



OLDFIELD  
SCHOOL

# Welcome to Oldfield School

## Essential Information

### 2025-2026

---

Mr Andy Greenhough  
Headteacher

Kelston Road, Bath BA1 9AB  
01225 423582

Enquiries@oldfieldschool.com  
[www.oldfieldschool.com](http://www.oldfieldschool.com)

---

## CONTENTS

Welcome to Oldfield	3
1. Communication with School	4
- Payments: ParentPay	5
- Email Communication	5
2. Key Information	6
- School Term and Important Dates	6
- Uniform Requirements	7
- Timing of School Day	9
- Equipment	9
- Public Transport	10
- Road Safety	10
- School Meals	10
- Lockers	10
- First Aid and Medical Conditions	11
- Pastoral Support	12
- Confidentiality Issues	12
- Valuable Items	13
- Music Tuition	13
- Oldfield School Association	14
3. Assessment and Reporting	15
- Homework	17
4. School Policies and Advice	18
- Attendance and Absences	18
- Positive Behaviour for Learning	20
- Mobile Phones – Code of Conduct	22
- ICT Acceptable Use Policy for Students	22
- Printing	22
- Advice on Bullying	23
- Home School Agreement	23

Dear Parent/Carer,

I am sure that both you and your child will be excited about joining Oldfield School. We are very much looking forward to meeting all our new students and welcoming them into the school community.

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.

To help you prepare for your child's move to a new school, and all that entails regarding new procedures and expectations, we have prepared this information guide.

**Tutor Groups:** When your child starts, they will be allocated a tutor group. Tutor Groups meet every morning for registration in their tutor bases. If at any time your child needs support or help, it will be their tutor they should talk to, because their tutor will be the member of staff who knows them best. You can contact the tutor by email to [enquiries@oldfieldschool.com](mailto:enquiries@oldfieldschool.com) or telephone on 01225 423582. The tutor is supported by the Head of Year.

**House System:** 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.

Congratulations again on at getting your place here at Oldfield - see you soon!

Best wishes,



Andy Greenhough  
**Headteacher**

## 1. COMMUNICATION WITH SCHOOL

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 you have concerns about your child, please contact the relevant member of staff as outlined in the table below.

In most cases, parents /carers are encouraged to contact their child's tutor via email or phone. The email address you should use is [enquiries@oldfieldschool.com](mailto:enquiries@oldfieldschool.com) FAO the name of the teacher/member of staff.

In the case of absence please email [attendance@oldfieldschool.com](mailto:attendance@oldfieldschool.com).

Reason for Communication	Who to 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> )	Call the main office number and leave a message on our absence line option 1, or email <a href="mailto:attendance@oldfieldschool.com">attendance@oldfieldschool.com</a>	Your message will be forwarded to the Attendance Team and relevant tutor.
Lost property	Main office number or email <a href="mailto:enquiries@oldfieldschool.com">enquiries@oldfieldschool.com</a>	Message sent to main office.
Home/out-of-school issues/behaviour/friendship issues	Tutor via email <a href="mailto:enquiries@oldfieldschool.com">enquiries@oldfieldschool.com</a>	Your message will be forwarded to the relevant staff member. Teaching staff try to respond as soon as they can but are in class most of the day and often run clubs after school and at lunchtime. Therefore, you may not get a response immediately, but all queries should have received a response within 5 working days.
Lesson/ homework problems	Subject teacher via email <a href="mailto:enquiries@oldfieldschool.com">enquiries@oldfieldschool.com</a>	
Requests for authorisation of absence in exceptional circumstances	Request must be made in writing to the <b>Assistant Headteacher: Pastoral</b> by email outlining the reason for the absence in advance. Further information can be found here: <a href="https://www.oldfieldschool.com/wp-content/uploads/2023/02/Attendance-students-Policy-SLT-2022.pdf?x19562">https://www.oldfieldschool.com/wp-content/uploads/2023/02/Attendance-students-Policy-SLT-2022.pdf?x19562</a>	Applications are considered on an individual basis. A response is provided in writing within 5 working days.
All concerns relating to safeguarding/child protection	Request to speak to the Designated Safeguarding Lead by calling the main office.	A Designated Safeguarding Lead will contact you the same day by phone.

<b>Main School Contact Number</b>	01225 423582
<b>Email</b>	<a href="mailto:enquiries@oldfieldschool.com">enquiries@oldfieldschool.com</a>
<b>Website</b>	<a href="http://www.oldfieldschool.com">www.oldfieldschool.com</a>

---

**PAYMENTS FOR LUNCH, TRIPS, REVISION GUIDES ETC**

All payments are made through our ParentPay system, [www.parentpay.com](http://www.parentpay.com). Your login details will be given to you at the Year 7 Information Evening in July. 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](mailto: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).

**SACHEL ONE**

Each student at Oldfield School has a Satchel One account created when they start. In September we will email parents/carers with their own log in details. Parents are not able to log in until students have logged in for the first time, which will be in the first week of school. There is an accompanying app for Apple and Android devices and a web/browser-based version. This allows students and their linked parent/guardian to see essential information. This includes:

- Attendance data – present and absence marks and an overall percentage attendance for the year.
- Lateness – information on how many lessons students have arrived late to (hopefully none!).
- Homework – instructions for completion, supporting documents and weblinks, date it is due and sometimes links to online tasks like quizzes.
- Achievement points – recognizing all the time our students have done well in the school day.
- Behaviour points – where students have not made the right choice and details of the incident.
- Detentions - The member of staff who has set the detention, the date and time and the reason for it.

For more information about Satchel One please use this link:

<https://help.SatchelOne.com/en/articles/3686845-parents-guardians>

## 2. KEY INFORMATION

### SCHOOL TERM DATES

Term 1	
Tuesday 02 September 2025	Staff Training Day (INSET DAY)
Wednesday 03 September 2025	Staff Training Day (INSET DAY)
Thursday 04 September 2025	Year 7, Year 10 & Year 12 start school
Friday 05 September 2025	All Years in school
Thursday 18 September 2025	Year 7 BBQ and information evening (18:00 - 20:00)
Friday 26 September 2025	Staff Training Day (INSET DAY)
Friday 24 October 2025	End of Term 1
Term 2	
Monday 03 November 2025	Start of Term 2
Friday 28 November 2025	Staff Training Day (INSET DAY)
Thursday 18 December 2025	End of Term 2
Friday 19 December 2025	Staff Training Day (INSET DAY)
Term 3	
Monday 05 January 2026	Staff Training Day (INSET DAY)
Tuesday 06 January 2026	Start of Term 3
Friday 13 February 2026	End of Term 3
Term 4	
Monday 23 February 2026	Start of Term 4
Thursday 2 April 2026	End of Term 4
Term 5	
Monday 20 April 2026	Start of Term 5
Monday 4 May	Early May Bank Holiday
Friday 22 May 2026	End of Term 5
Term 6	
Monday 01 June 2026	Start of Term 6
Wednesday 22 July 2026	End of Term 6

---

## UNIFORM REQUIREMENTS

Items marked with an asterisk\* must be purchased from the uniform supplier, **Price & Buckland**, <https://price-buckland.co.uk/oldfield-school-bath>.

- **\*School Blazer** – Navy with white trim with school logo
- **White shirt** – white, short or long sleeved and able to be tucked in (*only* white t-shirts/vests to be worn underneath, if needed).
- **\*School tie** - worn to cover the buttons of the shirt. Can be purchased from school using ParentPay.
- **Trousers, tailored shorts or skirt - navy.** Skirts pleated or straight; not stretchy fabric, around knee length.
- **\*School jumper** – optional, pale grey with school logo
- **Socks** - with trousers, black or dark grey; and with a skirt, white, navy or black.
- **Tights** - navy, black or neutral. No footless tights/leggings.
- **Shoes/boots** - plain black leather (unbranded) flat shoes or flat ankle boots (no trainers, suede shoes, 'Uggs' or 'Crocs', daps, sandals, canvas shoes, platforms, wedges or heels).
- **Hair** - should be a natural colour.
- **Make-up** - should be subtle and not noticeable, nail varnish should be clear, not coloured. No gel or acrylic nails.
- **Jewellery** - only 2 stud earrings/sleepers, bracelets, and necklaces (not on show). In some lessons, students may need to remove jewellery items for health and safety reasons. No nose or facial piercings.
- **Coats** - should be worn over the blazer and not as a replacement.
- **Hoodies** – unzipped, (including leavers hoodies) are not allowed in school. Zipped hoodies may only be worn over a blazer, as a coat.

### Physical Education Uniform (compulsory)

- **\*Black and royal shorts or skirt**
- **\*Black and royal sports polo**
- **Black socks**
- **Black trackpants**
- **Trainers**
- **Football or rugby boots**
- **Shin pads**
- **Mouthguard (for contact sports)**
- **\*Black and royal outdoor shirt (rugby) for boys PE groups**

### Physical Education Uniform (optional)

- **\*Mid layer**
- **\*Black dance T shirt**
- **\*Black dance pants**
- **\*Athletics vest**
- **\*Black and royal outdoor shirt (rugby) For Girls' PE groups**

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

P7



---

## Online Uniform Shop

Price & Buckland Parents Online is an online ordering system from Price & Buckland that offers parents a new way to order school uniform for their children. It's a simple and effective method whereby parents purchase uniform directly from Price & Buckland.

### How it works:

- Go to <https://price-buckland.co.uk/oldfield-school-bath> to create your own account and login details.
- Once logged in, you can purchase any uniform authorised by school. You can pay by debit or with credit card and check your order history at any time.
- Uniform can be delivered to a home or work address within 3-5 working days. Alternatively, individually bagged orders can be delivered to school free of charge, but the delivery only takes place on certain days:
  - 14/07/2025
  - 11/08/2025
  - 26/08/2025
- If you do not have immediate access to a computer, you can place orders by post and collect an order form from the school.



## TIMING OF THE SCHOOL DAY

<b>8.30 – 8.50am</b>	Tutor Period / Assembly
<b>8.55 – 9.55am</b>	Period 1
<b>9.55 – 10.55am</b>	Period 2
<b>10.55 – 11.15am</b>	Break
<b>11.20 – 12.20pm</b>	Period 3
<b>12.20 – 1.20pm</b>	Period 4
<b>1.20 – 2.00pm</b>	Lunch
<b>2.00pm – 3.00pm</b>	Period 5
<b>3.00– 4.00pm</b>	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

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

- Blue or black ink pen
- Pencils, sharpener and eraser
- Ruler
- Bag
- Protractor
- Highlighter
- Calculator

No Tippex/correction fluid is permitted.

Casio scientific calculators (£8.50) which are suitable for use up to and including GCSE are available to purchase on ParentPay from the beginning of September and will be delivered to your child's maths classroom.

---

## **PUBLIC TRANSPORT**

Most students travelling to school by public transport purchase their bus tickets via the First Bus App. This is available to download from Google Play Store or the Apple App Store. If you need any further information, please email the school on [enquiries@oldfieldschool.com](mailto:enquiries@oldfieldschool.com).

## **ROAD SAFETY**

### **Main School Car Park**

Car parking in front of the main school building 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 the Penn House entrance in Penn Hill Road. The slight inconvenience for students in walking to and from Penn is far outweighed 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, because it makes crossing the road very dangerous for students and other pedestrians. Please do not drop off students by reversing into the Kelston Road entrance.

## **SCHOOL MEALS**

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

We use a cashless biometric system, and we will collect mathematical data from your child's fingerprint which will enable them to use the system. We asked for your consent for this on your child's admission form. You can then log on to ParentPay to give them money to spend or they can upload cash from a machine in the main school corridor. You will also be able to track what they purchase via ParentPay.

### **Free School Meals**

You can find out if your child can get free school meals here: <https://www.bathnes.gov.uk/apply-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](mailto: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 a small number of lockers specifically allocated for medical special needs students. If you think your child is eligible for such a locker, please email [enquiries@oldfieldschool.com](mailto:enquiries@oldfieldschool.com) FAO Medical Locker.

---

## **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 at least two up-to-date contact numbers for use in an emergency or when your child needs 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, recommend cases to the Accident & Emergency Department. 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 must:

- keep the school informed of an up-to-date emergency telephone number
- 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 Reception where one of the following things may happen:

- the student may be advised to return to their lesson
- the student may be permitted to stay for a short period of rest
- 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 them 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 if this information is given in writing and the relationship of the person clearly stated. Remember, if your child is ill, they 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 rule, school staff are not allowed to administer medications. There are exceptions to this:

- Prescribed Medicines (occasional): Sometimes a student may need to take medicine prescribed by their doctor. If your child cannot administer the medicine themselves, please contact their tutor or Head of Year.
- 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. A spare inhaler/EpiPen must be provided to the school in case of emergencies. 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 Medical Service**

A School Nurse, employed by the Area Health Authority, visits the school regularly. Students may consult the nurse privately on any health-related issue. School nurses are also involved in Health Education through their contribution to lessons involving: the proper use of medicines; drug abuse; preventative medicine; alcohol education; sex & relationship education and personal hygiene.

In addition, the school immunisations team undertakes routine immunisations with your consent.

### **PASTORAL SUPPORT**

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 offer 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, we will aim to involve the parents and any relevant support agency. The school does provide the 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 student wellbeing pages of the school website here: <https://www.oldfieldschool.com/student-area/safety/> where students and parents can report concerns anonymously.

If you ever have any concerns about your child or another student's safety or wellbeing, please contact the school and ask to speak with a designated safeguarding lead.

**VALUABLE ITEMS**

Students are strongly discouraged from bringing valuable items such as iPads and AirPods into school. As a school we cannot be held responsible for any loss or damage to 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 to 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, oboe, clarinet, alto and tenor saxophone.

**Brass** – almost all brass instruments are offered including trumpet, horn and trombone.

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

**Percussion** – drums

**Guitar** – electric, acoustic and classical

**Voice**

**Piano/Keyboard**

- The cost of tuition will depend on how many are in the group, but an individual lesson currently costs £17 for 30 minutes. Support with funding lessons may be available for students who are in receipt of free school meals.
- Lessons are rotated so that students avoid missing the same subject in consecutive weeks.
- Practice rooms are available to use before & after school, and at break & lunch times. We encourage students to use these for instrument practise and as part of a band or ensemble.

Please email [enquiries@oldfieldschool.com](mailto:enquiries@oldfieldschool.com) FAO Mrs Robinson if your child would like instrumental or singing lessons at school.

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:

- Cantata
- Choir
- Concert Band
- Handbells
- Music Technology Club
- Student Led Band Practice
- Ukulele

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.

P13

**OLDFIELD SCHOOL ASSOCIATION (OSA)**

The OSA is an invaluable part of our school culture and we appreciate the support they provide the school. OSA 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 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 which goes towards extra equipment and financial support for learning areas that might not otherwise be available, helping to enhance the learning environment. 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:

- 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 Information Evening: 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.

Reports are sent home 4 times a year in Year 7 & 10 and 3 times per year in other years. These are data-rich reports allowing you to see how your child is progressing in all subjects. The reports will also let you know how your child is achieving according to their academic targets, which are largely based upon CAT test results that are carried out in school in October/November.

#### 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.

#### What the reports show - Flightpaths

Our system for reporting the current level of performance of a student is based on 'flightpaths'. The reported flightpath shows the range of GCSE grades that we believe the student is on track to achieve.

Flightpath		On track for GCSE grade
Mastering	M+	8 - 9
	M-	7 - 8
Securing	S+	6 - 7
	S-	5 - 6
Developing	D+	4 - 5
	D-	3 - 4
Emerging	E+	2 - 3
	E-	1 - 2

#### How will I know if my child is making good progress?

Towards the end of term 1 all Year 7 students will complete CAT4 tests and the data from these will be used to set a target flightpath in each subject. Students in other years will be tested shortly after joining the school unless scores are available from previous schools.

CAT4 tests are a commercial package that is widely used by schools across the country. They consist of a series of on-screen multiple-choice questions that produce predictions for the GCSE grades that students might be expected to achieve.

They assess four areas of reasoning:

- verbal (thinking and problem-solving with words),
- non-verbal (thinking and problem-solving with shapes and spatial relationships)
- spatial (visualising and manipulating shapes)
- quantitative (thinking and problem-solving with numbers)

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.

P15

### 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
			<div><div><div>4 = C</div><div>and above</div></div><div><div></div><div></div></div></div> <div><ul style="list-style-type: none"><li>■ Broadly the same proportion of students will achieve a grade 4 and above as currently achieve a grade C and above.</li><li>■ Broadly the same proportion of students will achieve a grade 7 and above as currently achieve an A and above.</li><li>■ The bottom of grade 1 will be aligned with the bottom of grade G.</li></ul></div>						





---

## **HOMEWORK**

Homework is one of the ways that we support the children in our school to achieve and excel. By having regular tasks to complete at home children are given more ownership over their learning which leads to a sense of personal satisfaction when it is done well. It also allows them to secure, extend and develop the learning they are doing in school. Having regular homework allows children to gain experience of checking deadlines, planning timeframes and completing work independently. All of these are key skills which will help them in their future.

### **How will my child record their homework?**

We are aiming for the children at Oldfield to be independent in their approach to homework as this will be most beneficial to them, but we recognise that this can take time to develop and that you, as their parent, may be required to support them with deadlines and planning how to complete tasks. To allow for the effective involvement of parents and carers in homework, the school uses Satchel One. 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 can I support my child with their homework?**

Satchel One also allows teachers to provide more guidance on what is expected, along with the option to attach resources and useful web-links. This means that the information children need to complete the homework is contained within the task and they should need little input from home in terms of the content of tasks. Where you can best support is through conversations around when homework is due and helping them to plan when they will start tasks, so they are not left until the last minute. A regular slot for completing homework at the same time each day, in a quiet space, is one of the most effective ways to build good habits.

### **How long should my child spend on their homework?**

Satchel One 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.

### **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 Satchel One there is a helpful set of articles and further contact details here: <https://help.SatchelOne.com/en>. For subject-specific concerns about homework, please contact the school office via telephone or email [enquiries@oldfieldschool.com](mailto: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 here: <https://www.oldfieldschool.com/school-information/school-policies/>.

##### 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 your 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: Pastoral, at least **5 days** before your child's absence.

There are two categories of absences:

- **Authorised**, where the school will give permission
- **Unauthorised**, where the school does not give permission.

Some examples of absences that are likely to 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.



## 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 95%, you will receive a letter from the Attendance Team alerting you to this. When attendance falls below 90%, the school's Education Welfare Officers may contact you 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.

or

- Email: [attendance@oldfieldschool.com](mailto:attendance@oldfieldschool.com)

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>

<https://www.oldfieldschool.com/wp-content/uploads/2024/11/Behaviour-for-Learning-Policy-2024.pdf?x19562>

P19

---

## **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 notifications via Satchel One each time your child gets a house point. 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 Assembly at the end of each long term: terms 2, 4 and 6. During this time we celebrate student achievement as a whole year group.

### **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, twenty-five minutes at lunch and up to a maximum of one hour at the end of the school day. 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 3pm, students leaving school after detention will still be able to complete their journey at a reasonable hour.

If your child is given a lunchtime detention, they will serve it on the same day issued unless given after period 4 at which point that detention will be served the following day at lunchtime. You will be notified of this via Satchel One. You will receive the reason and a date for the detention. It is your child's responsibility to attend the lunchtime detention. If they do not attend, then they will be issued an SLT detention the following day after school. Again, this will be on Satchel One. Should they not attend the SLT detention, you will receive a phone call from either the Head of Year or a member of the SLT to inform you that they will be in Reset for Learning the following day, and will remain in school until 3.30pm on that day.

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 available 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 via Satchel One of each behaviour point your child receives and the sanction that has been given.

Category	Sanction
C1	Teacher conversation and possible breaktime detention.
C2	Student possibly removed from lesson and issued a lunchtime detention for that day.
C3	Student placed in SLT detention for an hour after school.
C4	Student placed in RFL (Reset For Learning) until 330pm.
C5	Student suspended.

**Reset for Learning Space (RFL)**

In RFL, students must work in silence at all times. If a student shows they are not 'Ready to Learn' in RFL, then they will receive a warning which is recorded. If they show this again they will receive a second warning. At this point, the Behaviour Support Officer or Head of Year, if possible, will contact home to alert the parent or carer that their child is on their last warning and will be suspended if they disrupt again. If they receive a third warning they will be suspended for the rest of the day, and parents will be required to attend a meeting to discuss behaviour. Pupils who fail RFL will, on return, be expected to re-do their RFL time before returning to main lessons.



---

## 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 not allowed to contact their child via a mobile phone during the school day. If you need to get a message to your child, you can do so via Reception.
- 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.
- 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.
- If a student is seen using their mobile phone during the school day, this will be confiscated by a member of staff. Students can collect their phone from reception at the end of the day, before travelling home.

## ICT ACCEPTABLE USE POLICY FOR STUDENTS

When using the school's ICT facilities, students will regularly be reminded of the school's acceptable use policy. They will be asked to follow the guidance and must agree to the policy before they can proceed.

## PRINTING

- Each student is allocated a number of printer credits per term depending on year groups. Unused credits 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 Multi-Functional Device located throughout the school. Jobs not released from the queue will automatically be deleted after 72 hours and you will not be deducted credits when this happens.
- When printing from the internet, 'Print' will print the whole webpage you are on. This may run to many pages and wastes time, toner and paper. It is better to copy and paste the section you want to a new Word document and print that. Ask an ICT Technician or teacher for help if you need it.

---

### **ADVICE ON 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.

Further details can be found in our Anti-Bullying policy which is available to view on our website.

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

### **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 (available to view on our website).
- 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.

P23