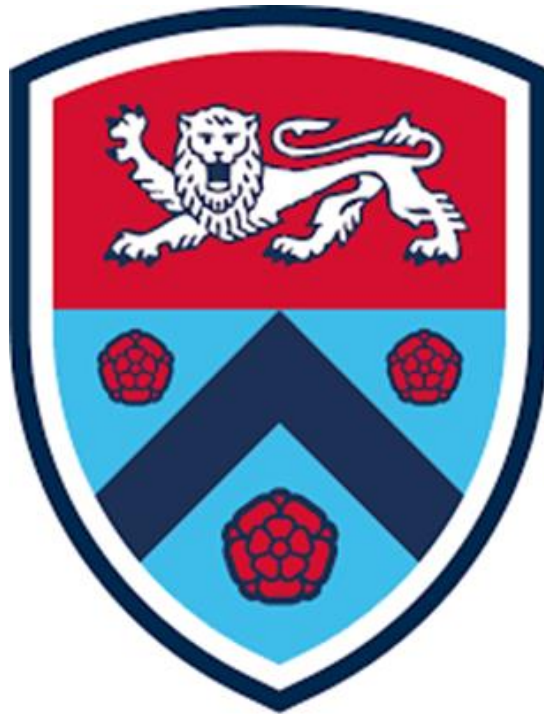


**Carnforth High School  
Parent Handbook  
2022 – 2023**



**Confidence Purpose Respect**

## Welcome

Dear Parents/Person with parental responsibility,

Welcome to the academic year 2022/23. Our aim, during your child's time at Carnforth High School, is to develop their **confidence**, provide them with **purpose** and develop their **respect** for their community and themselves.

Carnforth High School aims to be an outstanding school in all areas, with outstanding facilities. As a community of learners, we will provide an outstanding curriculum that meets all students' needs and ensures students are fully prepared for their futures.

We believe in widening the horizons of all our students and are committed that the school and its students learn leadership skills and play a central role in the community, locally, nationally and internationally.

At Carnforth High School we are committed to meeting the needs of all learners and making sure no student is left behind. All staff are part of your child's journey at the school, however, we recognise that, at times, some students require additional support. This support could come from teaching staff, form tutors or their Year Leader. Within this booklet, you will find a list of form tutors to identify your child's tutor and on the school website you will find a list of teaching staff. If you need to contact the school regarding your child, the pastoral structure for this year is as follows:

Name	Role	Email Address
Mrs Walters	Year Leader for Year 7	cwalters@carnforthhigh.co.uk
Miss Murtagh	Year Leader for Year 8	smurtagh@carnforthhigh.co.uk
Mrs Reeves	Year Leader for Year 9	treeves@carnforthhigh.co.uk
Ms Cleasby	Year Leader for Year 10	ecleasby@carnforthhigh.co.uk
Mrs Rogerson	Year Leader for Year 11	jrogerson@carnforthhigh.co.uk
Mr Milner	Attendance Officer	dmilner@carnforthhigh.co.uk

Within this booklet, you will find information on: Important dates for the year, general school information, uniform/equipment expectations, attendance systems, reward systems, behaviour expectations and progress reporting.

## Term Dates

### AUTUMN TERM 2022

INSET DAY (Closed for students)	Thursday 1 <sup>st</sup> September 2022
Re-open for students	Friday 2 <sup>nd</sup> September 2022
INSET DAY (Closed for students)	Friday 7 <sup>th</sup> October 2022
Mid-Term Closure	Monday 24 <sup>th</sup> October – Wednesday 2 <sup>nd</sup> November 2022
INSET DAY (Closed for students)	Monday 31 <sup>st</sup> October 2022
INSET DAY (Closed for students)	Tuesday 1 <sup>st</sup> November 2022
INSET DAY (Closed for students)	Wednesday 2 <sup>nd</sup> November 2022
Re-open for students	Thursday 3 <sup>rd</sup> November 2022
Closure after school on	Friday 16 <sup>th</sup> December 2022

### SPRING TERM 2023

Re-open for students	Tuesday 3 <sup>rd</sup> January 2023
Mid-Term Closure	Monday 13 <sup>th</sup> February – Friday 17 <sup>th</sup> February 2023
Re-open for students	Monday 20 <sup>th</sup> February 2023
Closure after school on	Friday 31 <sup>st</sup> March 2023

### SUMMER TERM 2023

Re-open for students	Monday 17 <sup>th</sup> April 2023
May Day Closure	Monday 1 <sup>st</sup> May 2023
Mid-Term Closure	Monday 29 <sup>th</sup> May – Friday 2 <sup>nd</sup> June 2023
Re-open for students	Monday 5 <sup>th</sup> June 2023
Closure after school on	Friday 21 <sup>st</sup> July 2023

## Vision

We see our curriculum as a student's journey through school. At the end of that journey, when a student leaves our school in year 11, we want them to:

- Have plans in place for their future
- Know how to maintain a healthy body and mind
- Have respect and understanding for themselves and others, regardless of differences
- Have productive roles as a contributing member of society
- Enjoy learning, see it as a lifelong process and have developed an enquiring mind
- Have achieved their best academic outcomes

## Values

Our school values were arrived at in consultation with staff and students. They form the core of everything we do as a community. Staff and students are aware that we wish them to develop and promote these values.

These are our school values and how we view their meaning at Carnforth High School:

**Confidence** – this means that we seek to develop a 'can do' attitude. We are aspirational and believe that through hard work we can all achieve a high level of success. We are resilient and believe that we can learn from mistakes and come back stronger. We believe in ourselves and know that our community is there to support us.

**Purpose** – this means that we always consider what we are intending to do, why we are doing it (as well as why we are doing it in a particular way) and the potential short and long term impact this will have. We accept that if we do things without a good reason then we can't reasonably expect the best results to come from our actions. We see our purpose as always being to achieve our best in the best way possible.

**Respect** – this means that we respect ourselves and other people, regardless of any differences. We show respect towards others in the way we act and speak. We take responsibility for our actions and attitude. We show self-respect in making decisions that promote our personal safety, health and happiness. In school we respect that rules are in place for the benefit of the community as a whole.

## Daily Routine

### The School Day

Form Time	09:00-09:20
Period 1	09:20-10:20
Period 2	10:20-11:20
Break	11:20-11:40
Period 3	11:40-12:40
Lunch	12:40-13:25
Period 4	13:25-14:25
Period 5	14:25-15:25
School Day Ends	15:25

### Coming to and From School

All students should cross at the pedestrian crossing on Kellet Road when approaching the school. Bicycles must be pushed across the road and they must not be ridden on the school premises. Students are encouraged to cycle to school. Parents are asked to ensure that bicycles are safe, that students wear helmets and are aware of The Highway Code.

There is a bike shed at the school for the storage of bicycles throughout the day. Students must not bring motorised vehicles onto school premises without a contract signed by parents, students and the school. Parents who bring children to school or who collect them after school are asked not to park within fifty yards of the school entrance. The lay-by must be kept free for the school buses. Students must not cross the road directly outside the school and, unless catching a bus, should leave by the side exits.

### Out of Bounds Areas

For reasons of safety, students are not allowed in the following areas without adult supervision:

- Laboratories, technology workshops and ICT rooms
- in or around the school kitchen and boiler house
- in or near the cycle shed (except when parking or removing their own cycles)

### One Way System

To assist in safe movement around the school, students are asked to follow the one-way system on corridors and staircases and never to run in the school buildings. Students are expected to follow the one-way system at all times to ensure everyone's safety in school. Students who do not follow the system may receive a sanction. For reasons of safety, students should carry their bags with them at break and lunchtime and not leave them in corridors. Lockers may be rented for the duration of a student's time in school.

## Homework

All homework is recorded on the Epraise system. This allows teachers, students and parents/persons with parental responsibility to see what homework has been set, what deadlines have been set and to access any relevant documents attached to the homework. Teachers may still issue physical paper-based work (such as worksheets or reading material). This is given to students in lessons and they should store these in their student folders.

Students who fail to hand in a homework for the set deadline can be issued a 24-hour extension – staff discretion will be used to decide if an extension is appropriate. The following steps are then followed to address concerns with homework:

- 1) If a student misses a homework in a term in a subject, the subject teacher phones home and logs the missing work on Epraise. 10 demerits will be deducted from the student balance.
- 2) If a student misses two pieces of homework in a term in a subject, a further 10 demerits will be deducted from the student balance and the subject teacher will make a referral to the homework club through the relevant Year Leader. The student is encouraged to attend the homework club by the Subject Teacher.
- 3) 2 referrals in a term from any subject – student is placed on a homework report by their form tutor at the request of Year Leader. Form tutor contacts home and explains report and compulsory attendance at study club. Student is required to attend study club twice a week. Failure to attend results in after school detention being scheduled where they will then be sent to homework club anyway. Attendance required over a period of 2 weeks. Report will allow homework club to see improvements in submission of set work.

Students will be encouraged to attend homework club across school in the following ways, making it more attractive to complete independent study in school:

- Each time a student attends study club they will be given 5 points for attending.
- Study club will have juice and snacks
- It will be promoted around school through the week ahead, posters and assemblies.
- Students who attend on a regular basis will be given an additional reward

## Safeguarding

The school follows procedures which will enable child protection concerns and referrals to be handled sensitively, professionally and in ways which will prioritise the needs of the child. Carnforth High School fully recognises the contribution it can make to protect children and support pupils in school.

The school's Safeguarding Policy applies to all staff and volunteers who work at Carnforth High School and is available to view on the school website.

## Student and Parent Details

We keep all student and parent details securely on our school computer system. **It is important that these details are kept up to date** so that the correct actions can be carried out based on this information. If you need to change details, such as contact details or medical information, then please send a letter, email or phone the school reception as soon as possible.

## Form Tutor Structure

Form	Tutor	Room
7D	Mr J Green	M6
7E	Miss H Davies	M1
7F	Mrs K Pell	E3
7H	Mr C Chambers	SG1
7N	Mr S Garbutt	MFL1
7R	Mr J Grieve	E4
8D	Miss S Thompson	M2
8E	Miss H Williams	L5
8F	Ms H De La Mare	MFL2
8N	Mrs L Nelson and Miss B Laverick (Wed)	RE1
8R	Mr G Major and Miss N Sharples (Wed)	T2
9D	Mrs R Walker	T3
9E	Mr B Hughes	HI1
9F	Mrs E Richards and Mr M Ingham (Fri)	A1
9N	Mr K Gill	L1
9R	Mrs A Barton	E6
10D	Mr M Ward and Mrs M Thompson (Wed)	MU
10E	Miss C Campbell	L2
10F	Mrs C Barraclough (Wed, Thurs, Fri) and Mrs A English (Mon Tues)	L4
10N	Mr G Potter	HI2
10R	Mr J Hirst and Miss N Sharples (Thurs)	GG1
11D	Mrs J Young and Miss B Laverick (Fri)	L3
11E	Miss M Charlesworth	M4
11F	Mr P Greenwood	GG2
11N	Miss L Carter	M3
11R	Mrs S Gregory and Mrs A Benson (Thurs)	LS1

## Uniform and Appearance Expectations

Boys	Girls
<ul style="list-style-type: none"> <li>• Plain black school trousers of a formal design (No skinny trousers or jean material).</li> <li>• Sweatshirt (Year 7 to 9 - Navy with school badge, Year 10 and 11 - May wear black with school badge).</li> <li>• A school tie.</li> <li>• Pale blue shirt, Year 10 and 11 may wear a white shirt if they wish.</li> <li>• Plain black formal style school shoes. Trainers, pumps or training shoes are not permitted.</li> <li>• School bag.</li> </ul>	<ul style="list-style-type: none"> <li>• Plain black pleated school uniform skirt. The skirt should be a length where it sits at the knee.</li> <li>• Alternatively, plain black school trousers may be worn. (No skinny trousers or jean material).</li> <li>• Sweatshirt (Year 7 to 9 - Navy with school badge, Year 10 and 11- May wear black with school badge).</li> <li>• A school tie.</li> <li>• Pale blue shirt, Year 10 and 11 may wear a white shirt if they wish.</li> <li>• Plain black formal style school shoes. Trainers, pumps or training shoes are not permitted.</li> <li>• Plain navy, black or white socks or plain dark or flesh coloured tights should be worn.</li> <li>• School bag.</li> </ul>

**KS3 Boys**



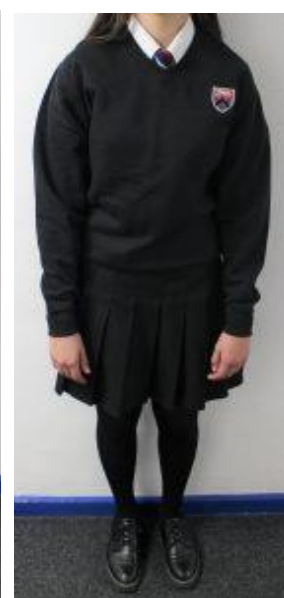
**KS3 Girls**



**KS4 Boys**



**KS4 Girls**





## **Incorrect Uniform**

When students do not have the correct uniform at the start of the day, they will be sent to their Year Leader to correct this. Wherever possible students will be issued with the correct uniform item which they will wear and return at the end of the school day, or they will be asked to correct their uniform if it is possible to do so.

If there is a genuine reason for incorrect uniform and a letter from a parent/guardian has been handed in, then students will be issued with a uniform card, which is dated and signed. This can then be shown to any further staff who challenge students about uniform.

Year Leaders will utilise the sanctions system to address uniform issues. If a student refuses to correct their uniform they may be isolated in the internal suspension unit. We will endeavour to take all steps to avoid this.

## **Outdoor Clothing**

Coats and outdoor wear must be of a suitable type and not a current fashion trend. All outdoor garments must be removed while in the school building and lessons. If a student is consistently wearing their outdoor clothing in the school building, staff may confiscate the item as per the school's confiscation policy.

## **Personal Appearance**

We are preparing students for the world of employment and they will likely have to follow a basic appearance code in many professions. Therefore, students will not be allowed the following in school:

- Unnatural hair colours
- All jewellery (with the exception of a plain stud in each ear)
- Facial piercings and other piercings (apart from one plain stud in each ear)
- Bizarre hair styles (e.g. tramlines, bladed/shaved haircuts less than No.1, partial shaving)
- Excessive make up
- Nail extensions and unnatural nail colours
- False eyelashes
- Hoodies and sweatshirts other than their school jumper

## Equipment Expectations

All students at Carnforth High School are given a plastic folder to act as their work and equipment organiser. They are also provided with a whiteboard, whiteboard pen and wiper, ruler and a green pen. Students are also expected to provide a black/blue pen and pencil which they can store in their folder if they wish.

Students should take responsibility for their own equipment and arrive at lessons with all the equipment to participate in the learning. If a student arrives to a lesson and doesn't have any of the following equipment:

- Reading book
- Timetable
- Black/blue pen
- Green pen
- Purple pen
- Pencil
- Ruler
- Rubber
- Whiteboard (with pen and wiper)
- Glue stick
- Scientific calculator
- School bag

then staff should log this on SIMs as a 'Missing Equipment' behaviour incident.

In line with the weekly Form Tutor checks, all students will have an equipment check once a week. If they do not have an item off the equipment list above they will be issued a Form Tutor break time detention. Repeated failure to bring the correct equipment may result in further sanctions.

## PE Kit and Equipment

All students are required to wear the appropriate regulation PE kit as set out below for their PE lessons:

**Boys:** Trainers (preferably running trainers), short sleeve training top, ¼ zip training top, training shorts, socks, football boots (moulded or metal studs), gum shield and shin pads.

**Girls:** Trainers (preferably running trainers), short sleeve training top, full zip training top, skirt or leggings (these can be worn together), socks, football boots (moulded or metal studs), gum shield and shin pads.

All students will be advised as to the type of footwear suitable for the playing surface in use.

All students will be asked to remove personal items before commencing their lesson. These include watches/smart watches, chains, earrings, bracelets, hair slides and other personal adornments. It is the responsibility of the student to safely stow away any removed item in their school bag.

Should students forget their PE kit, they are expected to wear clean spare kit held by the PE department and a lunchtime detention will be issued. Should a student refuse to wear departmental spare kit, then an after-school detention will be issued. Students will not be allowed to take part in PE should they refuse/be unable to remove a personal item such as jewellery. If this is the case, then an after-school detention will be issued.

**Protective Wear & Safety:** Protective wear should be appropriate to the activity in practice, teaching and match play situations. All students will be made aware of the following points:

It is recommended that students wear a personally designed mouth guard when taking part in hockey and rugby. All students will be advised that the wearing of a mouth guard can in some circumstances offer a measure of protection against mouth/jaw injury and that a properly fitted mouth guard will probably offer the best protection. Where mouth guards have not been individually fitted, it is essential that any manufacturers' instructions relating to the wearing of the mouth guard are strictly followed. Whatever its origins the mouth guard must fulfil the following criteria:

1. It needs to fit comfortably but tightly.
2. It needs to be easily removable.
3. It should not impair breathing in anyway.
4. In the interest of oral hygiene, it should be made of a substance that can be effectively cleaned.

Parents should provide shin guards, mouth guard and head guards (rugby) for their children to enable them to engage in physical activity at less risk.

In cricket, all batters and wicketkeepers should wear the appropriate protective equipment provided by the school.

Additionally, students with long hair (below shoulder length) should tie their hair up with appropriate bobbles.

### **Marking and Security of Property**

Please ensure that all clothing (including P.E. kit) and equipment is marked with your child's name. If large amounts of money or valuables are brought to school, (if absolutely necessary) such items should be handed to a member of the pastoral staff for safe keeping. The school cannot accept responsibility for money or articles left anywhere about the premises.

### **Purchasing Uniform and PE Kit**

We have launched our own online uniform store this year to make the purchasing of uniform easier. We are also selling stationary via the online store so you can ensure your child always has the required equipment. Visit [www.carnforthhighuniform.com](http://www.carnforthhighuniform.com) and orders will be delivered directly to students when available.

Alternatively, school uniform is available from Uniform and Leisure, 15 Common Garden Street, Lancaster or Euston Road, Morecambe.

## **Attendance Expectations**

We are setting all students the target of achieving at least 96% attendance over the school year. This means being absent from school for no more than 8 days. There is a clear link between underachievement and low attendance and all students need to understand the importance of attending school regularly.

Students are encouraged with a range of rewards to ensure their attendance is as good as possible. We ask for support from home to ensure students understand the importance of good attendance. When students miss school, they miss out on opportunities to learn, as well as the social aspects of school life. If you are having issues with your child's attendance, then please contact the appropriate year leader to discuss any issues. By working together, school and home can bring a student's attendance back on track.

Where a student's attendance is causing concern, it may be necessary to initiate certain procedures to improve attendance which could include taking legal proceedings against parents, or in the case of persistent absence due to illness, a referral to the school nurse or another medical professional. See the school's Attendance Policy for more details.

## **Medication**

Any medication brought in to school by a student must be taken to the pastoral office to be stored securely. Students must not have medication (including paracetamol) on their possession and self-administer around school. If students are found with medication in school, then this must be confiscated as per the school's confiscation policy.

Any medication brought into school must be accompanied by a medication in school form which is completed by parents. This form is kept in the pastoral office. The school is unable to dispense any medication if this form has not been completed.

## **Medical Appointments**

We understand that students may have medical appointments scheduled during the school day. Students need to bring a letter from parent stating the date and time of the appointment. This will be signed by the Year Leader. Students then need to show this letter to the class teacher when they need to leave school.

If it is not possible to send in a letter, then you may phone the school reception to inform the school about an appointment. Where possible this information will be stored on SIMS for staff to check. Please be aware that this method may mean staff are unsure about a student leaving their lesson for a medical appointment, so it may take longer for a student to reach reception to leave.

## **Reporting Absences**

If your child is ill, please inform the school on every morning of the day of absence, this can be done via phone call and a voice mail left with the attendance officer. For frequent absences due to illness a medical note from a doctor may be requested by school or a referral may be made to the school nurse/ medical officer. The school operates a first day absence call to parents using the 'School Gateway' software. Office staff alert parents by text or phone so please check and keep the school updated with mobile phone numbers for an effective means of communication to be maintained.

## **Holidays in Term Time**

Following amendments to the Education (Pupil Registration, England) Regulations 2006, Principals may NOT grant any leave of absence during term time unless there are exceptional circumstances. Parents are strongly advised to refer to the holiday dates printed in this booklet when considering booking a holiday. All requests for leave of absence for exceptional circumstances must be put in writing for the attention of the Principal.

## **Lateness**

All students who arrive to school after 9am must report to reception. If they are unable to provide a suitable reason for their lateness then they will be issued a lunchtime detention to serve on that day. If a student receives 5 morning lates in any half term will result in an after-school detention and future morning lates will be issued an after-school detention.

Throughout the school day, students are expected to attend their lessons promptly, in particular after break and lunch time. Students who arrived after the second bell at lunchtime (13.25) will be marked as late and a lunchtime detention will be issued for the following day. At other lesson times, teaching staff may issue a lunchtime detention for lateness at their discretion.

## **Student Behaviour and Attitudes**

The following is a brief overview of the school's Behaviour and Discipline Policy.

### **Exit Sanction System**

The Exit Sanction System is designed to support learning and deal with low level disruption in the classroom. It is not a replacement for classroom management techniques and will not compensate for a lack of routine and structure in lessons.

The Exit sanction system is a progressive system designed to give students choice when exhibiting poor behaviour.

**Step 1** – Student is disrupting their learning and/or the learning of those around them. The student is told they are on an S1. The teacher explains why they are giving the sanction, what the student should do to correct their behaviour and writes the students name on the board.

**Step 2** – Student continues to disrupt the learning and/or the learning of those around them. The student is told that they are on an S2. The teacher explains why they are giving the sanction, what the student should do to correct their behaviour and writes the students name on the board.

**Step 3** – Student continues to disrupt the learning and/or the learning of those around them. The student is now on an S3 Exit. The student is sent to the 'Matrix Room' for the remainder of that lesson with work to complete.

In the last 2 minutes of the lesson, the student should return to their original and will be issued an after school detention. This is recorded on Epraise as soon as possible and a text is sent home. The teacher is encouraged to call home about the incident when possible.

### **Lunchtime Detention**

This is the main sanction teaching staff will use when dealing with poor behaviour choices from students which do not follow the Exit Sanction System. These can be issued in lesson, form time or out of lesson. The detention is 30 minutes at lunchtime.

Lunchtime Detentions may be issued for the following behaviours:

- Late to lesson
- Wearing Uniform Incorrectly
- Foul Language.

This list is not exhaustive.

Staff are asked to use their professional judgement on whether a behaviour warrants a lunch detention

If a student does not attend their lunchtime detention for poor choices, then this moves to an after school detention.

### **Break Time Detention**

During form time each week Form Tutors will work to enforce and maintain basic standards with students by conducting form time checks for equipment, uniform and by using a report card. Form tutors will be expected to hold break detentions one session per week to sanction students for failing to meet basic expectations, and to support the use of the form tutor monitoring report. Form tutors need to inform students of the location and time when they have been issued a break detention. The detention will last 10 minutes and will begin at the start of break.

If a student fails to attend, the form tutor will escalate the detention to a lunch time detention the following day. The student will be informed by the form tutor of the escalated sanction.

### **After School Detention**

There is an after school detention on each day of the school week. The detention is for 1 hour from 3:25pm to 4:25pm. The detention is overseen by a member of SLT or a Year Leader.

If a student does not attend their after school detention, then they will be placed in Internal Suspension the following day (where possible).

### **Internal Suspension**

If a student fails to attend after school detention or receives three S3 Exits in one half term, then they will be placed into Internal suspension for one day. Internal suspension is also used for other serious incidents. Only SLT and Year Leaders can place a student in Internal suspension.

Students are in Internal suspension from 9am-3:25pm. Work will be requested from teaching staff for students in internal suspension.

### **Banned Items Procedure**

The following items are not allowed in school as they are deemed to be an unnecessary risk to safety to the student and others:

1. Any items containing solvents
2. Aerosols
3. Cigarettes and Electronic Cigarettes including matches, lighters, fluids, spares
4. Electronic/Battery computer games, devices, and gadgets
5. Excess jewellery or incorrect uniform items

Mobile phones can be bought into school by students, but they must be switched off and kept in a school bag at all times during the school day. If students are caught using or carrying a mobile phone during the school day, it will become a banned item and the same procedure will be used as for the items listed above.

Banned items that are found on a student or on the school site will be confiscated by any member of teaching or support staff. The member of staff will take the item to the pastoral office or send for the SLT staff on call to collect the item if they are unable to get to the pastoral office promptly.

Students found with a banned item should also be issued a lunchtime detention via Epraise.

## **Child on Child Abuse**

Bullying of any kind is unacceptable and will not be tolerated at our school. At Carnforth High School, the safety, welfare and well-being of all our students and staff is a key priority. We all take incidents of bullying and abuse very seriously and it is our duty as a whole school community to take measures to prevent and tackle any bullying, harassment or discrimination.

All school staff, both teaching and non-teaching (for example midday supervisors, caretakers, and support staff) have a duty to report bullying, to be vigilant to the signs of bullying and play an active role in school's efforts to prevent bullying.

Staff will record on the school CPOMS system:

- bullying or racist incidents,
- prejudice-based incidents,
- uses of derogatory language

This will alert the Year Leaders and relevant members of the Senior Leadership Team to concerns.

For more information, please see the school's anti-bullying policy.



## **Rewards**

Rewards form an important part in maintaining positive behaviours and attitudes in school.

### **Epraise**

The purpose of Epraise is to allow for instant recognition of student achievement and effort through a website.

All students and parents/persons with parental responsibility have access to an Epraise account and their classes and form group are updated automatically through this system. The system quickly allows students to see points they have earned for a variety of positive behaviours. As mentioned earlier in the handbook, homework is also set through Epraise so it is important for students to become familiar with the system.

### **Epraise Prize Draws**

At the end of each term, students are able to enter prize draws on Epraise by spending the points they have earned over the year. When prize draws are made live, form tutors and other staff are encouraged to inform students of the draws and encourage them to take part in the draws.

### **Progress Report Rewards**

There are three student progress reports issued to parents each year. These collect information about student achievement and effort in all subject areas. Students who meet certain criteria are awarded with a letter of commendation by either their Year Leader or the Principal. These letters are sent home directly to parents to celebrate and recognise the student's achievement in school.

### **Attendance Prize Draws**

Attendance is an important element of a student's success at school. Each week form tutors are asked to go through their form's attendance using the 'Week Ahead' presentation. This is an opportunity to praise students meeting our 96% attendance target. Some prize draws on Epraise are linked to attendance and only students with a certain attendance percentage can enter. There are also other attendance draws held to keep the importance of attendance high profile.

### **Additional Rewards**

Students will have many other opportunities to celebrate successes. Students will automatically be bulk awarded additional points for 100% attendance weekly and for not having any sanctions weekly. These will help to boost a student's point balance. Each term rewards events will be available for those with the largest points balances on Epraise. These will be confirmed each academic year.

### **Achievement Assemblies**

Achievement assemblies will take place each term to celebrate student achievement in a variety of academic and extra-curricular areas. These assemblies are heavily linked to achievement on Epraise as well as recognising students with 100% attendance.

## **Student Journey**

Carnforth High School aims to prepare students so they are ready to achieve in the world outside of education. We understand that developing students beyond the classroom is a key part of this preparation. This year will see the launch of the CHS Award at key stage 3 and the development of the Duke of Edinburgh pathway at key stage 4.

### **The CHS Award**

This program is modelled around the Duke of Edinburgh system and the focus is around participation in a range of extra-curricular activities.

Students will participate in clubs and activities which meet 4 criteria, these give them access to a variety of opportunities for development. The 4 criteria are:

- Developing New **Skills**
- New **Experiences**
- **Volunteering** Opportunities
- **Physical** Activities

### **Duke of Edinburgh**

From the CHS Award, students in key stage 4 enrol in the Duke of Edinburgh bronze award. Students will use external activities as well as in school opportunities to complete the sections and optional expeditions would be offered in summer to those that wanted to complete the overall award.

Certificates of achievement for completing individual sections are available from Duke of Edinburgh to reward those who do not want to continue to expedition.

## Reporting Assessment

There are three 'Progress Report' points each year. These are the times at which information for each student is entered by their subject teachers and this information is shared with any persons with parental responsibility. Assessments form a key contributing role in this information and accuracy of data tracking is therefore important.

### Key Stage 3

For key stage 3, we using the following reporting system in line with the curricula being taught. For each subject the following will be reported:

**Current Standard** – teachers will be asked to measure the progress of each student in their class against the expected standards set in their Scheme of Learning and as measured against their assessments. They will be asked to identify which of the following four statements best suits the student:

1. Exceeding expected standards
2. Meeting expected standards
3. Making progress towards expected standards
4. Not making sufficient progress towards expected standards

**Effort and Attitude** – teachers will be asked to report on the effort level of each student in their class. This part of the report will be colour coded on the Progress Report card that is sent home. The teacher will be asked to identify which of the following five statements best suits the student's level of effort and attitude:

1. Excellent
2. Good
3. As expected
4. Less than expected
5. Poor

**Issues Affecting Progress** – teachers can choose to identify up to two issues affecting progress (useful when a student is not 'meeting expected standards') that fall outside 'effort and attitude':

1. Attendance
2. Behaviour
3. Equipment
4. Homework
5. Literacy
6. Numeracy
7. Workrate
8. Revision
9. Coursework

## **Key Stage 4**

For key stage 4, we use the following reporting system. For each subject the following will be reported:

**Expected Grade** – teachers are asked to measure the progress of each student in their class against their 'Gold Target' grade, as measured against their assessments. They will be asked to identify the grade that they believe the student will achieve at the end of their current Key Stage.

**Effort and Attitude** – teachers will be asked to report on the effort level of each student in their class. This part of the report will be colour coded on the Progress Report card that is sent home. The teacher will be asked to identify which of the following five statements best suits the student's level of effort and attitude:

1. Excellent
2. Good
3. As expected
4. Less than expected
5. Poor

## **Acceptable Internet Usage**

### **Acceptable Use**

The use of the Internet must be in support of education and educational research, and be consistent with the educational objectives of the school.

Unacceptable use includes, but is not limited to, the following:

(a) Transmission of any material in violation of any legal guidelines

- Copyrighted material
- Threatening or obscene material
- Hateful, racist or discriminatory material.

(b) Breach of security on local and remote sites includes:

- Use or attempted use of another users account
- Unlawful entry or attempted entry into any network system
- Any attempt to alter and/or destroy data
- Creation and/or wilful transmission of computer viruses.

### **Internet Etiquette**

Students are expected to abide by the generally accepted rules of Internet etiquette which includes, but are not limited to, the following:

- The use of the internet is for educational purposes only.
- No downloading of any type unless authorised.
- No accessing unsuitable or obscene sites.
- No chat rooms or e-mail unless authorised.
- No inappropriate uploading of materials/photographs taken in school.

### **Personal Safety**

Dangerous people exist everywhere in society, including the Internet. Safety measures include, but are not limited, to the following:

- Report any unusual or suspicious communication with others.
- Do not divulge any personally identifying information.
- Never agree to meet with someone you communicate with on the Internet.

### **Consequences**

The use of the Internet is a privilege, not a right, and inappropriate use will be dealt with and may result in suspension or cancellation of those privileges.

## **HOME/SCHOOL/STUDENT CONTRACT**

Young people will perform best and achieve high when students, parents and the school work together. Here are some things we expect from students, parents and things that we will do as a school to make sure that students achieve their potential.

### **As a student, I shall do my best/agree to:**

- Treat other students, teachers and other adults with respect and behave in such a way that does not disrupt the education of any other students.
- Discourage the bullying of other students.
- Behave in a civilised manner on my way to and from the school.
- Attend school every day and arrive on time to school and lessons.
- Make sure I bring the correct equipment and wear the proper uniform in a tidy manner.
- Work and learn to the best of my ability at all times.
- Complete all classwork, coursework and homework fully and on time.
- Let my parents/carers or the school know if I am struggling or having problems that may affect my work.
- Make sure information from school is given to my parents as quickly as possible.
- Help keep the school tidy, free of litter and look after the school equipment and buildings.
- To be a good role model for the school when acting as a representative at any event.

### **As a parent/carer, I shall do my best/agree to:**

- Ensure as far as possible that my child attends school every day is on time.
- To let school know of any possible absences and provide a written explanation for the absence as soon as possible.
- To avoid taking my child on holiday during in school time.
- Support my child learning at home and at school.
- Provide the proper uniform and equipment needed for school and make sure my child's appearance is appropriate.
- Teach my child to accept and follow school rules and to be polite and courteous.
- To make the school aware of any concerns or problems which might affect my child's work or behaviour.
- Attends parents' evening and any other discussion about my child's progress.
- Support the school discipline policy system.
- Celebrate the achievement, effort and successes of my child.

### **As a school, we will make every effort/agree to:**

- Teach and encourage students to follow the school code of conduct and treat others with respect and consideration.
- Expect and as necessary, enforce, high standards of behaviour so that no student can disrupt the education of others.
- Expect high standards of effort and achievement from all students taking into account their ability and help them to see their potential.
- Provide a balanced curriculum to give every child the best possible opportunity to develop their talents in every subject.
- Check attendance and punctuality and inform parents as soon as possible of any concerns.
- Keep parents (and students) informed about student progress and general school-related matters.
- Set appropriate work, homework and targets with regular checks and marking and provide feedback.
- Encourage students to make full use of Epraise to check for classwork and homework and other relevant information.
- To provide a safe and happy atmosphere in the school and ensure that all students are treated fairly and respectfully.
- Be open and welcoming to parents/carers at all times and whenever possible, offer opportunities to parents for involvement in the school.
- Work with parents and solve any problems which could prevent students' progress.