



OLDFIELD
SCHOOL

Welcome to Oldfield School

Essential Information

September 2020



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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.

The transition process this year will be need to be quite different from previous years because of the current situation. Nevertheless, I am confident that we will be able to provide you and your child with the information and reassurance that you need to ensure a smooth transition to Oldfield School in September.

Unfortunately we are not able to hold the information evening at school in early July or have students in school for the induction day. We have prepared a video which includes all of the information that we would have shared with you at the information evening and we have also prepared a virtual tour of the school for your child and video instructions from your child's tutor. Hopefully we will be able to welcome the whole of Year 7 in September and if this is the case there will be an induction day for Year 7 at the start of the Autumn Term. There will also be an information evening for Year 7 parents early in the term.

We have prepared this information guide 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.

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 the majority of their lessons together in Year 7. From Term 2 there will be setting based on ability groups in mathematics. 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, Miss Davies.

In their first term at Oldfield, if circumstances allow, 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 Wednesday 16th September, so this is a date to keep free in your diary.

We 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.

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.



I hope you have an enjoyable summer and we are looking forward to meeting your child on Thursday 3rd September for an 8.30am start in the Main Hall.

Yours faithfully

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 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, including lateness and medical appointments <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, or email attendance@oldfieldschool.com	Message sent to Attendance Administrator and relevant tutor.
Medical issues	Main office number and leave a message or email	Message sent to the School Nursing Officer. This information is recorded on your child's record.
Lost property	Main office number or email	Message sent to School Nursing 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

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. Should you wish communication to go to both parents, you can ask for both parents to be recorded as priority 1. 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 - 2020/2021 Academic Year (1st September 2020 – 31st August 2021)

Please be aware that these dates are subject to change due to ongoing COVID-19 restrictions

Term 1	
Tuesday 01 September 2020	Staff Training Day (INSET DAY)
Wednesday 02 September 2020	Staff Training Day (INSET DAY)
Thursday 03 September 2020	Year 7, Year 10 & Year 12 start school
Friday 04 September 2020	All Years in school
	Oldfield School Association Meeting, The Boathouse 7pm
Thursday 10 September 2020	Year 7 Information Evening
Wednesday 16 September 2020	Year 7 Family Barbecue and Disco
Thursday 24 September 2020	Staff Training Day (INSET)
Thursday 22 October 2020	Tutor Consultation Evening
Friday 23 October 2020	Finish
Term 2	
Monday 02 November 2020	Start for students
Monday 30 November 2020	Staff Training Day (INSET DAY)
Friday 18 December 2020	Finish
Term 3	
Monday 05 January 2021	Staff Training Day (INSET)
Tuesday 06 January 2021	Start for students
Friday 12 February 2021	Finish - Staff Training Day (INSET DAY)
Term 4	
Monday 22 February 2021	Start for students
Thursday 01 April 2021	Finish
Term 5	
Monday 19 April 2021	Start for students
Monday 03 May 2021	Bank Holiday
Thursday 13 May 2021	Year 7 Parents' Evening
Friday 28 May 2021	Finish
Term 6	
Monday 07 June 2021	Start for students
Monday 21 June 2021	Activities Week

UNIFORM REQUIREMENTS

Items marked with an asterisk* must be purchased from the uniform supplier, Price & Buckland, the school's official uniform supplier.

- School Blazer* – 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 jumper* – pale grey with school logo (optional)
- Black/dark-grey socks with trousers. White, navy, black or neutral coloured socks/tights with a skirt. No leggings.
- 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 or any form of nail varnish should not be worn and jewellery is restricted to a pair of stud earrings. A wristwatch may be worn. Coats should be of a dark colour and cannot be worn instead of the school blazer. Denim jackets are not allowed.

Physical Education Uniform

Compulsory	<ul style="list-style-type: none"> • Black and royal shorts or skirt* • Black and royal sports polo* • Black and royal outdoor shirt (rugby)* – compulsory for boys PE groups, optional for girls PE groups. • Black socks* • Black trackpants* • Trainers • Football or rugby boots • Shin pads
Optional	<ul style="list-style-type: none"> • Mid layer* • Black dance T shirt* • Black dance pants* • Athletics vest*

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

Ordering Uniform

Due to the current restrictions in operation we are unable to open the uniform shop on our school site this summer. Therefore all uniform will have to be purchased from Price and Buckland, our uniform suppliers online. Please refer to the 'how to order' and 'sizing information' leaflet in your pack and this is also available on the school website. Please do not worry if some of the items that you order are delayed in getting to you. If any items are delayed over the summer holidays please send your child to school wearing a white shirt, school tie and your child's primary school trousers/skirt until the items arrive. We do however, expect all students to arrive in the appropriate non-branded leather shoes in September. Additionally, if any of the PE items are delayed please send your child into school with a suitable replacement, for example, T shirt and shorts/tracksuit bottoms for PE lessons until the items are delivered to you.

Price and Buckland fully appreciate that your child is unable to try garments on and so they will be offering **free returns** over the Summer to Year 7 Parents. To return items you will need to use the link below to register their return. You can either print your own label or take the parcel to the post office who will print the label for you. Refunds cannot be issued on any parcels returned by other means.

www.royalmail.com/track-my-return/create/2864

Uniform Grant

The school has decided to provide a uniform grant of £85 for any child in Year 7 who is entitled to free school meals. In order to claim your grant, to be spent at Price and Buckland online, please complete and return the Uniform Grant form in your pack or alternatively, contact the main office and request the uniform grant form. This form must be returned to the main office by **Tuesday 14th 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. Once we have received the form you will be contacted by a member of the office staff on how to claim your grant. 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
1.50 – 2.50pm	Period 5
3.00– 4.00pm	Extra-Curricular Activities

Fortnightly Timetable

We operate on a 2 week timetable cycle; Week 1 and Week 2, which continues throughout the year, apart from holiday periods. New terms begin on the week following the end of the previous term (i.e. if Term 3 ends on Week 1, Term 4 will begin Week 2).

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.
- Highlighter
- Calculator

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 (£8.50) - this calculator is suitable for use up to and 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.

P10

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. If you would like a First Bus photo-card, please send in a passport sized photograph of your child by **14th July 2020**. 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 £12.10	Monthly £44.00
Years 12 and 13	Weekly £16.95	Monthly £61.60

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. The bus passes will be ready to collect by the end of the school day.
- The photo-card will be valid for one year from the date of issue.
- 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.
- Please also state the date from which you wish your ticket to be valid from and indicate the type of ticket required.

The bus company 'Eurocoaches' run an afternoon service from Oldfield School to Downend shops. The current route with estimated arrival times are outlined below. The cost of this journey is currently £2.50. Students are required to purchase tickets on the day of travel with cash. There is no bulk ticket purchasing available. All arrival times and the cost of the ticket maybe subject to changes in the future.

The route is as follows :

OLDFIELD SCHOOL > DEPARTS 15:00	arrival
Kelston, The Old Crown	15:05
Bitton, White Hart	15:10
Longwell Grn, The Crown / Aldi	15:15
Whittucks Rd, Blue Bowl	15:20
Memorial Rd, Hanham Common	15:25
Hanham High St, Maypole	15:30
Hanham High St, Lidl	15:33
Marsham Way	15:40
Craven Way, Asda	15:45
Cadbury Heath, King William	15:50
Bridgeyate, The Griffin	15:55
Tennis Crt Rd, Broadoak Sch	16:00
New Cheltenham Rd, Alma Rd	16:05
Syston Way	16:09
Staple Hill, Portcullis, Soundwell Rd	16:15

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 and disabled use only.

Dropping off and collecting students

If you are dropping off or picking up your child, please use Penn House entrance in Penn Hill Road. The slight inconvenience for students in walking over from Penn is far out-weighed 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.

Please do not park on the yellow zig-zag lines or double yellow lines at the front of the school on Kelston Road, 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.

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. The local authority will confirm that your child is eligible for free school meals and we will notify 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. 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 School Nursing 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 stress 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, 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. Here, they are seen by the School Nursing 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. 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. If your child cannot administer the medicine themselves, please could you contact the School Nursing Officer.

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 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

In addition to our School Nursing Officer, a School 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 or their counselling service from the age of 12. We have a trained practitioner in school twice a week to support our students. Parents can also request that their child access this support by contacting the tutor or Head of Year. In addition, our Pastoral Support Officers also offer 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. There is also a Whisper button on the school website in which students and parents can report concerns anonymously.

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

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 £14 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:

Concert Band	Senior Choir	Samba Band
Junior Choir	Theory Club	Music Technology Club
Ukulele Club	Handbells	String orchestra

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 Head teacher, and we extend the OSA's invitation to new parents to come along to the meetings and find out more about the school and the activities that are going on. Upcoming meetings are advertised in the school newsletter. 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; we hope to hold this event in September (if circumstances allow) 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.

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 (shortly before the end of term 1, and then at the end of terms 2, 4 and 6). These are data-rich reports allowing you to see how your child is progressing in all subjects.

At the end of Term 1 you will only receive information about effort, behaviour for learning and homework. The reports at the end of terms 2, 4 and 6 will also 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.

Assessment Data

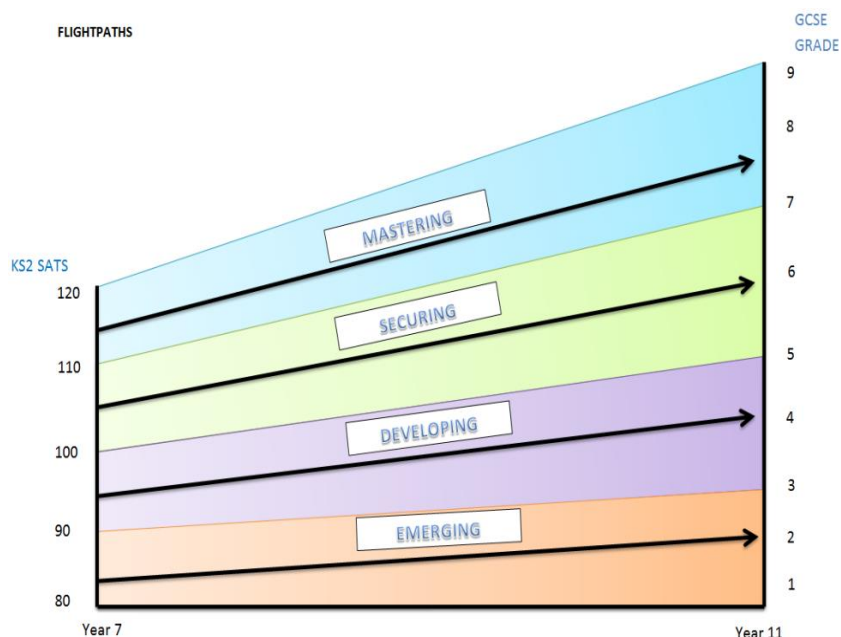
The student attainment data generated by the reporting process is a very useful tool to analyse the current performance of students and groups of students and is used to identify under-achievement and plan interventions. Assessment data is collected three times per year. This is usually done through 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

Our system for reporting the current level of performance of a student is based on 'Flightpaths'. The reported flightpath indicates the range of GCSE grades that the teacher believes the student is on track to achieve. The chart below shows the range of GCSE grades that each of the Flightpaths suggest a student is on track to achieve.

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 will I know if my child is making good progress?

Under normal circumstances each Year 7 student would be given an individual flightpath “target” that is based upon their KS2 SAT results. However, because of the cancellation of KS2 SATS due to the coronavirus pandemic we will not have this information this year. Once we are aware of what data we will receive about each student we will decide how best to set targets for students next year.

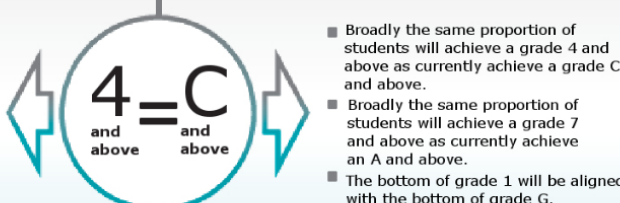
It is important to mention here that you should not necessarily expect a student’s reported flightpath to increase. A student who is making typical progress each term will have the same reported flightpath as previously, as the GCSE grade that they are expected to achieve will remain in the same range.

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.

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 Year 7 Parents’ Information Evening on 10th September 2020.

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.

Attendance and Absences

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

We appreciate that family life can be complex with issues that may affect a child's attendance. It is important that if you are concerned about your child's attendance or they are refusing, you inform the school as soon as possible. We have found that early intervention is the most effective and we believe we can offer excellent support that can make a difference for a student's school life.

In order to maintain excellent attendance, please ensure:

- Where possible, medical appointments etc are booked outside of school hours.
- Not to take family holidays during term time.
- Not to keep your child at home to look after younger brothers or sisters.

Remember half a day of absence, is better than a whole day. If you child is feeling unwell in the morning but improves, please bring them in. Similarly, we can send a child home if they are unwell and with your permission.

Absence Requests

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.

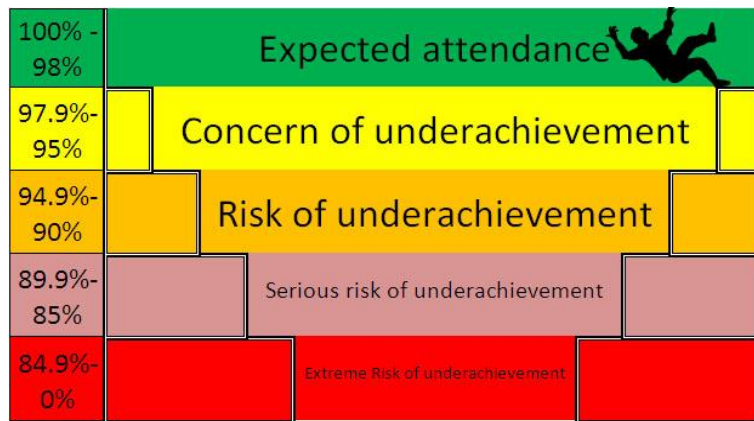
There are two categories of absences: **Authorised**, which the school will give permission and **Unauthorised**, which the school does not give permission.

Some examples of absences that will most likely be unauthorised:

- Sickness of parent or another family member
- Not having the correct clothing for school
- Child being used as a carer
- Problems with transport
- Refusal or truancy
- Family holidays
- Days off for birthdays or shopping trips, etc.

Our expectation

Our expectation for a student's attendance is at least 97%. If attendance drops below this figure, then absence begins to have a significant impact on achievement.



What are the percentages in days?

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. If your child's attendance drops below 97%, the Attendance Office will start sending letters home regarding students whose attendance is of concern. When attendance falls below 90%, the school's Education Welfare Officer becomes involved and you will be contacted to discuss how your child's attendance can be improved.

Attendance Percentage	Days missed over a school year	Amount of learning missed
100%	0 Days missed	0
97%	6 Days missed	1 week 1 day
95%	9 Days missed	1 week 4 days
90%	19 Days missed	3 weeks 4 days
85%	28 Days missed	5 weeks 3 days
80%	38 Days missed	7 weeks 3 days
75%	46 Days missed	9 weeks 1 day

How to contact the school regarding attendance

If your child is absent, please contact the school every day before 9am. Leave your **child's name, tutor group** and **reason for absence**.

Telephone: **01225 423582 option 1** on the switchboard, and please remember to press # at the end of the message.

Email: attendance@oldfieldschool.com

If you prefer we also have available the 'StudyBugs' App. With this service you can message us to explain the reason for your child's absence, this can be either via your mobile or internet browser.

We will be sending you more information about how to download and access this in September however it is also currently accessible on our home page of our website.

If we do not receive a message from a parent or carer, a text message, email or phone call will be made from the school, informing you that your child is absent.

Useful links:

<https://www.bathnes.gov.uk/services/schools-colleges-and-learning/support-parentscarers-educational/children-missing-educatio-0>

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

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 an Amazon voucher. 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 by email, with an additional phone call from the member of staff issuing the detention. You will receive 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.

Students who are late to registration and / or lessons will receive a weekly late detention. These occur every Thursday after school. The time served in detention is set from the number of minutes accrued within the previous 5 school days. Parents are informed of this detention 24 hours in advance.

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.
- 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. Should a student be seen using their mobile phone during the school day, this will be confiscated by a member of staff.
- 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.
- Please discuss with your child 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.

HOME – SCHOOL AGREEMENT

- We are committed to maintaining channels of communication with parents. Our expectations are set out in the Home-School Agreement which is part of our Home-School Links policy.
- The Agreement sets out our core expectations, for us as a school, you as parents, and from your son/daughter. We ask that you and your child read the Agreement together and sign the copy in your pack and return this to us by post or by hand through your child in September.
- It is our expectation that having chosen us for your child's education, that you and your son/daughter will sign this Agreement. On our school website you will find the full Home-School Links policy for your reference.