



**OLDFIELD
SCHOOL**

Welcome to Oldfield School

Essential Information

September 2018



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Dear Parent / Carer

I am sure that both you and your child will be excited about joining Oldfield School in September, I suspect that this will be tinged with an element of nervousness about the move from primary to secondary school. Hopefully any nerves and worries will have dispersed after the induction day in July.

Our aim is to ensure that your child makes the best possible start; that they are supported to achieve their potential and encouraged to take a full part in the wider life of the school. There will be many opportunities to do so over the next year and your support in encouraging your child to participate in clubs and activities would be appreciated. More information about these will be shared with you in September.

In order to help you prepare for the move of your child to a new school and all that entails with regards to new procedures and expectations we have prepared this information guide.

When your child arrives in September, they will be part of a tutor group. As a tutor group they will meet every morning for registration in their tutor bases and will then attend most of their lessons together in Year 7. If at any time your child needs any support or help, it will be their tutor who they should talk to, as they will be the member of staff who knows them best. You can also make contact with the tutor via email to enquiries@oldfieldschool.com or telephone on 01225 423582. Your tutor in Year 7 will be supported by the Head of Year 7.

In their first term at Oldfield, your child will have the opportunity to go on a Year 7 trip to Wild Place in Bristol. Two tutor groups will attend each day and the aim of the visit is to undertake exciting team building exercises, and to assist in the induction of your child into our school. There will also be a BBQ and disco for Year 7 students and their families on Thursday 20th September so this is a date to keep free in your diary.

We also have a House system at Oldfield. Each tutor group will be part of one of the four houses, all named after Roman Gods (Neptune, Minerva, Apollo and Maia). As a member of a House, your child will take part in a variety of competitions throughout the year to win prizes and trophies, raise money for their House charity and participate in other events.

To ensure you are able to know what is going on in school, your child will be given a Contact Book in September. Your child can record their timetable, homework and general reminders within this book and there is also a place for you to communicate with your child's subject teachers or tutor. You can also find out about what is going on in school through our website, twitter page **@Oldfieldschool** and the school newsletter.

I hope you have an enjoyable summer and we are looking forward to meeting your child on Tuesday 4th September for an 8.30am start in the Main Hall.



**Steven Mackay
Headteacher**

1. SCHOOL COMMUNICATION

As a school we believe strongly in the home-school relationship and the importance of this in your child's educational experience. We encourage parents/carers to contact us if you have any concerns or questions about life at Oldfield. If there are particular concerns about your child, please contact the relevant member of staff as outlined in the table below. In most cases, parents /carers are encouraged, in the first instance, to contact their child's tutor via the contact books, email or phone. The email address you should use is enquiries@oldfieldschool.com FAO the name of the teacher/member of staff. Please do not send to individual email addresses in case of absence.

Communication regarding	Contact?	What happens next
Absence from school <i>(please contact the school every morning that your child is absent from school)</i>	Main office number and leave a message on our absence line option 1	Message sent to Attendance Administrator and relevant tutor to note on student's record. This should be followed up with a note in the student's contact book when they return to school.
Medical issues	Main office number and leave a message or email	Message sent to the Student Medical Officer. This information is recorded on your child's record.
Lost property	Main office number or email	Message sent to Student Medical Officer.
Home / out-of-school issues	Tutor via main office number or email	Message sent to relevant staff member. The teachers endeavour to respond as soon as they can but please remember that teachers are in class most of the day and often run clubs after school and at lunch. Therefore, you should not expect a response on that day. However, all queries should have received a response within 5 working days.
Behaviour issues / lesson / homework problems in one subject	Subject teacher via main office number or email	
Continual behaviour / lesson / homework issues in one subject	Head of Subject /Leader of Learning via main office or email	
Behaviour / friendship / attendance issues (general)	Tutor via main office number or email	
Persistent poor behaviour / friendship / attendance issues	Head of Year via main office number or email	
Requests for authorisation for absence for exceptional circumstances	Request must be made in writing to the Assistant Headteacher: Inclusion via email outlining the reason for the absence in advance.	Application is considered on an individual basis. Notification is provided in writing within 5 working days.
All concerns in relation to safeguarding / child protection of a child	Request to speak to the Designated Safeguarding Lead via main office.	A Designated Safeguarding Lead will contact you the same day by phone.

Main School Contact Number	01225 423582
Email	enquiries@oldfieldschool.com
Twitter	@oldfieldschool
Website	www.oldfieldschool.com

CONTACT BOOK

The Contact Book is designed to be a means of communication between the tutor and the parents. It is also designed to assist the students in organising themselves. It contains:

- Spaces to write in homework. This is optional as all homework is captured on www.showmyhomework.com. Login details will be provided in September.
- School timetable.
- Absence notes.
- Uniform requirements.
- Important dates.

These can also be used for messages such as praise or information which does not warrant a formal letter. If at any point your child loses their Contact Book, a new one can be purchased from the main school office at a charge of £2.60.

PARENTPAY

All payments are currently made through our ParentPay system, www.parentpay.com. Your login details will be given to your child within their first weeks at Oldfield School. Please login as soon as possible once you receive these details.

EMAIL COMMUNICATION

We use an electronic parental communication system called SIMS InTouch which sends all letters via email to the parent you selected on your data collection sheet as the primary contact. Reports will be sent to both parents as a matter of course, as long as you have given both email addresses.

If you change your email address or would like both parents to receive all communications, please contact the school by emailing enquiries@oldfieldschool.com

If you do not have an email address, you will receive hard copies of letters but please remember that these take longer to get to you and we will not be able to send you messages on the day (such as cancellation of club notices) or automatic notifications of achievement and behaviour points.

2. KEY INFORMATION

SCHOOL TERM, HOLIDAY DATES AND IMPORTANT DATES

2018/2019 Academic Year (4th September 2018 - 31st August 2019)

Term 1	
Monday 3 September 2018	Staff Training Day (INSET)
Tuesday 4 September 2018	Year 7, Year 10 & Year 12 start school
Wednesday 5 September 2018	Years 8, 9, 11 and 13 start school
Wednesday 12 September 2018	OSA Meeting, the Boathouse 7pm
Thursday 13 September 2018	Year 7 Information Evening
Thursday 20 September 2018	Year 7 Family Barbecue and Disco
Thursday 27 September 2018	Staff Training Day (INSET)
Thursday 25 October 2018	Tutor Consultation Evening
Friday 26 October 2018	Finish
Term 2	
Monday 5 November 2018	Start for students
Friday 21 December 2018	Finish
Term 3	
Monday 7 January 2019	Staff Training Day (INSET)
Tuesday 8 January 2019	Start for students
Friday 15 February 2019	Finish
Term 4	
Monday 25 February 2019	Staff Training day (INSET)
Tuesday 26 February 20	Start for students
Friday 5 April 2019	Finish
Term 5	
Tuesday 23 April 2019	Start for students
Thursday 16 May 2019	Year 7 Parents' Evening
Friday 24 May 2019	Finish
Term 6	
Monday 3 June 2019	Start for students
Monday 24 June 2019	Activities Week
Friday 19 July 2019	Finish

UNIFORM REQUIREMENTS

Items marked with an asterisk* must be purchased from the uniform supplier, Price & Buckland, the school's official uniform supplier. Students starting with us after September 2017 are expected to wear uniform that displays the new logo but this will be phased in over a period of time and it is acceptable for current students to wear the previous logo until new uniform is required.

- School Jacket* – Navy with white trim with school logo
- White shirt (roll-neck pullovers or coloured/patterned T-shirts may not be worn under the shirt)
- School tie*- worn to cover the buttons of the shirt
- Navy trousers* or navy skirt* – navy (pleated or straight) must be of reasonable length (around knee length)
- School sweatshirt* – pale grey with school logo
- Black/dark-grey socks with trousers. White, navy, black or neutral coloured socks/tights with a skirt.
- Plain black leather (unbranded) flat shoes (no trainers, no boots, no suede shoes, no daps, no canvas shoes, no wedges and no heels).

Hair is expected to be neat, tidy and a natural colour. Make-up should not be worn and jewellery is restricted to a pair of stud earrings. Coats should be of a dark colour and denim jackets should not be worn.

Physical Education Uniform

Compulsory	<ul style="list-style-type: none"> * Black and royal shorts or skort * Black and royal sports polo *Black and royal outdoor shirt (rugby) *Black Oldfield School Hooded Jumper * Black socks *Black tracksuit bottoms Trainers Football boots
Optional	<ul style="list-style-type: none"> *Black dance T shirt *Black dance pants Shin pads

*OBTAINABLE only from the uniform supplier, Price & Buckland.

To enable the school to return lost property promptly, we strongly advise that you name all your child's school uniform and belongings.

Uniform Grant

The school has decided to provide a uniform grant of £80 for any child in Year 7 who is entitled to free school meals. In order to claim your grant, which will take the form of a credit note to be spent at Price and Buckland, please contact the main office and request the uniform grant form. This grant can only be spent at the Price and Buckland shop on site, it cannot be used online. This needs to be returned to the main office by **Thursday 19th July**. A copy of this form is also available for download from the parents' section of the school website and can be returned by email to



enquiries@oldfieldschool.com If your child is entitled to free school meals you must apply through Bath & North East Somerset Council via their email address freeschoolmeals@bathnes.gov.uk or you can phone them on 01225 394317.

TIMING OF THE SCHOOL DAY

8.30 – 8.50am	Tutor Period / Assembly
8.50 – 9.50am	Period 1
9.50 – 10.50am	Period 2
10.50 – 11.10am	Break
11.10 – 12.10pm	Period 3
12.10 – 1.10pm	Period 4
1.10 – 1.50pm Lunch Period	Lunch
1.50 – 2.50pm	Period 5
3.00– 4.00pm	Extra-Curricular Activities

EQUIPMENT

In order to facilitate their educational experience students are expected to carry the following items with them for use in school and at home.

- Pen – Biro, fountain or roller ball – blue/black ink
- Pencils, sharpener and eraser
- Ruler
- Coloured pencils - 5/6 basic colours
- Protractor and compass.

Many of these items including pencils, biros, handwriting pens, fountain pens, ink cartridges, rubbers, sharpeners, 15cm and 30cm rulers, protractors (180 and 360 degrees), compasses, clear pencil cases, exam kits, file dividers (5 and 10 part), colouring pencils (pack of 12) and rough book can be purchased from the Oldfield School Stationery Shop in the Learning Resource Centre in the main building.

A dictionary, although not essential, is frequently required in all subject areas. We recommend the Collins New School Dictionary.

No tippex / correction fluid is permitted.

To help your child ensure that he/she has the correct equipment for each mathematics lesson at Oldfield we offer a Casio scientific calculator (£6.85) - this calculator is suitable for use up to including GCSE and will satisfy your child's needs in their mathematics to that level. These are available on ParentPay from the beginning of September.

PUBLIC TRANSPORT

We sell weekly and monthly bus tickets at reception for those students who need them. All new Year 7s who wish to purchase First Bus tickets will require a First Bus photo-card. Enclosed with this pack is an application form. If possible we would appreciate you completing the form and returning it to reception by **Wednesday 18th July** together with a passport-sized photograph of your child. We can then prepare the photo-cards ready for the new term in September. The current prices of tickets are as follows but please note these may change (you can confirm current prices via the school office or by emailing enquiries@oldfieldschool.com).

Years 7-11	Weekly £12.00	Monthly £43.20
Years 12 and 13	Weekly £16.70	Monthly £60.50

We issue First bus tickets as follows:

- Tickets are only sold via reception on a Friday except at the start of the new academic year. All bus pass request envelopes must be completed and handed to reception by 11.10am Friday morning. Any bus pass request after this time will be returned to the student. The bus passes will be ready to collect by the end of the school day.
- The photo-card will be valid for one year as from 4th September 2018 or the date of application.
- A valid photo-card must be shown each and every time a ticket is purchased.
- A ticket is only to be issued to the student whose picture is shown on the photo-card.
- Cheques should be made out to Oldfield School.
- Parents should write on the back of the cheque their child's name and tutor group.
- If paying in cash the correct money is required. No change will be given.
- Please also state the date from which you wish your ticket to be valid from and indicate the type of ticket required.

ABUS also provides public bus services to and from the school. For details of their services, please go to <http://www.abus.co.uk>

ROAD SAFETY

Main School Car Park

We have a limited amount of car parking in front of the main school buildings which is restricted to staff use only.

Parking on Kelston Road

Please do not park on the yellow zig-zag lines or double yellow lines as it makes crossing the road very dangerous for students and other pedestrians.

Please do not drop students off by reversing into the Kelston Road entrance.

Penn House Entrance

Students need to be dropped off or picked up at Penn House in Penn Hill Road. The slight inconvenience for students in walking over from Penn is far out-weighted by the safety factor. Congestion is avoided and safety increased if drivers enter the Penn lay-by by the school entrance and leave by the upper exit.

SCHOOL MEALS

Food is available on site from two locations, the main dining area and the snack shack located in front of the science block. All food whether supplied by the outside caterer or brought from home has to be eaten in a designated area. This is in the dining area, school hall or outside in the school grounds. Snacks are also available at break-time.

Free School Meals

If your child is entitled to free school meals you must apply through Bath & North East Somerset Council via their email address freeschoolmeals@bathnes.gov.uk or you can phone them on the direct number 01225 394317. Please complete your application as a matter of urgency and remember it can take some time for it to be processed. Once the local authority has confirmed that your child is eligible for free school meals, your child will be credited with £2.60 a day to spend on a meal at the catering facilities on-site.

LOCKERS

There are only a small number of lockers located around the school due to space constrictions. Unfortunately, this means that not every student will have access to a locker. However, we do have plans to purchase outdoor lockers and eventually to enable all our students to access a locker. Students should have their own padlock for lockers to ensure anything left in their locker is safe; the school does not provide padlocks. The school is not responsible for anything lost or stolen from a locker.

There are a small number of lockers specifically allocated for medical special needs students. If you think your child is eligible for such a locker, please write to our Student Medical Officer at enquiries@oldfieldschool.com.

Please make sure all items are removed from your child's locker at the end of each term, any items found in the lockers during the holidays will be disposed of by the school.

FIRST AID AND MEDICAL CONDITIONS

This short guide has been written to give parents a clear idea of what the school is able to provide in relation to First Aid and medical conditions.

As a school we are only equipped to provide a first-line response to an accident or emergency. We have neither the facilities nor the expertise to provide treatment. Some parents send children to school with a request that a swollen wrist or a bruised knee be "looked at by someone"; this is something we cannot do. Injuries like this should be referred to your family doctor or direct to the Accident & Emergency Department in your local hospital.

The notes which follow also emphasise the need for you to give us up-to-date contact numbers for use in an emergency or when your child has to be taken home. Failure to do so often causes unnecessary distress and prevents prompt treatment at hospital.

First Aid

Some members of staff have been trained in basic first aid. They have the knowledge and skill necessary to act in an emergency. After giving first aid, they will, if necessary, refer cases to the Accident & Emergency Department of the Royal United Hospital in Bath. The expectation is that parents will collect a child from school to take them to hospital, only in an emergency will the school call for an ambulance.

When a case is referred to the Accident & Emergency Department no treatment (except in a life-threatening situation) can be given until a parent or legal guardian arrives. Parents are asked to;

- (a) keep the school informed of an up-to-date emergency telephone number

- (b) respond immediately to the school's request to attend the Accident & Emergency Department (we regret we cannot arrange transport for parents). An appropriate member of staff will accompany students to hospital where possible, if a parent/carer cannot get to school in time to accompany the child themselves.

Feeling unwell

When students say that they are unwell they are sent to the Medical Room having had their contact book signed by their teacher. Here, they are seen by the Student Medical Officer. One or more of the following things may then happen;

- (i) the student may be advised to return to his/her lesson
- (ii) the student may be permitted to stay in the Medical Room for a short period of rest
- (iii) if after a period of rest the student is no better, a call is made to a parent, legal guardian, named relative or friend for him/her to be taken home as soon as possible.

Our facilities for rest and recovery are extremely limited. The school is unable to take responsibility for students who are ill beyond a very short rest period. Again, it is essential for parents to give us telephone numbers for daily contact. These may include other relatives or friends as long as this information is given in writing and the relationship of the person clearly stated. Remember, if your child is ill he/she may become very distressed if you cannot be contacted quickly. Students must not phone home of their own accord or leave the site without signing out at Reception.

Medication

As a general rule, school staff are not allowed to administer drugs (including things as basic as aspirin, paracetamol etc.)

There are exceptions to the above and they are;

Prescribed Medicines (Occasional)

Sometimes a student may need to take medicine prescribed by his/her doctor. Because of the risk of losing drugs, we insist that such medication be kept in the Medical Room in a locked cabinet. Please arrange for it to be handed in, in original packaging, along with a completed Medication Permission and Record form, which is obtainable from the school office. We cannot issue reminders to students and it remains their responsibility to ask for their medicine.

Asthma and Other Persistent Medical Conditions

With the written permission of parents, students suffering persistent medical conditions such as anaphylaxis, asthma, diabetes or epilepsy are encouraged to keep their inhalers/medicine/EpiPens with them for self-treatment. Parents of students with medical conditions will be provided with a Healthcare Plan which they are asked to complete in conjunction with their child's healthcare professional and return it to school as soon as possible. Parents are further asked to ensure that it is kept up to date by informing the school of any change in their child's condition.

School Nursing Service

A nurse, employed by the Area Health Authority, visits the school regularly. Students may consult the nurse privately on any health-related issue.

The nurse also comes into school when routine medical checks and inoculations are carried out. She is also involved in Health Education through her contribution to lessons involving: the proper use of medicines; Drug Abuse; Preventative Medicine; Alcohol Education; Sex Relationship Education and Personal Hygiene.

Pastoral Support

Students who require additional support can refer themselves directly to our Off the Record Listening Service and our Counselling service Relateen from the age of 12. We have a trained practitioner in school one day a week to support our students. Parents can also request that their child accesses this support by contacting the tutor or Head of Year. In addition, our Pastoral Support Officer also offers additional support to students when required.

Confidentiality Issues

Teachers cannot offer or guarantee students unconditional confidentiality.

Should issues arise of a sensitive nature with relation to either a sexual or drug-based issue the school, whilst providing maximum support for the student, will aim to involve the parents and any relevant support agency. The school does provide opportunity for any student to speak in confidence to the school nurse and encourages, through its pastoral programme, students to discuss issues with their tutor. If a student discloses something that may put them at risk then safeguarding procedures as outlined in our Safeguarding and Child Protection policy will be followed.

VALUABLE ITEMS

Students are strongly discouraged from bringing valuable items such as iPads into school. As a school we cannot be held responsible for any loss/damage of such items. If they are brought onto school premises, they must stay switched off and in the student's bag at all times during the school day. In addition, students are discouraged from bringing in money to school except that which is necessary to travel to and from school and buy lunch and refreshments. Money should be kept securely in a purse/wallet. Valuables should never be left unattended in school.

MUSIC TUITION

Instrumental lessons are an important feature of the musical life at Oldfield School.

Lessons are available on a wide selection of instruments and include:

Woodwind – flute, piccolo, clarinet, alto and tenor saxophone.

Brass – almost all brass instruments offered. These include trumpet, horn and trombone amongst others.

Strings – violin, viola and 'cello, double bass can be arranged on request.

Percussion – drums as well as orchestral percussion.

Guitar - electric and acoustic

Voice

Piano/Keyboard

- The cost of tuition will depend on how many are in the group, but, on average, an individual lesson costs £13 for 30 minutes.
- Lessons are rotated so that students avoid missing the same subject lesson in consecutive weeks.
- Practice rooms are available to use before school, after school and at break and lunch times.

In learning to play any musical instrument it is important to understand that tuition alone will not lead to success. In addition to regular practice, it is important that all instrumentalists take part in ensemble playing at the appropriate level. For most musicians, this is the most rewarding part of learning music. Oldfield School currently offers a wide range of extra-curricular activities, which enhance the musical life of any interested student, these include:

Swing Band	Glee Club	Samba Band
Chamber Choir	Song-Writing Club	Music Technology Club

Developing the ability to play a musical instrument is a very important part of a person's education and development. Music at Oldfield is available to all.

OLDFIELD SCHOOL ASSOCIATION (OSA)

The OSA is an invaluable part of our school culture and we appreciate the support they provide the school. The meetings are attended by a school representative usually the Headteacher and we extend the OSA's invitation to new parents to come along to the meetings and find out more about the school and what activities are going on. Upcoming meetings are advertised in the school newsletter and take place in the Boathouse public house. Please come along and help provide those little extras for your children's education.

The OSA raise money to support the teaching staff and thereby the students, helping to enhance the learning environment with extra equipment, financial support for faculty areas that might not otherwise be available. They raise money through organising events for parents, staff and students during which everyone can get to know each other in a relaxed and informal environment and hopefully have some fun at the same time. Here are some of the events you may want to get involved in;

- There is a quiz night, held in March, which provides much entertainment and some healthy competition.
- Christmas Fair; students are encouraged to get creative or business minded (!) and run their own stalls.
- Battle of the Bands; a great evening showcasing our talented student bands, who compete against each other, in front of a group of judges and then a final audience vote.
- Year 7 family BBQ and disco; held in September to introduce Year 7 parents and children to the school, each other and staff in a relaxed and informal setting.
- The OSA also support the school by providing refreshments at a variety of school evening events, for example at Information Evenings and the School Production at the end of the year.

3. ASSESSMENT AND REPORTING

Reporting

Reporting to parents is performed through a combination of parents' evenings and reports. In Year 7, you will be invited to a tutor consultation evening, an information evening and a parents' evening.

Reports also represent a significant aspect of home to school communication. Reports are sent home 4 times a year in Year 7 (at the start of term 3/5/6 and then end of term 6). These are data-rich reports allowing you to see how your child is progressing in all subjects.

Your reports will let you know how your child is achieving according to their academic targets, which are largely based upon their KS2 SAT results, as well as assessment carried out by the school. You will also receive information about effort, behaviour for learning and homework.

Assessment Data

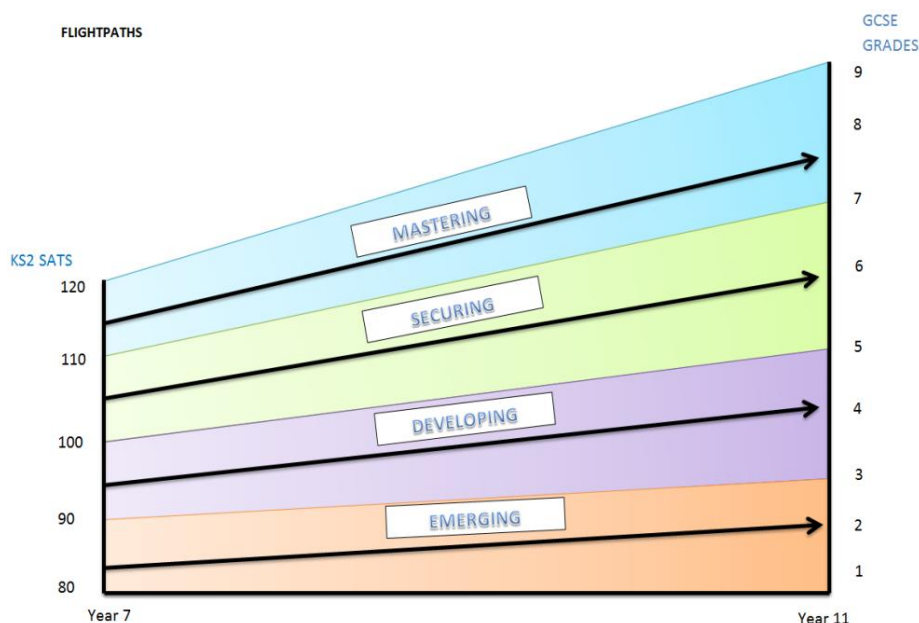
The student attainment data generated by the reporting process is a very useful tool to analyse the current performance of students and groups of students and is used to identify under-achievement and plan interventions. Assessment data is collected five times per year. This is usually done through a process of assessments in class in each subject. In the summer term, the assessments are held in the Sports Hall in the core subjects in KS3 in order to give the students experience of formal exams, as well as embed long-term learning.

What the reports show - Flightpaths

Every Year 7 student is given an individual flightpath "target", that is based upon their KS2 SAT results. If a student makes good progress in their learning, they will remain on their flightpath to reach their target GCSE grades at the end of Year 11. The diagram below shows the projected flightpaths. If that student remains on their target flightpath, they are making good progress. If a student moves to a higher flightpath than their target, that represents exceptional progress.

Each flightpath is further sharpened, with "+" working towards the upper end of a flightpath, and "-" towards the lower end:

- Mastering: M+, M, M-
- Securing: S+, S, S-
- Developing: D+, D, D-
- Emerging: E+, E, E-



How do teachers decide what flightpath a student is currently achieving?

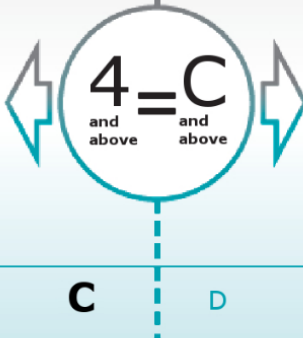
In deciding on a student's current flightpath teachers will judge which performance criteria best fits the student. Teachers will look at all previous assessments to inform their judgement alongside the student's work both in class and at home.

A worked example

If a student achieved between 100 – 110 average score in their maths' SATs, they would be given a target flightpath of "securing" (S) in maths. If they made good progress over the next five years, we would expect their current flightpath to be the same as their target flightpath (so would be securing too), and we would expect the student to achieve between a Grade 5 – 7 in maths in Y11. If they made exceptional progress in maths, then the teacher may determine that their current flightpath is Mastering (M). If they are not making the expected progress, then the teacher may say that their current flightpath is Developing (D) or Emerging (E).

Explanation of GCSE grades

As you will see, the GCSE grades have now moved from a letter based system to a number based system. This table helps explain what these grades translate to in the old letter based system.

NEW GCSE GRADING STRUCTURE									
9	8	7	6	5	4	3	2	1	U
									
<ul style="list-style-type: none"> ■ Broadly the same proportion of students will achieve a grade 4 and above as currently achieve a grade C and above. ■ Broadly the same proportion of students will achieve a grade 7 and above as currently achieve an A and above. ■ The bottom of grade 1 will be aligned with the bottom of grade G. 									
CURRENT GCSE GRADING STRUCTURE									
A*		A	B	C	D	E	F	G	U

HOMEWORK

As a school, we encourage children to pursue out-of-school activities, of which homework is just one. Homework should be used to effectively reinforce or extend what is learned in school. We hope that children will feel a sense of personal satisfaction in a task completed well and that their efforts will be recognised and praised, both at home and at school. Homework tasks should be undertaken to the best of their ability. We hope that parents and carers will be willing and able to give their active support to ensure that work completed at home is done so conscientiously and in the best possible conditions. We know that on entering secondary school, homework is often an area of anxiety for our students. We try to do everything we can to help them manage this transition.

How much homework will my child get?

Maths, Science, Modern Foreign Languages – weekly homework of 30 minutes per subject in Years 7 and Year 8, and 40 minutes in Year 9

English – four homeworks per term as set out in the 'Homework Menu'

All other subjects, one extended homework per term, in accordance with the Homework Schedule which will be published in September.

How much homework will my child get at first?

To allow students the opportunity to settle into good homework routines at the start of year 7, we ask that teachers set homework from the start of the school year.

How will my child record their homework?

We recognise the vital role that parents play in the education of their child and we strongly believe in the value of a good home-school partnership, which our homework policy reflects. To allow for the effective involvement of parents and carers in homework, the school uses Show My Homework. This is an online homework calendar for which all students and parents/carers receive a unique log in and which shows details of all homework set along with its due date.

How will I know how to support my child with their homework?

Show My Homework also allows teachers to provide more guidance on what is expected, along with the option to attach resources and useful web-links. We have found that this alleviates some of the concerns students may have about recording all of the information about homework during their lessons. Instead, they are free to focus on listening to the teacher's instructions.

How long should my child spend on their homework?

Show My Homework shows how long teachers expect the students to spend on a particular piece of homework. This is a useful guide for parents, especially in the early days when students are getting used to managing homework at secondary school.

What if my child is spending too long on their homework?

If you feel that your son or daughter has spent sufficient time on a piece of homework, but has not completed it, a note to the teacher in the Contact Book will suffice.

How do I find out more about Show My Homework?

All students entering year 7 will be introduced to Show My Homework in their first ICT lesson of the year. Parents will receive log-in details at the New Parents' Information Evening on 13th September 2018.

Who can I talk to about worries with homework?

If you have any concerns about how your son or daughter is coping with managing their homework, please contact their tutor who will be able to give them some additional support or advice.

For technical queries relating to Show My Homework, email help@showmyhomework.co.uk

For subject-specific concerns about homework, please contact the school office via telephone or email (enquiries@oldfieldschool.com) stating the nature of your concerns and they will direct your enquiry to the appropriate member of staff.

4. SCHOOL POLICIES AND ADVICE

Below are some of the policies that the school uses to ensure students get the most out of their educational experience and time at Oldfield. Further information on policies and standards can be found on the school website.

ABSENCE

Parents and carers are responsible for making sure that their children regularly attend school. As a general principle, students should only be absent from school if they are too ill to attend.

We ask you;

- not to make appointments with doctors and dentists during school hours unless absolutely necessary
- not to take family holidays during term time. The Department of Education has asked headteachers to authorise family holidays only in extremely exceptional circumstances. Any such request would need to be made in writing and addressed to the Assistant Headteacher: Inclusion at least 5 days before your child's absence.
- not to keep your child at home to look after younger brothers or sisters.

Our expectation for student attendance is attendance of at least 96%. If attendance drops below this figure, then absence begins to have a significant impact on achievement.

90% attendance means:

- ½ day absent each week
- 4 weeks absent each year
- ½ year absent over 5 school years.

This is a significant amount of time missed from lessons. Please avoid booking routine appointments during term-time. If your child's attendance drops below 96% you will be informed of this by our Attendance Office. When attendance falls below 90% the Education Welfare Officer becomes involved and you will be contacted to discuss how your child's attendance can be improved.

Notification of Absence Procedure

If it is a planned absence for a hospital visit for example, please send an email/letter FAO Attendance or complete the slip in your child's contact book. If your child is unwell, you must inform us through our automated system by calling **01225 423582** by 9am and leaving a message for our Attendance Office. Please give your child's name and tutor group and the reason for the absence. You will need to call each day of the absence. If we do not receive confirmation of a child's absence, you will be sent a message to inform you your child is not in school.

POSITIVE BEHAVIOUR FOR LEARNING

Achievement Points

It is important that your child's achievements are recognised and celebrated and to do so we award house points. We send home notification emails each time your child gets a house point. Once a week tutors will stamp a child's reward card and children can then spend these points in the reward shop where they can buy sweets, small prizes or save for a larger item such as a voucher card or a football. There are reward trips for those with the highest number of conduct points (house points minus behaviour points) in each house and year group each term. We also hold a Celebration Evening with an award ceremony for students at the end of KS3 and KS4 where you are invited to come and celebrate the achievements of your children.

Detention

Sometimes it is necessary to sanction students because their personal behaviour or work is not up to the standard we expect of them. One sanction available to us is detention. The decision to award a detention is not taken lightly. A student who is regularly in detention is not performing as well as they should be and this should be of concern both at home and school.

Detentions can last from ten minutes at break or lunch, up to a maximum of one hour at the end of afternoon school. To be an effective sanction, a detention must be so inconvenient to students that they will want to avoid it. Given that classes finish at 2.50pm, students leaving school after detention will still be able to complete their journey at a reasonable hour.

If your child is given a detention you will be notified of this either by email, phone or letter giving you the reason and a date for the detention. If the detention is to be held on the same day, you will receive a phone call to ensure you are aware and able to make alternative transport arrangements for your child. We look forward to the full support of all parents in keeping up standards of work and behaviour in the school. As a school the governors and staff have agreed that detention plays a vital part in our school behaviour policy.

Detention is only a small part of our Behaviour for Learning Policy which is on the school website. With your support, we can ensure that all students achieve their very best and reach their full potential.

Behaviour Points

Each time your child receives a sanction this will be recorded and a behaviour point given. You will receive notification of each behaviour point your child receives and the sanction given in the form of an automated email.

MOBILE PHONES – CODE OF CONDUCT USE

- Students, at parental request, are allowed to bring a mobile phone to school for emergency use on the way to and from school only. Parents are asked to sign in the Contact Book to indicate their agreement.
- Students are not allowed to use other students' phones.
- Mobile phones must be switched off and out of sight (in a bag or locker) during the day (this includes break and lunchtime and any other time whilst on school premises or on school trips).
- The use of electronic devices is not allowed during the school day.
- Mobile phones or any other electronic devices, must not, under any circumstances, be taken into public examinations.
- Oldfield School takes no responsibility for the loss or damage to phones but it is recommended that, if brought to school, a phone is clearly labelled, as with all possessions brought to school.
- Parents must not use the mobile phone to contact their child during the day (the school office is able to get messages to students).
- Students who become ill during the day must not use their mobile phones to contact parents, they should use the established procedure. Failure to do so will result in confiscation as per our Mobile Phone Policy which is available on the website.

GENERAL ADVICE ON ANTI-BULLYING

At Oldfield we pride ourselves in having an inclusive and safe environment. In any organisation or school with large numbers of young people, bullying can occur. If it does, please contact your child's tutor to report this and talk to your child about the information below.

Don't Suffer in Silence – information for students

If you are being bullied

- Try to stay calm and look as confident as you can
- Be firm and clear – look them in the eye and tell them to stop
- Get away from the situation as quickly as possible
- Tell an adult what has happened straight away.

After you have been bullied

- Tell a teacher or another adult in the school
- Tell your family
- If you are scared to tell an adult by yourself, either ask a friend to come with you or e-mail your Tutor or speak to another member of staff
- Keep speaking up until someone listens and does something to stop the bullying
- Do not blame yourself for what has happened.

When you are talking to an adult about bullying, be clear about

- What has happened to you
- How often it has happened
- Who was involved
- Who saw what was happening
- Where it happened
- What you have done about it already.

If you find it difficult to talk to anyone at school or at home, ring **ChildLine**, Freephone 0800 1111, or email www.childline.org.uk. The phone call is free. It is a confidential helpline.

PRINTING

- Each student is allocated a number of printer credits per term depending on year groups, unused credits will roll over to the following term until the end of the school year when they will be reset. Printing in mono costs 1 credit per page, in colour 2 credits per page. Students can check their credit status by viewing the Papercut status box in the top right of their screen. If your child would like to purchase more credits, you can do so on their behalf via ParentPay.
- Remember that once you press 'Print', your work will be held on a print queue within the PaperCut software until you release the job on any MFD (Multi-Functional Device) located throughout the school. Jobs not released from the queue will automatically be deleted after 24 hours, you will not be deducted credits when this happens.
- When printing from the internet, 'Print' will print the whole of the web-page you are on. This may run to lots of pages of paper, which wastes time, toner and paper. It is better to copy and paste the section you want to a new Word document, and then print that. Ask an ICT Technician or teacher for help if you need it.