, Carers and Students

We are very proud of our students and all that they contribute to our school community. Our vision for the school is captured in the phrase 'Together **E**veryone **A**chieves **M**ore' and in our key values of **G**rowth, **O**wnership, **A**chievement, **L**eadership and **S**uccess.

Having a **growth** mind-set is vital for everyone at Fitzharrys, developing the determination, resilience and grit to turn 'yet' into 'yes'.

**Ownership** means taking pride in your presentation and participation, looking the part and acting smart in all aspects of your work at school.

We focus on each student's personal **achievement**, challenging them always to have an answer to the question 'What have you done today to be a better you?'

Our students have many opportunities for **leadership**, to inspire others and be inspired by their peers in a positive environment.

We nurture and support each student in their **success**, encouraging and supporting them to make their ambition their special mission.

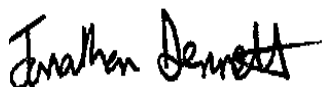
Our parent handbook supports these aims, sets out the school's expectations and provides you with all of the information you need to know about the school and its policies. The handbook is divided into five sections:

1. Administration – this includes details on attendance, holidays, appointments, change of circumstances and how to contact us.
2. In School – this includes details on clubs and day to day procedures and medical information.
3. Policies – this section deals with matters such as bullying, equipment and valuables, employment, internet access, school meals as well as travel to and from school.
4. Curriculum – this is about what is taught, examinations and tests, homework timetables, coursework calendars, parents' evenings and progress checks.
5. Home school agreement – this is a vital agreement between school, parent and student and should be signed and returned as soon as possible.

An up to date calendar is maintained on the school website and all letters sent home via students are also stored there.

Our parental surveys show very clearly how much you value the safe, caring and supportive environment of Fitzharrys. Each student's success is a partnership between school, home and the student themselves. We appreciate your support and encouragement in getting the best from and for your child.

Yours sincerely



Jonathan Dennett

Headteacher

## **LEADERSHIP TEAM**

Headteacher	Mr J Dennett
Deputy Headteacher	Mr W Speke
Assistant Headteacher	Mr W Browne
Assistant Headteacher	Mr A Williams

## **PASTORAL TEAM**

Pastoral Director	Mr A Williams
Sixth form	Mr W Browne
Head of KS3 (Years 7, 8 & 9)	Mrs T Beedles-Clark
Head of KS4 (Years 10 & 11)	Mr A Williams/Mr W Speke
Student Well Being Manager	Miss P Allen (KS3)
Student Well-Being Manager	Miss H Cook (KS3)
Student Well-Being Manager	Miss R David (KS4)

## **HEADS OF FACULTY**

Arts, Performance & Technology	Mr T Lee
English & Communication	Ms K Corfield/Mr M O'Neill (Acting)
Humanities	Mrs S Chadwick
Mathematics	Miss A Twyford
Science	Mrs C Forder
SENCO	Mrs J Smith

## The school day and timetable

Students should arrive at school by 8.30am in time for the start of FitzFocus at 8.40am. Parents should be aware that we assume no responsibility for students arriving before 8.30am. Registration will take place at the start of lesson one.

8.40	Fitz Focus
8.50	Lesson 1
9.50	Lesson 2
10.50	End of lesson 2
	Break
11.10	Lesson 3
12.10	Lesson 4
1.10	End of lesson 4
	Lunch
1.50	Registration and assembly
2.15	Lesson 5
3.15	End of school day

On a Wednesday afternoon lesson 5 will be from 2-3pm and includes the afternoon registration mark.

Students will meet with their tutors usually once a term for a mentoring session outside of the normal FitzFocus times on a Wednesday afternoon between 3pm and 3.15pm as directed by their tutor.

It is very important that students are punctual to lessons as it ensures all students have full access to the curriculum and the learning environment is not disrupted for others. It also establishes good habits. Students who are late will be required to make up the time missed. Those who are persistently late in the morning will have to attend a 1 hour detention on Friday afternoon. Students are not permitted to leave the site during the school day. If a student has a medical appointment they should bring a note and sign out with Mrs S Bradley.

The school operates a two week timetable with weeks being designated 1 and 2. The timetable is calendared as follows:

### Week commencing:

September 2 <sup>nd</sup>	1	March 2 <sup>nd</sup>	2
September 9 <sup>th</sup>	2	March 9 <sup>th</sup>	1
September 16 <sup>th</sup>	1	March 16 <sup>th</sup>	2
September 23 <sup>th</sup>	2	March 23 <sup>rd</sup>	1
September 30 <sup>th</sup>	1	March 30 <sup>th</sup>	2
October 7 <sup>th</sup>	1	April 20 <sup>th</sup>	1
October 14 <sup>th</sup>	2	April 27 <sup>th</sup>	2
October 21 <sup>st</sup>	1	May 4 <sup>th</sup>	1
November 4 <sup>th</sup>	2	May 11 <sup>th</sup>	2
November 11 <sup>th</sup>	1	May 18 <sup>th</sup>	1
November 18 <sup>th</sup>	2	June 1 <sup>st</sup>	2
November 25 <sup>th</sup>	1	June 8 <sup>th</sup>	1
December 2 <sup>nd</sup>	2	June 15 <sup>th</sup>	2
December 9 <sup>th</sup>	1	June 22 <sup>nd</sup>	1
December 16 <sup>th</sup>	2	June 29 <sup>th</sup>	2
January 6 <sup>th</sup>	1	July 6 <sup>th</sup>	1
January 13 <sup>th</sup>	2	July 13 <sup>th</sup>	2
January 20 <sup>th</sup>	1		
January 27 <sup>th</sup>	2		
February 3 <sup>rd</sup>	1		
February 10 <sup>th</sup>	2		
February 24 <sup>th</sup>	1		

## Assembly arrangements

Day	Year	Assembly Lead
Monday	7	HoY, SLT or guest speaker.
Tuesday	8 & 9	HoY, SLT or guest speaker.
Wednesday	No assembly	
Thursday	10	HoY, SLT or guest speaker.
Friday	11	HoY, SLT or guest speaker.

Assembly time is valued as a time for bringing whole year groups together to share a common theme, to air school issues, to celebrate students' successes and achievements and to generate agreed common values. It is non-denominational but addresses spiritual and moral issues. Parents with any concerns should contact Mr Williams.

### Expectations

- Students will move to assembly on the warning bell at 1.55pm.
- Students are to line up outside in alphabetical order and will be escorted into their allotted seat in the hall ready for a 2pm start.
- Tutors will accompany their tutor group into the assembly and remain with the students to oversee the correct seating in alphabetical order by tutor group, monitor behaviour and register their group.
- Students will stand up at the start of the assembly when asked to by the Head of Year. When they are invited to sit down by the Head of Year, the assembly will start and all students will listen politely and respectfully.
- Heads of Year will be responsible for the management, control and dismissal of the assembly and for introducing the 'lead' for each assembly.

## **Part 1. ADMINISTRATION**

### **Attendance**

There is a clear link between good attendance at school and achievement in exams. Government figures show that nationally 73% of students that had attendance rates of over 95% achieved Equivalent to grades 9-4 in the new grading system, including English and Maths at GCSE. Of those children who had attendance of 91-95%, only 40% achieved the same results and this dropped to 22% for those with attendance between 85-90%. We would anticipate these same strong links with the new grading criteria.

### **What does this mean for me and my child?**

We have a comprehensive attendance and achievement policy, the full details of which are on our website. Here is a summary of the key points:

### **What if my child's attendance drops below 95%?**

We will contact you after the first term in each year to explain that we are concerned that your child's current attendance level is likely to have an impact on their achievement. Where concerns exist, either as part of primary transition or the previous academic year we may offer earlier support / interventions during Term 1.

Tutors are the first contact point for parents and will call you on days that your child is absent to offer support in returning to school quickly.

### **What if my child's attendance is below 90%?**

This is considered to be persistent absence by the DfE. We may contact you by letter explaining that we will need to see attendance be above 90% by the end of the term. You may also be invited in to attend a meeting where a home/school attendance agreement will be drawn up with targets set for attendance to improve over the next 4 weeks.

### **What if my child's attendance does not improve in the 4 weeks after a home/school attendance agreement?**

You will be invited to another meeting where a representative from the Locality and Community Support Service (LCSS) and an attendance officer from the Oxfordshire County Attendance Team will be invited to attend to decide what the next steps are to ensure your child attends school regularly in order for them to be successful in their education.

### **What if my child has medical/dental appointments during the school day?**

Where possible, try and arrange these out of school hours. If this is not possible, try and arrange them first thing in the morning or after 2.15pm. Evidence of the appointment must be shown when the students sign in or out. We will only ever authorise half a day for a medical or dental appointment. We will not normally send a child home who says they feel unwell. The exception would be if we were generally concerned for their well-being. Under no circumstances should a child phone home during the school day to ask a parent to collect them because they feel unwell; this will result in unauthorised absence.



## **Will I get fined for my child's poor attendance?**

We want to work with parents to ensure that their children are in school where they have the best chance of achieving their full potential. It would therefore only be after we have exhausted all possible means of support that we may have to involve the County Attendance Team issuing penalty notices for poor attendance.

If a student has a long period of absence because of illness, we may stop authorising the absence after 10 days, unless we receive a Doctor's letter explaining why the child is too unwell to attend school. Once we have this letter, we may be able to access support from the hospital school.

If a student has 20 unauthorised absences in a 10 week period, we would ask the County Attendance Team to issue a penalty notice warning. There must be sustained and significant improvement in attendance after the warning has been issued. If attendance does improve, the penalty notice will not be issued. However, if it drops again at a later date the warning could be issued again. It is at the school's discretion whether to authorise absence due to illness and we may ask you to provide evidence of medical appointments before authorising if illness occurs regularly.

## **What counts as authorised and unauthorised absence?**

The only reason why a child should be off school is because they are really very unwell and unable to get through the day. We would encourage parents to send their child in to school, even if they are feeling a little bit unwell because of the obvious educational benefits. The exception would be if you had been advised by a doctor to keep your child off school. The following examples are not acceptable reasons to be off school:

- The birthday of a child or a family member
- Being tired after travelling back from a weekend away or after not sleeping well the night before
- Going to a concert or sporting event
- Moving house or having to look after pets
- Helping out at events or parties
- Christmas shopping

The only authorised reasons why a student would be absent are for an approved sporting activity or educational activity. Trips, work experience and sports run by the school count as the student being present at school.

If your child's attendance is below 90% we will use our understanding of your child's condition and prior attendance records alongside the available evidence from parents and doctors to decide whether we will continue to authorise absence for illness. If we have no firm medical evidence that there is a reason why your child is absent from school, the absence will no longer be authorised. This may trigger a penalty notice.

## **Holidays during term time**

As of September 2013, the Department for Education has changed the regulations about term time holidays. Parents no longer have the opportunity to request up to two weeks' holiday during term time. Requests for holidays during term time will no longer be authorised. If a child is absent during term time for a holiday. We may ask the County Attendance Team to issue a penalty notice (after a warning has been issued).

The Headteacher can receive requests for exceptional reasons for absence of one or two days, but these will only be authorised if the child's attendance is over 95% and should be requested two weeks in advance.

### **Combating Absenteeism in our School**

At Fitzharrys we have an automatic communication system that will contact you directly if your child is absent at registration. This will ensure that the reason for the absence is known as soon as possible and alert you if your child is not in school when they should be. Post-registration absences can also be detected and reported to you.

You will have already supplied school with contact telephone numbers when your child started at the school, but you may need to update these during the time that your son/daughter is in school.

If your home, mobile or works telephone number has changed recently please provide your new numbers including area code. You may also supply an e-mail address for us to contact you on. Please note, these numbers should be contact numbers for parents, step-parents, and foster parents only. We do not require your emergency telephone numbers.

Your child will be automatically included on the system, however, should you prefer not to be notified that your child is absent from school please contact Student Services to discuss this further.

By introducing this service, our school is able to reassure you that we are meeting the Governments recommendations in contacting you on the first day of your child's absence. It will also provide an early warning system should your child go missing from school. As always your child's safety is our main concern.

If your child is absent you must inform school of the reason for this on the dedicated Absence Line (01235 538243) on the first day of absence before 10am, and either speak to the Attendance Officer, or leave an answer phone message.

### **Change of address**

It is important that we are able to contact you quickly in the event of any problem such as illness during the school day. Students will bring home a data sheet for you to check and amend. Could you please check and amend this sheet and inform the Student Services of any changes during the year.

### **E-mail**

If you would prefer us to contact you by e-mail, please return the letter that your child will be given at the start of the year with your email address on it.

### **Contacting us**

We believe very strongly in the importance of home school communication and encourage parents to contact us if they have any concerns or important information. We believe this two way communication is essential to a child's successful school career. The first person to contact is your child's tutor. If the problem is subject related, please contact your child's teacher or the relevant Head of Faculty. Staff will aim to respond to most concerns within 1 working day and no later than 2 working days after the initial contact. If you are unhappy with the way any problem has been dealt with, please contact a member of the leadership team who will aim to resolve your problem within 5 working days.

## **Fitzharrys School Association**

We have a strong relationship with our parents and we believe that is what helps make us an increasingly successful school.

The FSA is one aspect of this relationship and plays an important role in supporting school events and raising money to support school improvements. They also organise excellent social events. Details on joining or helping the FSA can be obtained by contacting the school or reading the FSA link on the school website or emailing [FSA.4127@fitzharrys.oxon.sch.uk](mailto:FSA.4127@fitzharrys.oxon.sch.uk). New members are always welcome.

## **Part 2. IN SCHOOL**

### **Activities**

To enhance learning, teachers may well organise special activities, possibly away from the school site. Where this incurs additional expense, parental contributions may be sought in accordance with the school charging policy. Students will be expected to return completed consent or medical forms as appropriate in order to take part.

### **Clubs**

We encourage all children to get involved in extra-curricular activities. In order for them to participate, we need your permission. Your child may need to go off site, accompanied by a teacher, to take part in matches or other activities.

### **Lunchtime arrangements**

All students are expected to stay on site at lunch. This is for health and safety reasons as we must know where all students are during the day. Parents who wish their child to take lunch at home should contact Mr Williams.

### **Emergency evacuation**

On discovering a fire, the nearest fire alarm should be activated by breaking the glass. These are located around the buildings. On hearing the alarm, students should leave the building by the nearest exit and proceed to the assembly point on the all-weather area. Students should line up silently in form groups alphabetically. Staff will check that buildings are clear of students.

**Under no circumstances** must the fire alarm be activated when there is no fire. False alarms are a criminal offence. The school may decide to pursue the arrest and prosecution of offenders as they place everyone at risk. The school may also exclude offenders and may levy an administration charge of £50 towards costs incurred by a false alarm.

Fire Extinguishers are placed strategically around the school. These are essential to the safety of all members of the school community and are checked regularly. If there is evidence that a student has tampered with a fire extinguisher they will be charged for the cost of it being refilled.

### **Medical**

The school has three fully qualified First Aiders and most staff have emergency aid training. If a student feels ill during a lesson, they must inform the teacher, students will be sent to Student Services. Staff in Student Services will deal with the problem and may ring parents if necessary. During break and lunch, students should go directly to Student Services. It is not appropriate for students to call parents during the day and ask for them to collect them. Staff in Student Services authorised by the Head of Year will decide whether a student is ill enough to go home. Leaving school without having signed out with the receptionist or Mrs Bradley will be marked as unauthorised absence.

If students need to take medicine at school then you should contact the school by letter stating the dose, duration and the condition being treated. The medicine can be left within Student Services and students may take at the allocated frequency prescribed under the supervision of a First Aider. The only exception is an inhaler for asthma or other self-managing conditions i.e. diabetes requiring insulin. Students on occasion can ask for paracetamol but this will only be given upon permission by phone call to a legal parent/carer.

## **Services for students**

Students have access to the Adviza service who offer advice, guidance and support on a range of issues. It is a free and confidential service. Students are referred to the service and they are given appointments at specific times during the week. The Learning Resource Centre also contains some useful leaflets on careers.

The school nurse is available at lunch time for drop in sessions, commissioned by OCC and part of the NHS Foundation Trust, the School Health Nurse team aim to deliver the Public Health Agenda in schools to improve health outcomes for children and young people. They aim to provide support and advice to students in areas such as emotional health and well-being, healthy eating, physical activity, positive relationships and sex education, working closely alongside the pastoral and SEN teams. The School Health Nurse's office is located at the rear of East block.

## **Text books**

Most text books are supplied by the school, although on occasion parents may wish to buy a specific book to help their child's studies. All students should have a dictionary for English. If text books are lost the full replacement cost will be charged.

## **Student planner**

Each student will be provided with an A5 student planner. They will need to bring this planner in to school every day. If the student planner is lost, students will be charged £5 to replace it. Students should not graffiti or damage the planner. If they do, they will have to buy a replacement. Students will write their homework in the planner. It is also the main tool for the process of academic mentoring and needs to be used during the weekly review sessions and termly mentoring sessions. We ask that parents check their child's planner on a weekly basis and sign it each week to show they have seen it. Tutors will also check planners on a regular basis. It is a very useful tool for home school communication. Teachers will often write notes to parents in the planner, and we would encourage parents to use the planner in a similar way.

## **Part 3. POLICIES**

### **In an emergency**

Occasionally, circumstances can result in a school being closed for a period of time due, for example, to severe weather conditions. Local radio plays a key role in any emergency, as it is the only way in which information can be transmitted rapidly. In these circumstances information would be broadcast on BBC Radio Oxford and Heart FM. These announcements will be genuine as they have policies to guard against hoaxes. If the school is closed, any student who turns up will be supervised until the end of the normal school day, unless it is hazardous to do so.

### **Assessment and reporting**

We believe that it is important that parents are well informed about their child's progress at school. Progress checks are issued three times a year to parents. Each report indicates a grade for attitude to learning and behaviour. In Years 7-9 we also report our judgement as to whether students are secure in their learning for the units of work they have studied to date. We do this using a four point scale for each unit (emerging, developing, secure, and fluent). In years 10-11 we report a current GCSE grade and predicted GCSE grade on each progress check.

The reports now include an expected progress grade for the end of Key Stage 3 or a GCSE target grade for Key Stage 4. Teachers will indicate whether or not students are on track to achieve those expectations. This is set out as a 'score', and creates a level playing field to discuss how well each student is doing to achieve their potential. We have high expectations of our students, and will support them to achieve this potential.

Once a year students receive an enhanced progress check in which a learning target is identified for each subject and a written commentary on academic progress and personal and social development is provided by the form tutor.

Once a year a parents' consultation is held at which subject teachers may report on progress and discuss with parents and students targets for improvement in each subject.

### **Anti-bullying**

Bullying is the repeated aggression or harassment over a period of time, with the intention of hurting another person, which results in pain and distress to the victim.

Bullying can include:

#### **Physical**

pushing, kicking, hitting, pinching or any other use of violence, taking belongings

#### **Verbal**

name calling, insulting, sarcasm, making offensive remarks spreading rumours, teasing

#### **Emotional**

excluding, tormenting (i.e. hiding books, threatening gestures), being unfriendly, racial taunts, graffiti, gestures

#### **Racial harassment**

is when someone is bullied because of her/his colour, the way she/he speaks or the fact that her/his nationality is different from yours. In 1999 the MacPherson Report defined racist bullying as "any incident which is perceived to be racist by the victim or any other person".

## **Sexual harassment**

impacts on both genders. Boys may also be victims – of girls and other boys. Sexual bullying is characterised by:

- Abusive name calling
- Looks and comments about appearance, attractiveness, emerging puberty
- Inappropriate and uninvited touching
- Sexual innuendoes and propositions
- Pornographic material, and graffiti with sexual content
- In its most extreme form, sexual assault.

## **Sexual orientation**

Students can be subject to bullying if they do not fit in with traditional gender stereotypes. Just being different can be enough.

## **Cyber bullying**

The use of text messages, internet chat rooms and e-mail to bully an individual.

The school takes issues of bullying very seriously. Students should always report incidents of bullying. This can be done in a number of ways. Students could tell a teacher, student well-being manager (SWM), another adult, a parent. Students should also keep a detailed diary of what has happened, when it happened, what has been said and the names of witnesses.

Those found guilty of bullying will be treated very seriously and continued bullying will lead to severe consequences.

The school will raise awareness of bullying through assemblies and tutorials and there will be information available in form rooms. The school's anti-bullying policy is available for all to see on the school website.

## **Detentions**

After school detentions are one of the sanctions we may use if a student disrupts the learning of others. The law allows schools to detain students after school if it is deemed a reasonable sanction for what has happened. A school does not have to obtain the permission of parents to detain a student and can detain a student on the same day. We will endeavour to alert parents whenever we are going to detain students. Students who are late in the morning will be detained that lunchtime, unless they are on a bus that is running late, if they fail to attend this detention then they will be kept behind the same afternoon.

## **KEY POLICIES FOR STUDENTS**

Please see the following pages for details of the below policies;

### **Use of ICT: Codes of Conduct**

#### **1. Use of school's internet and E-mail facilities**

This code of conduct applies at all times, in and out of school hours, while you are using school equipment and school applications. It includes when you are using your own devices in school.

##### **You should:**

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

##### **You should not:**

- Send, access or display offensive messages or pictures
- Use or send bad language
- Attempt to get around web-filtering

#### **2. Use of the school's network**

We expect that you will use the school's ICT facilities sensibly, in a way which does not interfere with anyone else and in a way which helps us to maintain the quality of our resources.

##### **You should:**

- Keep your network password secret
- Compress files so that you don't use all your network storage space
- Back-up your work
- Use only applications relevant to the lesson and authorised by your teacher
- Remember that your network area, workstation screen, emails and use of the internet are monitored – behave appropriately
- Use the printers for school work only
- Wait for teacher supervision before using the ICT facilities
- Keep food and drink out of the IT rooms at all times – water may be drunk, but away from the workstation



- Report problems with equipment, but do not attempt to solve them without permission
- Leave IT rooms tidy and ready for the next class

### **You should not**

- Interfere with anyone else's IT equipment (workstation, keyboard, monitor etc.)
- Attempt to access another student's account or electronic files
- Attempt to install software on the school network
- Attempt to undermine the school's network control software or internet filtering service – report any breaches to a member of staff

### **Disciplinary procedure**

If you break this code, or the code for use of the internet you may be given a warning; have your access to ICT restricted (for instance your access to the internet, or to computers at lunchtime); or have your access to the network removed entirely for a period of time.

## **CHARGING POLICY**

### **1. Charges will be made for:**

- Board and lodging costs on residential visits whether they take place in or out of school hours.
- Music tuition outside of curricular provision, and the hire of instruments.
- Optional extras/activities which take place wholly or mainly outside of school hours, which are not part of a specification for prescribed public examinations or to fulfil the national curriculum or the requirements for religious education, e.g. sailing club, theatre visits.
- Entering a student for a non-prescribed examination outside school hours.
- N.B. the entry fee for a prescribed public examination may be recovered from the parents if the student fails to complete the examination requirements e.g. by failing to complete coursework, without good reason.
- The cost of transport to an activity sanctioned, though not provided by the school or the LEA, e.g. travel to a work experience placement.
- The supply of ingredients and materials for practical subjects such as technology, including home economics and pottery, where parents have indicated a wish to own the finished product in advance. Parents will be asked to indicate at the beginning of the school year whether they wish to do this.
- Charges may be remitted for students whose parents are in receipt of income support or family credit if the trip takes place in school hours and is required as part of the specification for a public examination for the national curriculum. The school may be contacted for a form in the case of hardship.

### **2. Voluntary contributions**

The school will request voluntary contributions in support of any residential and non-residential activity or course, including related to staff cover, whether mainly inside or outside of school hours. The size of the voluntary contributions will, whenever possible, be linked to the cost of the activity. If sufficient voluntary contributions are not received from parents to support the activity, the activity will have to be cancelled for all students.

- a) School hours are 8.40am-3.15pm; 3.00pm Wednesdays. Lunchtimes are not included in school hours. They are 1.10pm-2.00pm.
- b) The basis for choice in the event of over subscription will be by lottery. The composition of the group remains at the discretion of the teacher concerned.
- c) This policy will be reviewed by the Governors from time to time.

### **Data we hold on pupils in school**

We take our responsibilities for protecting and ensuring the accuracy of the data we hold about students seriously, in accordance with the General Data Protection Regulations (GDPR) which came into force in May 2018. More details about this can be found on the school's website.

Please help us by:

- 1 Checking the data we hold about your child in relation to contact details and the medical information. Please make sure that we have details about both parents as we are under a legal obligation to provide parents with information about their child's progress unless there are legal grounds for not doing so.

- 2 Giving your consent for use of images of your child for use outside the school, for instance on the website.
- 3 Giving (or refreshing) your consent for local school visits and sporting fixtures
- 4 Reinforcing and agreeing to the home school agreement and school's codes of conduct for the use of ICT resources and access we provide.

## Employment

**Children aged 13 and 14** are allowed to work not more than 2 hours in 1 day during the following periods on school days:

- a) In the morning between 7am and 8.30am.
- b) In the evening between close of school and 7pm.

**On Saturdays:** 5 hours a day between 7am and 7pm.

**On Sundays:** only 2 hours a day between 7am and 7pm.

**School holidays:** 5 hours a day on any weekday (except Sundays) between 7am and 7pm, but the total hours worked must not exceed 25 hours per week.

**Children aged between 15 and 16** are allowed to work not more than a total of 2 hours in 1 day during the following periods on school days:

- a) In the morning between 7am and 8.30am.
- b) In the evening between close of school and 7pm.

**On Saturdays:** 8 hours a day between 7am and 7pm.

**On Sundays:** only 2 hours a day between 7am and 7pm.

**School holidays:** 5 hours a day on any weekday (except Sundays) between 7am and 7pm, but the total hours worked must not exceed 35 hours per week.

## Equipment and valuables

Your child needs to bring two black pens, a green pen, pencil, eraser, sharpener, ruler, calculator (Casio fx-83GT PLUS) and their planner to school every day. Items such as coloured pencils would help improve a student's work along with a dry wipe pen, a glue stick and a Mathematics set. Correcting fluids are discouraged.

Students may wish to bring into school personal electronic devices that enhance their learning. These may include laptops, tablets and mobile phones with internet access, digital camera etc. The school cannot take responsibility for these items, which are brought in entirely at the risk of the student. Electronic devices should only be used in lessons when at the direction of the teacher. If students do not follow these expectations then the device will be confiscated, placed in the safe and a parent will have to collect the device from school.

## Filming

We may on occasion film and photograph the school at work for training and marketing purposes. Some of this filming may occur during lessons. If you have any objections to your child being filmed or photographed, please let Student Services know in writing.

## Mobile phones

We understand that parents may wish their child to have a mobile phone on them and we recognise that many mobile devices can be useful in lessons now, giving access to the internet for example, or enabling students to record personal study. We allow students to bring mobiles into school but any student bringing a mobile into school must accept restrictions on their use. Mobiles must never be used in lessons unless the teacher gives permission. Around the site mobiles may only be used in a way which does not disturb or cause distress to others – for

instance they should not be used to play music out loud or to photograph people without their permission. Mobiles should not be used in a way which undermines our systems, for instance ringing home rather than reporting to the medical room when ill. We confiscate mobile phones from students who use them inappropriately. In the first instance the student will be able to collect their phone from main reception at the end of the day. If confiscated again the phone will be kept in the school safe for their parent / guardian to collect after each subsequent offence. Students may, with their parents' permission, sign up for wireless access at school, and this is governed by a separate code of conduct. Students bring mobiles into school at their own risk – there is no insurance cover for loss, theft or damage, and we cannot commit to investigating any loss or damage.

## **Jewellery**

The school uniform policy clearly states what jewellery is allowed. If students come in wearing a piece of jewellery that is not listed in the uniform policy, a member of staff will confiscate it. It will be placed in the school safe and a parent must come and collect it. The school accepts no liability for any loss and will not investigate any loss.

## **Uniform**

A uniform helps to create a sense of community and makes all students equal. The School has a uniform and all students of compulsory school age are expected to wear it. The uniform, for all students in Years 7-11, is as follows:

### **School Uniform – for all students:**

- Plain white school shirt with all white buttons and collar. No logos or button down pockets.
- Black tailored trousers. No jeans, trousers with labels or rivets (i.e. Miss Sexy's), jeggings, leggings, drainpipes or tracksuit bottoms
- Plain black skirts, skater skirts recommended at an appropriate length ( just above the knee). No tight fitted skirts.
- School clip on tie.(available from Student Services)
- Black blazer with school badge.\*\*
- Plain socks.
- Sensible black leather school shoes – no trainers. You should not be able to see your socks when standing up.
- Summer uniform (terms 5 and 6) – Blue school polo shirt\*\* replaces shirt, tie, and blazer.\*\*
- Optional – Blue Fitzharrys School V-necked jumper.\*\*

\*\* *Only available from Price and Buckland (via the website)*

### **Guidance on uniform:**

- Plain dark outer coat should be worn (no hooded tops).
- Trousers should be smart without any additional decoration: jeans or cargoes or combats must not be worn.
- Other non-uniform coloured sweatshirts are not acceptable as outside coats.
- Boys should be clean shaven.
- Hair should be a natural colour.
- No jewellery apart from one stud in the lobe of each ear and a watch; this means no facial piercings of any kind.
- Apart from PE lessons, trainers are not to be worn in school.
- For health and safety reasons high heels are not allowed.
- Extremes of fashion in clothes or hair, or styles of dress which cause offence or are unsafe, are not acceptable. Girls may wear light make-up. No acrylic nails to be worn.

Parents should discuss the necessity for any variation to the code with the Headteacher.

**Please see the school website for further details/guidance on our uniform expectations.**

[http://www.fitzharrys.oxon.sch.uk/userfiles/files/Uniform%20Policy\(1\).pdf](http://www.fitzharrys.oxon.sch.uk/userfiles/files/Uniform%20Policy(1).pdf)

### **PE Uniform:**

- Navy PE shorts (shadow stripe)\*
- White Polo Shirt with Fitzharrys logo\*
- Navy blue rugby shirt\*
- White ankle socks
- Navy football socks\*
- Non marking trainers (cushion sole)
- Outdoor trainers
- Football boots

The above items marked with \* are available at Price and Buckland (online shop); at reasonable prices. All PE kit should be named in case of loss.

### **Health and Safety**

Students should move sensibly around the site and not run as this poses a risk to themselves and others. Students should take extra care when arriving and leaving school as Northcourt Road can be very busy. Parking is not permitted in the lay-by at the front of the school. Students should follow all instructions from duty staff in the morning and afternoon. Students should not climb onto roofs to collect balls or other items. Report these matters to the site management team. Students should always follow instructions from members of staff in classrooms.

This is a non-smoking school for students and staff. Cigarettes, lighters and matches, and any other smoking related materials, if found in the possession of students will be confiscated and destroyed. The school reserves the right to search known smokers on a regular basis to ensure the school follows county policy and remains a non-smoking site. Students who smoke on school premises or in the immediate environment of the school (i.e. Northcourt Road area) will be punished.

The school is an alcohol free site and students may not bring alcohol to school for any reason. The school is a drug-free environment. Any student involved in alcohol or drug related incidents will normally be excluded. We will support the Police in criminal proceedings for drug related incidents.

The law also allows us to search students if we believe they may be carrying weapons. We may decide to involve the police if a student brings an offensive weapon or replica gun onto the school premises.

### **Travel to and from school**

Students who are entitled to travel on the school buses must ensure that they travel on the correct bus and they carry their bus pass at all times. Students without a pass may not be allowed to travel. If you lose your pass a temporary replacement may be obtained from Student Services. A permanent replacement must be obtained from County transport. We cannot authorise the use of school transport for your friends who are not entitled to use it. You are reminded that we expect good behaviour on the school buses at all times. The school does not take responsibility for behaviour on the bus but does support the action taken by bus companies

taken against students who act in a dangerous manner. This could lead to a suspension of the bus pass or involvement of the police. We also discuss behaviour on the buses with other Abingdon schools. If there is a difficulty with transport the school is unable to intervene and parents are responsible for ensuring that their children attend school. The contact number for the OCC School transport **01865 323500**.

### **Student cars and motorbikes**

Due to limited parking space on site, we cannot allow any student cars or motorbikes on site.

### **Bikes**

The school has bike stores next to the tennis courts. The bike stores will be locked at 8.45am and reopened at 3.10pm.

Bikes left anywhere other than the designated place may be removed; school will not take any responsibility for any loss or damage caused when on school premises. This includes theft and we would recommend the use of a suitable locking device when placed in the bike store.

We would encourage all students to wear a suitable helmet when cycling and that during the autumn/winter months appropriate lights/high visibility clothing are used to ensure that students stand out when on the road.

## Part 4. CURRICULUM & LEARNING

At Fitzharrys we want our students to be:

- happy
- engaged
- resilient
- resourceful
- ingenious
- independent
- confident
- curious and
- creative

To achieve this we are committed to getting the best from all of our students through learning that is stimulating, relevant and enduring. The curriculum at Fitzharrys offers our students a rich range of experiences alongside the core subjects, skills and values. Alongside subject knowledge and content, the Personal Learning and Thinking Skills and Higher Order Thinking Skills run through our school to nurture each student's enthusiasm for learning and help prepare them for whatever the future holds.

### **Fitz Focus**

Each day begins at 8.40 with form tutors and an unusual question or challenge to get our students thinking and energised about their learning. This is followed in the afternoon tutorial period by sessions that encourage students to reflect on what they are learning and how they can make progress to achieve a wide range of goals. Our individual mentoring programme helps each student to be the very best they can be.

### **PSHE (FitzFocus +) Programme**

Personal, Social, Health and Citizenship Education aims to help improve the ways in which students learn, relate to others, grow socially, choose healthy lifestyles and become independent citizens playing a positive part in society. The curriculum is enriched by specialist outside speakers who may specialise in certain areas, for example, drugs education, relationships and careers advice. In our school these sessions are called FitzFocus + and in addition to timetabled lessons year groups have targeted wider learning days to support provision.

The aim of the school's sex education programme is to develop a clear understanding of the facts with encouragement to use the knowledge responsibly and with full consideration for others. The various aspects of sex education such as physical development, the biology of reproduction, contraception and sexually transmitted diseases are covered in the curriculum notably within science and PSHE. In year 9 a Wider Learning Day focuses on sex and relationships education during which students participate in a series of expert led workshops including the topics of contraception, relationships, sexually transmitted diseases, parenting and personal safety.

The school accepts that its role is no more than complementary and supportive to the role of parents but our aim is to create an atmosphere in which responsible attitudes to all aspects of students personal development and welfare including relationships are expected and encouraged. The full detail of the school's policy on sex education (approved by the Governors) is available on request.

## **Additional opportunities**

Students' learning is supplemented by a wide variety of trips, events and activities across all key stages and subject areas, both in and out of school, at home and abroad. These help bring learning into context, and create memorable experiences for all involved. Further information and pictures of these events can be found on our website.

## **Personal Study**

All students are set regular personal study to reinforce and extend their classroom learning. Personal study is set according to a published schedule, and an example timetable can be found at the end of the handbook, with this year's timetables published on the schools website. The time for which students are expected to study beyond the timetable increases as they rise through the school to a minimum expectation of 5 hours per week per subject in the sixth form. Students are issued with a planner to help them record and plan their work and this is regularly checked by their tutor, parents should also support students by signing and checking their planner weekly.

We expect students to do personal study and produce it for their teachers by the deadline set. We have a policy of setting after school catch-ups for students who do not bring homework by the deadline – these usually last for 30 minutes in years 7 and 8; 45 minutes in year 9 and 60 minutes in years 10 and 11. A notification is sent home either via email or a physical slip.

## **Setting**

Students are taught mainly in ability sets in Mathematics, Science, Modern Foreign Languages, Humanities and Computing. Students are taught in all ability groups in English, Art, Design and Technology, Drama, Music, Physical Education and FitzFocus + (PSHE).

## **Parents' evenings**

Parents' evenings are an opportunity to speak to your child's teachers in depth and discuss issues raised in the progress checks. There is at least one a year for each year group, with further support evenings scheduled around the Year 9 options process and post GCSE option evening and events. These are very important events and we hope all parents will attend. If there are problems in making a parents' evening, please contact the appropriate Head of Year so other arrangements can be made for you to receive feedback.

Students are given appointment cards two weeks before the evening and make appointments with their teachers. There is a 5 minute interval between appointments to allow for movement to the next appointment. Students normally accompany their parents to these events.

A member of the senior management team is always on hand to discuss any matter at these evenings. The SENCo is also available.

## **Years 7 to 9**

All students in Key Stage Three (years 7 to 9) follow courses in English, Mathematics, Science, Art, Design and Technology, Drama, Geography, History, **Philosophy and Ethics**, Computing, Modern Languages, Music, Physical Education, and PSHE (FitzFocus +). These courses meet the requirements of the National Curriculum and build upon students' prior knowledge, understanding and skills.



We have developed our Year 7 curriculum to incorporate a series of 'Wider Learning Days' where students develop their Personal Learning and Thinking Skills and team work through a series of exciting challenges in and out of school.

## **Years 10 & 11**

All students in Key Stage Four (years 10 & 11) follow Core subjects in English, Mathematics, Science and core Physical Education.

Four options will be chosen from Art, Design and Technology, Food and Nutrition, Business Studies, Drama, Geography, History, Computer Science, Modern Languages (either French or Spanish) or Music which will form part of the wider options process with students working wherever possible to undertake a range of options that fulfil the requirements of the eBac. The courses studied build upon the students education in Key Stage Three and builds upon their prior knowledge, understanding and skills in the pursuit of academic success at GCSE level.

## **Fitzharrys Faculties**

Further information about the subjects and curriculum delivered across the school may be found on our website.

## **Part 5. Home School Agreement**

We know that a strong partnership between school, student and parent is the best way for our school community to succeed. By signing this agreement, all parties agree with the general principles below and will work towards achieving them so as to ensure the best education for the student involved. If you would like to discuss this agreement, please contact your child's tutor.

### **THE STUDENT**

#### **It is my responsibility to:**

1. Attend school regularly and on time
2. Treat others thoughtfully and respect them as individuals
3. Do all my classwork and homework as well as I can and on time
4. Bring to school everything I need for lessons and school activities, but nothing else
5. Wear the correct uniform in line with the school's expectations
6. Wherever I am, behave so that people think highly of the school

### **PARENT/GUARDIAN**

#### **It is my/our responsibility to:**

1. See that my child goes to school regularly and arrives on time
2. Make the school aware of any concerns or problems that might affect my child's work or behaviour
3. Support the school's policies and guidelines for behaviour and uniform
4. Support my child in completing homework and sign the planner each week
5. Attend parents' evenings and discussions about my child's progress

### **FITZHARRYS SCHOOL**

#### **It is the school's responsibility to:**

1. Care for your child's safety and happiness
2. Give your child the opportunity to achieve his or her full potential and recognise his or her achievements
3. Provide a balanced curriculum and meet the individual needs of your child
4. Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
5. Keep you informed about general school matters and about your child's progress in particular
6. Be open and welcoming, respond promptly to your concerns and provide opportunities for you to be involved in the life of the school

# Appendix 1 - Attendance Support Leaflet

The below leaflet is available on our website and offers further support / guidance about our attendance policy, key procedures and initiatives

100%

97%

96%

93%

90%

87%

84%

Tutor  
Phone Call

Parent  
Contract

Potential  
Penalty  
Notice

## Aspiration

### How much is a penalty notice?

£60 if payment made within 21 days  
£120 if paid after this but within 28 days

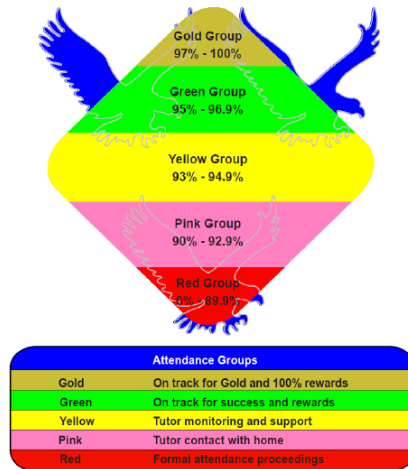
If I get a Fixed Penalty and don't pay, what happens?

You have up to 28 days from receipt to pay the Penalty Notice in full. If full payment is not received within this time, the Local Authority is required under the Education Act (1996 section 444.1) to commence proceedings in the Magistrates Court for the original offence of unauthorised absence by your child. If proven, this can result in fines of up to £2500 and/or a range of disposals such as Parenting Orders, Community Sentences or Imprisonment (+criminal court charge and victim surcharge).

If found guilty the parent will have a criminal record.

Illness	Absence Period
Chicken Pox	Until rash has crusted
Cold	Should be in school
Diarrhoea/ Sickness	Until 48 hours after symptoms
Mumps	Until 7 days after swelling appears

## Attendance Diamond



Students must be in school everyday, arriving promptly by 8.37. Arrival after this time will result in a 25 minute late detention at lunchtime. Failure to attend this will result in a 45 minute same day after school detention. If students are unwell and they are unable to continue without self medication we will make the decision to send them home. If students are not well enough to be in school please call the absence line on each morning of the absence period..

School absence line: 01235 538243

Be here and succeed



Fitzharrys School  
Northcourt Road, Abingdon  
Oxon OX14 3NP  
Tel: 01235 526698  
Email: office.4127@fitzharrys.oxon.sch.uk  
Headteacher: Mr J Demmett BA (Hons)



FITZHARRYS SCHOOL

## Attendance & Achievement

Support & information for parents/carers

Success at Fitzharrys is achieved by being in the right place, at the right time and by doing the right thing. Excellent behaviour and attendance underpin these principles and with 175 non school days a year for shopping, holidays and appointments the aspiration for all students must be 100% attendance each term. After all, prompt and full attendance will be a basic expectation for all students in their future careers. Good learning habits and routines developed in school will help prepare students for this, with the added bonus that excellent attendance will offer the best chances of success.

Be here and succeed!

TOGETHER EVERYONE ACHIEVES MORE

## Attendance = Achievement

There is a clear link between good attendance at school and achievement in exams. Government figures from 2012 show that nationally 73% of students that had attendance rates of over 95% achieved 5 A\*-C, including English and Maths, at GCSE. Of those children who had attendance of 91-95%, only 40% achieved the same results and this dropped to 22% for those with attendance between 85-90%.

### An important message for parents and students.

As a school we have worked hard to stress the importance of this link with students. Weekly and termly reflection activities in student planners link in with students' current attendance percentage. The attendance diamond implemented this year (on the back of this leaflet) is used to colour code each students' attendance and to identify their 'risk' group.

### What if my child's attendance drops below 95%?

We will contact you after the first term in each year to explain that we are concerned that your child's current attendance level is likely to have an impact on their achievement.

### What if my child's attendance falls further?

Tutors will undertake a formal attendance review phone call to confirm there are no wider issues behind the absence. During this call the prospect of a formal parenting contract will be raised. This is the next step if the attendance figure falls further.

### What if my child's attendance is below 90%?

We will contact you again by letter explaining that we will need to see attendance be above 90% by the end of the

term. If attendance does not rise above 90% by the end of the term, you will be invited to attend a meeting where a parenting contract will be drawn up with targets set for attendance to improve over the next 4 weeks. If the attendance is a major concern a parenting contract may be implemented immediately.

### What if my child's attendance does not improve in the 4 weeks after a parenting contract?

You will be invited to attend an interagency meeting at school. Where possible, a representative from the Abingdon Hub and an officer from the County Attendance Team will also attend. We will decide on the next steps to ensure your child attends school regularly, in order for them to be successful in their education.

### What if my child has medical/dental appointment during the school day or is unwell at school?

Please make these outside of school time as much as possible. If you need to make an appointment during school time, please bring your child into school for the time before and after the appointment. Evidence of the appointment must be shown when the student signs in or out. We will only ever authorise half a day for a medical or dental appointment. We will not normally send a child home who says they feel unwell. The exception would be if we were generally concerned for their well-being. Under no circumstances should a child phone home during the school day to ask a parent to collect them because they feel unwell.

### Will I get fined for my child's poor attendance?

We want to work with parents to ensure that their children are in school where they have the best chance of achieving their full potential. It will therefore only be after we have exhausted all possible means of support that we may have to involve the County Attendance Officer (CAO) in issuing penalty notices for poor attendance.

If a student has a long period of absence because of illness, we will stop authorising the absence, unless we receive a consultant's letter explaining why the child is too unwell to attend school. Once we have this letter, we can access support from the hospital school.

If a student has: 20 unauthorised absences in a 10 week period; 10 sessions of unauthorised holiday in no more than a 5 week period; arrives to school persistently late after registers close at 9.10 (20 sessions in a 10 week period), we will seek to issue a penalty notice warning. There must be sustained and significant improvement in attendance / punctuality after the warning has been issued. If this happens the penalty notice will not be issued. However, if attendance / punctuality become a concern again at a later date the warning will be issued.

### What counts as authorised and unauthorised absence?

The only reason why a child should be off school is because they are really very unwell and unable to get through the day. We would encourage parents to send their child in to school, even if they are feeling a little bit unwell because of the obvious educational benefits. The exception would be if you had been advised by a doctor to keep your child off school. The following examples are not acceptable reasons to be off school:

- The birthday of a child or a family member.
- Being tired after travelling back from a weekend away or after not sleeping well the night before.
- Going to a concert or sporting event.
- Moving house or having to look after pets.
- Helping out at events or parties.
- Christmas shopping.

The only authorised reason why a student could be absent is for an approved event or sporting activity.

100%

# Every Student, Every Day ...

## Sample Personal Study Timetable 20\*\* - 20\*\*

	* band x (your class codes begin *x)	* band y (your class codes begin *y)
<b>1 Monday</b>	French, Computing	French, History (1), Geography (2)
<b>1 Tuesday</b>	History, Science	Technology
<b>1 Wednesday</b>	Maths, Technology	Science, Drama (C)
<b>1 Thursday</b>	English	French, Maths
<b>1 Friday</b>	Geography (1), French (2), Drama (A), Music (B)	English
<b>2 Monday</b>	French (1), Technology	Computing, Music (C), Drama (D), Art (D)
<b>2 Tuesday</b>	French, Art (A), Drama (B)	Science, Geography (1), History (2)
<b>2 Wednesday</b>	Science, Music (B), Art (B)	Maths, Technology
<b>2 Thursday</b>	English	Art (C), Music (D)
<b>2 Friday</b>	Maths, Geography (2)	English, French

### Year \* Personal Study expectations are as follows (per fortnight):

English	2 x 45 mins	Maths	2 x 45 mins	Science	2 x 45 mins
French	3 x 30 mins	Technology	2 x 30 mins	Geography & History	60 mins each
Art, Drama, Computing, Music	30 mins each	<i>(Details in brackets give the set / teaching group)</i>			