

The Stonehenge School Parent Handbook 2022

VISION, MISSION, ETHOS AND VALUES

Our pupils are
empowered to 'think
big'

Potential is unlocked
with diverse and
challenging pathways

Creating passion for
lifelong learning and
global citizenship

The Stonehenge School Mission

Our mission at The Stonehenge School is to provide the environment, tools and support to empower pupils to think big, regardless of self-perceptions and remove any barriers to achievement. Pupils are provided with diverse opportunities to achieve a good depth and breadth of knowledge and skills. We create good citizens who thrive and flourish in the 21st Century, ready to contribute to the global society.

At Stonehenge School we believe there is no limit to any student's potential.

We aspire to develop a positive learning community in which effort, participation and achievement are valued.

Striving for excellence, we aim to create an outstanding school where all students are happy, healthy and given opportunities to exceed their expectations.

Enriched by history and culture, Stonehenge is a school for the future.

'Striving for excellence, exceeding expectation'

As your child starts a new school there will be lots of information being given out and we hope that this handbook will help you and your child find your way through all of the new information.

If you have any questions that are not answered please email the school at admin@stonehenge.wilts.sch.uk

Key Information

Times of the school day

Our school timetable is currently under review- once we have it finalised we will send you the information via email.

The gates on Antrobus Road close at 8.00am and the gate on The Drove at 8.35am. All school gates are unlocked before home time of 2.45pm.

TIME	7, 9, 11	8, 10	
8:35-8:40	SMALL REG	SMALL REG	5 minutes
8:40-9:35	1	1	55 minutes
9:35-10:35	2	2	1 hour
10:35-10.55	BREAK		20 minutes
10.55-11.55	3	3	1 hour
11.55-12.55	4	4	1 hour
12.55 -13:25	LUNCH	REGISTRATION	30 minutes
13:25-13:55	REGISTRATION	LUNCH	30 minutes
13:55-14:50	5	5	55 minutes

Uniform, PE Kit, Appearance expectations

Uniform List - Please see our separate Uniform Document for a full list of items. Our full Uniform Policy can be found on our website.

Uniform can be bought from Kids Klobber in Salisbury, PMG School Wear or supermarkets/on-line shops. PE kit can be bought from Stitch-A-Logo in Andover (the PE performance top) and other items from supermarkets/on-line shops.

Appearance

Hairstyles should be conventional, and extreme hairstyle are unacceptable e.g. tramlines, patterns, logos and bright or heavily bleached colours. Haircuts must be no shorter than a No 2, no severe undercuts.

The overriding principle is that all students must display a hairstyle which looks natural.

Hoodies, hats, caps, sunglasses, fake glasses and scarves are not to be worn during school hours. In the summer we will inform the students of any changes to this rule.

Make up, if worn, must be subtle and discreet. (Key Stage 4 students ONLY– Key Stage 3 students are NOT permitted to wear make-up). No false nails, coloured gel or shellac. Nail varnish of all descriptions is NOT permitted Students will be asked to remove heavy makeup and nail varnish at the start of the school day.

Aerosols are NOT allowed in school.

The only jewellery which is permitted in school is

- a watch
- one ring
- one earring per ear which should be a **stud** for safety reasons. NO sleepers or dangling earrings.
- Students will have excess jewellery confiscated and we request that any ear piercing should happen at the start of a long holiday.

Students can become quite upset when a cherished item of jewellery is

lost or misplaced– these items need to be left at home for safekeeping.

NO FACIAL PIERCINGS AT ALL

Nose, tongue or other studs must not be worn. This is a legal Health and Safety requirement. Retainers are not allowed.

Lost Property

Personal belongings should be clearly named. Lost property is sent to Reception for collection.

Unfortunately we cannot hold on to every item that is handed in so we take unclaimed items to the recycling centre at the end of each term. If your child has lost an item please ensure they check with Reception to see if we have it.

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Absence from school - Missing School - what's O.K. ?

Punctuality

The school day begins at 8.35am and all students are expected to be in school, in their tutor rooms by this time for registration. Once the register is called, it is closed and students arriving after this are automatically late. Any student arriving after 8.55am without an acceptable reason will be coded as "U" (unauthorised after close of register)

Pupils arriving at school after 08:35am MUST report to Reception to sign in and must never go directly to their class or registration room, if they do not you may receive a message to say your child is not in school. All school gates will be locked by 8:35am and the only entrance into school is via Reception in Upper School.

Students who are repeatedly late to school are not only disrupting their own education but that of others and are not maximising their learning opportunities. If a student accumulates more than 10 sessions of unauthorised codes "U"/"O" we will be issuing Penalty Notice Warnings. If attendance does not improve and further unauthorised codes are recorded, the Education Welfare Service will be issuing fines to parents.

Absence checks take place every day. If a student is not in school and no reason has been provided from home, an Absence message is sent. The Absence message will be in the form of a text, email or a call (to the first contact on the student's records).

Can you please help us by telephoning the absence line on 01980 676650 (available 24 hours a day) as early as possible on **each day** of an absence.

On students return to school a note should be sent to their tutor explaining the reason for absence.

Appointments

We understand that doctors and dentists appointments may have to be made during school time. All students arriving or leaving school outside normal registration times should sign in or out at the School Reception. Please write your child a note so that he/she can show it to the Office staff. Students will **NOT** be let out of school without a parental note, phone call in advance or a parent to accompany them.

Opticians appointments should be made *outside* of school hours. The only exception to this rule is when your doctor has advised an eye test.

Leave of Absence

The Law allows the Headteacher to give leave of absence to students only for exceptional reasons:-

- on compassionate grounds, in times of crisis
- for educational purposes e.g. interviews
- for religious observance in special cases
- for medical or dental appointments which cannot be arranged out of school hours

Please continue to support the school in upholding the highest standards of attendance.

More information can be found in our Attendance Leaflet or on the school website.

Holidays in School Time

We know that there are sometimes *exceptional* circumstances that make it unavoidable to take family holidays in term time. However, it can be extremely damaging to students' progress; even one missed lesson can set a student back.

The law says that the Headteacher has the discretion to grant leave for this purpose if they judge the need *exceptional*.

IT IS NOT A RIGHT OR ENTITLEMENT FOR FAMILIES.

The things we take into account are:-

- an application in writing **well in advance** clearly stating the special reason for the request—a form is available from the School Office or our website for this purpose
- the attendance record of the student, which should exceed 95%
- the progress of the student shown on recent reports
- how near to GCSE courses and exams the student is (i.e. Yrs 10 & 11).
It is better that students do not miss **ANY** time in Years 10 and 11, and leave of absence will not, in any case, be granted to a Year 11 student, and almost certainly not to a student in Year 10.

Only one period of leave is permitted by law—up to a maximum of 10 sessions in any school year. We intend to apply these criteria strictly. While we appreciate that holidays are cheaper in term time, this will NOT be a valid reason for taking students out of school. When planning for your holidays, please do everything possible to avoid taking family holidays during term time.

Behaviour Statement

The basis of the school's policy on behaviour is that the school is a purposeful place of work. Its atmosphere and ethos should be one in which all members of the community feel at ease, know what is expected of them, and are treated with respect. Students and staff must feel confident, safe, and able to fulfil their potential. School rules are important for the wellbeing of everyone; they are contained in Student planners and referred to regularly in Assembly and Tutor Periods. We want the maintenance and restoration of good relations to be at the centre of our community.

We have the highest expectations of students and staff in terms of behaviour and consideration of the needs of others. These expectations are promoted in lessons, tutor periods, Assemblies, PSHE, social and sporting events, and the way we conduct ourselves around school.

Through this we will promote appropriate behaviour between all members of our community. We will also challenge and correct any inappropriate behaviour.

Please also see our document Behaviour for Safe Learning under the Policies section of our website.

Bullying

All schools have to deal with bullying. Do not believe a school which tells you otherwise. Here at Stonehenge it is not a large problem but we take it very seriously. I hope you will judge us by how we deal with it.

How you can help

The most important thing you can do to help us is to **let us know** about bullying as soon as it happens. The sooner we are aware of it, the easier it is to deal with. Your child's tutor should be the person to talk to first.

We always act on any report of bullying, at school or between school and home. We take it seriously and investigate it. Once the facts are clear, we take appropriate action, support the victim and require the bully to take responsibility for putting things right. As long as a bully is committed to reforming, the school does whatever it can to help him or her to keep that commitment. Progress is monitored and we ask parents and victims to keep us informed of any further concerns. The School's Anti-bullying and Harassment Policy can be found under the policies section on our website.

Cyber Bullying

Bullying can take many forms. As a school, we are committed to the safe use of technology and part of the ICT and PSHE programme is allocated to help the children know how to use technology safely and responsibly and keep themselves safe on line.

Students are **not** allowed to have mobile phones switched on in lessons. They do not have access to social networking sites such as Facebook.

We strongly recommend that all computer access is monitored at home and advise parents and students to consult these websites for support -

CEOP (<http://www.thinkuknow.co.uk/>)

NSPCC (<http://www.nspcc.org.uk>)

Cyber bullying is hurtful and criminal. If students are experiencing difficulties, we recommend that parents keep a very close eye on all social media and texts and remove/block these where there are concerns. This is not the role of the school to police these issues. Serious issues of

cyber bullying should be passed to the Police. Call the 101 helpline for advice.

Charging Policy

Our Charging and Remissions Policy can be found on our website under Parent Portal/Parent Information/ Policies

Contact Information and School Comms

We use the School Comms system (texts and emails) to keep parents informed of important dates, meetings, detentions, or emergency closures pertaining to your child. To do this we need a current mobile phone number and/or email address.

Emergencies and accidents happen at school from time to time— this is when we need to contact parents urgently. There are occasions when we need to call an ambulance and there is obviously an urgent need to tell parents that their child has been taken to hospital.

Therefore it is *essential* that you keep us updated with your *current telephone numbers and place of work* (where you may be found)— also, if appropriate, the *phone numbers of friends/neighbours and e-mail address if available*.

All you need to do to get this information updated on our records is to let us know in writing or email the school admin@stonehenge.wilts.sch.uk

You can also log into Insight to check we have the latest information or to update it.

Please remember—when you move work or house—we need to know.

Emergency Closure

If we were to have very heavy overnight snow or a large number of staff absent due to sickness (for example, flu) we might decide to close the school.

The decision will be made sufficiently early for us to cancel all the contract buses and Greatest Hits Radio (Salisbury) and BBC Radio Wiltshire will be asked to broadcast the information. A decision about re-opening will not be made until at least 2.00 p.m. and Greatest Hits Radio (Salisbury) and Radio Wiltshire will again broadcast.

All decisions regarding closure will also be conveyed via School Comms. It is vital we have current mobile phone numbers and/or email addresses for this purpose.

In the event of heavy snow during the day we may decide to close early. Transport (contracted under Wiltshire Council i.e. taxis and the bus to Shrewton) will be brought in and local children with access to their homes allowed to go. Children from greater distances will be allowed access to the telephone system. Please understand that in an emergency closure, it is not possible to contact all parents individually.

Previous experience suggests that we will receive a large number of telephone calls. Our priority will be for outgoing calls and therefore you may have difficulty in getting a reply from us. As usual, we hope that we do not have to activate these procedures.

Employment of School Children

What is legal?

Children under the age of 13 must not be employed.

An employer **MUST** make an application for a permit to employ a child. It is the employer's responsibility to make this application. The application includes a declaration from a parent/guardian and the child's school. Forms are available from the school if unavailable from the employer.

The restrictions apply to all students until they reach the school leaving date in June of Year 11.

For details of these restrictions you may contact the school's designated Education Welfare Officer 01225 718230 or the Juvenile Employment Officer on - 01722 438123

Equipment

Please ensure that your child brings the correct equipment to school with them. This should be:

- Pen/pencil plus eraser and pencil sharpener
- Reading book
- Ruler
- A Homework Planner (year 7 and 8 Only) and a notebook

- Suitable school bag for carrying books & equipment
- PE kit (on the days PE is timetabled)
- Calculator
- English dictionary (optional)
- Geometry set

Tippex fluid and pens are not permitted. However, Tippex mice are acceptable

All pupils are expected to have their own equipment

e-Safety

We recommend following these e-safety steps below:

- Time limits on social media i.e. having a curfew for social media and online activity
- Respecting the relevant age limits on social media platforms (many start at age 12 and 13 and are therefore not recommended for Years 7 and 8)
- Checking what they are posting on social media accounts, and whether they have multiple accounts for any of these
- Checking your child's phone, including awareness of any groups they are in on platforms such as WhatsApp and Snapchat
- Setting up parent controls on your child's phone

Ensuring children only access and have access to age-appropriate films, videos

Further support for parents can be found on

<https://nationalonlinesafety.com/guides>. This link explains age limits on usage of social media <https://www.internetmatters.org/resources/what-age-can-my-child-start-social-networking/>. The following website also includes parenting tips that may be of use on how to support your child and provide clear boundaries <https://www.onyourmind.org.uk/parents-and-carers/>.

Food in School-School Meals

The Dining Hall 'gigaBITES' is always a busy place where students have a large selection of food available to them.

Hot Food is available at Breakfast time— 8:00 – 8:25am—in the Middle School Dining Hall.

Break times and lunch times have a variety of items available to purchase and on a daily basis the following are available:-

- Hot grab-and-go snacks
- Freshly made sandwiches & baguettes with a variety of fillings
- Cold Chicken & Tuna pasta pots
- Fresh Fruit
- Yoghurt
- Bottled water (still or sparkling), milk, milk shakes, selection of fruit juices

We have a three-week cycle of lunch menus that cover all preferences see the links on our website to look at the choices available.

Every main meal is accompanied with a selection of vegetables. Bread and bread rolls are available with every meal.

FSM Students entitled to free meals can have food up to a value of £2.50. If you think you may be eligible for Free School Meals— ask our Office for an application form.

We now operate a cashless catering system and can no longer accept cash as payment for food or drinks. Please top up your child's account via ParentPay. Please note that you can check what your child is buying by logging in to our ParentPay system.

Allergens

The Government has introduced new legislation, referred to as 'Natasha's Law' which requires all pre-packed for direct sale food, to have ingredient and allergen information provided on the label from 1st October 2021.

This law requires us to provide a full list of ingredients, in weight order, with the 14 declarable allergens emphasised on the product label. These products will include pre-packed food such as sandwiches, dessert pots.

Allergen Statement

All our food is prepared in a kitchen where gluten and other allergens are present and our menu descriptions do not include all ingredients.

If your child has a food allergy, you must notify the school via Insight. Click on the box "*I wish to notify school about a new food allergy*". We will then contact you to discuss the allergy.

Home School Agreement

Our Home School Agreement Policy can be found on our website under the Parent Portal section.

Homework Policy & Show My Homework

There are a range of tasks that will be completed for homework.

Extended Independent Learning Tasks—are either subject specific or cross-curricular projects that are made available to students seeking to enrich and extend their learning in a particular field. These activities will help students to develop their independence, resilience, and skills of enquiry. Students will need to make decisions for themselves and will learn to manage their time and resources effectively. Students will be recognised and rewarded for completing these tasks and staff will provide feedback and assessment.

Consolidation of learning and assessment preparation tasks - are activities that are necessary tasks that students must complete in order to fulfil requirements of courses and to improve subject knowledge. These tasks must be completed in relatively short periods, often in preparation for future lessons.

DIRT Tasks -Making corrections or adjustments to pieces of work based on teacher marking and feedback.

Full information regarding types of homework tasks set in each subject, and additional ideas for supporting progress at home will be available on our school website in September.

Show My Homework– information for students

To get started, all you need to do is visit **showmyhomework.co.uk**, find our school and enter your PIN. If you are new in school we will send you a letter with your PIN in September.

You will then have the option to enter an email address and will need to set a password. Set it to something you'll remember and keep it a secret!

We will also set up an account for your parent or guardian.

Get homework information on the move by downloading the free app on Android and iOS. Search 'Show My Homework'.

You can also access Show My Homework via our Parent Portal on our website

<https://thestonehenge.showmyhomework.co.uk/> –

Insight at The Stonehenge School- please note that there will be a change to this system in September as we move over to Class Charts- we will provide more information in the first term.

Insight

As part of our drive to improve school communication and to allow parents to take a more informed view of their child's activity at school we have a facility called Pars **Insight** that is accessible via the school website.

Insight shows information about your child's attendance, registers, behaviour, reports and assessments. Information is updated on a real time basis.

You can also see your child's timetable in here so you can get them all prepared for their day ahead.

Pupils

Pupils are able to accrue positive PARS points as rewards for many things from good behaviour, excellent attendance, being helpful to staff when undertaking their Junior Receptionist duty and ensuring they have the correct equipment with them for lessons.

Negative points can also be accrued for incorrect uniform, late arrival to

class, poor behaviour and failure to complete homework on time.

Students can log into PARS Insight using their school login details.

Parents

Parents can log into Insight to check that we hold the correct contact information- details can be updated here as well as allocating new parental permissions for your child. You should receive a personalised letter at the start of the new term giving you your Insight log-in information. You will need to keep this in a secure place as you will need to use it often. Access is strictly controlled and only adults with parental responsibility will be allowed access to the information.

If you have not received a login for PARS Insight, please send an e-mail with details of your child to pars@stonehenge.wilts.sch.uk

If you have forgotten or haven't been sent your username -

Contact the school on 01980 623407

You will need to confirm your email address and your child's tutor group.

If you have your username and need a password reminder

/reset -You can retrieve your password from the login screen using your username or the email address associated with the account.

Insight only allows one email address per user, so if you and a partner or second parent with parental responsibility share an email address you would need to set up a second email address and then let us know.

Library & Accelerated Reader

The library, based in the Middle School building, is a facility for all the students and staff to enjoy. It is a place of study and research, of leisure reading and relaxation. It is always busy, whether during lesson times or at lunch, with accommodation for up to 50 students.

The library has a stock of over 7,000 items, including fiction and non-fiction books, most of which is available for loan. There are networked computers for staff and students' use. The computerised library catalogue can be accessed from these machines, and from home. There are reference books available for students' research purposes, and access to digital research resources.



Upon entry into the school, Year 7 students are given an induction to the library because we believe that the learning of library and research skills gives students more confidence in their use of resources for researching essays, projects and coursework. The library is always open for students at lunch and break times, with the Librarian on hand to help with borrowing and returning books. Computers are available at these times for homework and research.

During lesson time classes can use the library, which is booked beforehand. This gives students the opportunity to use the library's research facilities for their class work and develop cross-curricular research skills.

Accelerated Reader Scheme

Stonehenge School aims to build a reading culture throughout the school by making reading **practice** more effective for every year 7 student to build a lifelong love of reading and learning. Home Connect allows parents and pupils to log in at home and monitor progress towards goals. Each student's reading ability will be monitored and nurtured until the end of year 10 with the use of Star Reading Tests.

Events & Activities

Throughout the year there are many events running in the library to engage our students with reading and wider culture such as World Book Day, Carnegie Award Student Shadowing and Remembrance Day. We also regularly organize Scholastic Book Clubs, giving families a chance to buy books at reduced prices while earning free books for the library.

Reading Success is as easy as 1-2-3 with AR

1. **Students read a book.** Students choose books at their appropriate reading levels and read them at their own pace.
2. **Students take a quiz.** Accelerated Reader offers more than 140,000 quizzes to help parents and staff motivate and monitor students' reading performance and vocabulary growth.
3. **Students earn points for correct answers.** The students get immediate feedback on the results of their quiz. Each book is worth a certain amount of points. Certificates and praise points are awarded as students move forward through the scheme.

Lockers

Please see the separate Locker application form found in this pack. Your child cannot apply for a locker until they are here in September as payment MUST be made on ParentPay

Maths Shop

At the Stonehenge School, we expect all students to be properly equipped for lessons.

Every day you should arrive with: a pen, a pencil, a ruler, a rubber, a pencil sharpener, a planner and a reading book.

You will also require specialist equipment for some lessons, such as a calculator for Mathematics.

Scientific calculator - £10.00- this can be paid on ParentPay.

Medication in School

Parents should inform their child's tutor/Progress Leader of any medical problems which might affect their attendance or schoolwork. **Students should not carry any medication around school with them** (the only exception to this is emergency inhalers, diabetes medication and Epi-Pens).

Where a Doctor prescribes medicine to be taken 3 times a day— you can give a dose before school, after school and at bedtime. It is often not necessary to have a dose during the school day.

However if your Doctor or the Hospital state it is necessary for students to take medication during the school day, the medication should be taken to reception where a yellow form must be completed by a parent to give permission for staff to administer it. Staff are unable to administer any other form of medication other than that stated above.

Mobile Phones

Mobile Phones are expensive accessories which may become a target for thieves.

The school does not accept any responsibility for mobile telephones, iPhones, iPods or any headphones. If students choose to bring these into school parents must ensure they have adequate insurance in place. It is a disciplinary offence to use any of these items in a lesson. When students carry mobile phones switched on in school, they distract the owner and others from their learning.

Our Mobile Phone Policy is—

- Pupils will be able to carry a mobile phone for use during the journey to school and the journey home.
- Once pupils enter the school premises mobile phones are to be switched off between 8.35am and 2.50pm.
- Mobile phones must not be used during social times, specifically morning break (10.55 – 11.15am) and lunchtime (1.15 – 1.50pm).
- Mobile phones must not be used in lessons – this rule is already in place, but this will be enforced more rigorously and more consistently

from September. A breach will result in confiscation of the phone which will be kept securely in the school safe for collection by a parent only, you will be informed of this by text message from the office.

Should you need to urgently contact your child—emergency contact may be made via Reception—our staff will send a message swiftly to the student concerned. However, if a student needs to make an urgent phone call they should see a member of staff and this can be arranged.

Money & Valuables, etc.

Students should not bring money to school other than what they need for bus fares. Students should not bring money to school in order to buy items from other students. We operate a cashless system in our canteen and students cannot purchase items with cash.

Music

Please see the Music Tuition Policy letter contained within this information pack

ParentPay

We are asking all parents to ensure that they have set up their ParentPay account and topped it up before school starts on Monday 5th September 2022.

How do I get started?

We will send you an activation letter containing your activation username and password to enable you to setup your ParentPay account. These will be sent to you separately in the next few weeks. Please keep a look out and log into ParentPay as soon as you can to add funds to your child's school meals account. We will also add £1.50 for your child's House Badge ready for September.

During the activation process you will be guided through changing your username and password to something more memorable; if you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay schools.

www.parentpay.com

Parent's Evenings/ Consultation Evenings / Afternoons

These are held during the year, giving parents the opportunity to discuss their child's progress with each of his or her tutor and subject teachers. We expect parents and students to attend these events and ask you to make it a priority.

In addition, parents are always welcome to make an appointment to see the tutor or Progress Leaders, in order to discuss their child's progress and welfare. Appointments can be made through Reception, telephone 01980 623407. Most parents now use email to contact members of staff. There is a detailed contact list available on the school website at www.stonehenge.wilts.sch.uk/our-school/staff-list

Please do not turn up unannounced expecting to see a tutor, any member of staff or members of the Senior Leadership Team straight away.

Schoolcloud

We use schoolcloud to book appointments for parents' evenings- you will have received a detailed information sheet about how to use schoolcloud in your welcome pack.

Policies

There are many school policies on our website- please take a few minutes to read through them.

Prohibited Items

- Chewing gum
- Stimulant drinks containing caffeine (e.g. Monster, Relentless, Red Bull); high doses of caffeine are unsuitable for children and are often diuretic. They also have extremely high and unhealthy concentrations of sugar. This does not include isotonic sports drinks such as Lucozade although it is useful to remind your son/daughter that these products also have a very high sugar content.
- Aerosol cans, particularly deodorants and spray perfumes. These trigger asthma attacks in confined spaces. Any student who needs to use a deodorant product should carry a ball or 'stick' variety.

All of the above are prohibited under the school behaviour policy, therefore staff have a lawful entitlement to confiscate and dispose of them if they are found.

Reading

Reading is really important to every child's success at school. We want all students to have a wide vocabulary, and to be able speak and write confidently and fluently. These are, after all, skills they will need long after they have left us. Reading is key to this, and there are several things that students can engage with outside school to develop their own reading skills.

Reading Records

We hope that all students leave school with a love of books and reading for pleasure. Students are expected to have a reading book with them (whether it's their own or one from the Library) at all times, and many lessons will start with some silent reading time.

Students will have a reading record, which we expect them to fill in with how much they have read that week, to help them track just how many books they can read in a year. We have a minimum expectation of students reading for five minutes a day, and we ask parents to support us in this by encouraging them, and by discussing what your son or daughter is reading with them. Please make sure reading records are filled in, as tutors will be checking.

Bedrock Vocabulary

All students at Key Stage 3 have access to the Bedrock Vocabulary online learning package. This is a piece of educational software that will help your child's reading to develop by introducing them to a range of different texts, and will teach them new and challenging vocabulary. All students will need to complete two Bedrock lessons every week, as English homework.

Tassomai

In addition to Bedrock, Tassomai is the other online learning system that we use to help develop Literacy skills. This too, is something students can

complete at home to support their reading skills, and we expect students to complete four daily goals in the course of a week.

Safeguarding

You can find our Safeguarding and Child Protection Policy on our website

School Bags

We have received the following advice from the National Back Pain Association:-

- 80% of children are carrying too much weight in the wrong types of bag. Children are carrying them in the most harmful way—on one shoulder
- Many children are found to carry up to a third of their bodyweight in their bags
- The highest risk group are the 11 to 12 year olds who carry the same weights as the older students despite their generally smaller stature
- Excessive load bearing on immature spines represent a significant risk of future back problems
- There are no Health and Safety guidelines to protect children from load bearing in their 'work place'

Please discourage the use of unsuitable fashion bags or handbags, which can be the cause of long-term damage to the spine. **A bag with two shoulder straps is recommended.** Students should try to organise their day's books to minimise weight. **Lockers are available for students to rent.**

School Fund & 100 Club

The School Fund is used to provide additional facilities which are not provided by the Local Authority.

We ask you to support us by making a voluntary contribution to the School Fund.

£5 per month or alternatively £36—£60 for the year per family, collected from the youngest child. You may also make additional contributions at this, or at any time.

You can also join our fundraising 100Club– this costs £12.00 per ticket per annum. 50% of the income from this goes to our School Fund and 50% is paid out monthly in a 1st, 2nd and 3rd place prize draw.

Please help us to support our students in this way.

The Stonehenge School Fund 100 Club



The 100 club is a fundraising activity which will help us raise money for the school fund. Each number costs £12 for entry into twelve consecutive monthly lottery draws and the more numbers you buy the greater your chance of a **great cash prize!**

Half the stake money will be given out in prizes with the other half of the monies being donated to the school. As the prize money depends on the number of entries, the prize fund does vary, however there will be three monthly cash prizes.

Please join us and bring little extra excitement to your life! If every family was a member of the 100 Club it would raise approximately £500 for the school each month and mean more prize money! It's easy to join by making your payment on ParentPay.

School Nurse

The School Nurse (who is based with Community Child Health) makes a weekly visit to our school offering a drop in session for students with any health issues.

There will be a Year 7 assembly where this service will be explained to students.

There is a text line should the students wish to contact her **07813 585486**.

Sick Students

Please be aware that there is **no** school nurse on the premises (see above) and the office staff that see students have only basic first aid training.

When students become ill suddenly, or as the day goes on, and they need to go home, the school staff will phone you. We do not allow the

students to contact you directly as this may result in us being unaware that your child is ill.

However, some children arrive at school clearly unwell and unfit for school.

The result is that our office staff have to interrupt their work to try to contact parents just to send them home again. Please do not send your ailing son or daughter to school for us to decide how ill they are—it is the *parents' responsibility* to make that judgement first thing in the morning.

The office staff are only expected to administer basic first aid to your child when they become ill or injured during the school day. The staff will not administer any treatment to an existing injury caused outside of school hours. When your child has an on-going condition requiring medical supplies i.e. plasters, supports or bandages it is the parents' responsibility to provide the child with an adequate supply of these for use during the school day. The office staff will not treat sunburn.

Please use the Absence Line to inform us if your child is too ill to attend school—01980 676650

Please ensure that we have up-to-date phone numbers for you and your family so that we can contact you quickly and easily should the need arise.

Timetables

Year 7 pupils will be given their school timetable at the end of their first week.

Term Dates and Teacher Training Days

You will find a separate sheet in this pack- keep it handy.

Travelling to and from School

Transport arrangements by bus are made by Wiltshire Council. For students living in the catchment area free season tickets for Wilts & Dorset buses and contract buses are sent to parents before the beginning of term.

A bus pass entitles a student to travel between school and home at the following times:

- before 10 a.m. to school
- between 2.30 p.m. and 5.30 p.m. from school

These times are printed on the back of the bus pass. If the bus is late or does not turn up—instructions as to what to do are printed on the reverse of the bus pass.

If the pass is lost or mislaid—the student can obtain a temporary bus pass, lasting two weeks only, from the School Office. Encourage them to come down in plenty of time—and to not leave it until the last minute as office staff have to seek permission from Passenger Transport Unit before a temporary pass can be issued to the pupil.

It costs £12 to have the pass replaced— please encourage your child to take good care of it.

The bus and taxi drivers can refuse to allow access to their vehicle if the pupil does not have a valid pass.

If a student misbehaves on the school bus the ticket or travel pass may be withdrawn. It will then be the responsibility of the parent to make alternate arrangements for their child to travel to and from school.

Visits to the school premises

All visitors must report to Reception.

This applies to all visitors, even those who visit school frequently. Our Reception staff will sign you in and provide you with a visitors label which must be worn while you remain on the premises. As a precautionary safeguarding measure you may also be asked to provide some form of identification. Under no circumstances may parents (or other family members) come onto site and approach members of staff, or pupils, without first reporting to the main Reception.

Parents who wish to meet a member of staff should contact school first, and make an appointment. With over 1000 pupils on roll there are 2000 parents who may need to meet members of staff, for a variety of perfectly legitimate reasons. Most teachers have a teaching commitment for 85% to 90% of the week,

Progress Leaders also have a substantial teaching load and members of the senior leadership team, when they are not teaching, are often involved in meetings which are frequently off site. A parent turning up in school without advance notice is therefore likely to have made a wasted journey. Naturally, in an emergency, we will try to accommodate requests for a meeting but I'm sure you will understand we cannot guarantee this, especially at short notice. The following is a link to our contacts page on the website which will give you staff email addresses -

<https://www.stonehenge.wilts.sch.uk/our-school/staff-list/>

Parent/Carers of Pupils

Any parent concerned about their child should contact us as follows:

1. Contact your child's Tutor in the first instance for day-to-day issues
2. Contact your child's Progress Leader if you feel the matter at hand is not a routine one or you want to speak to a more senior member of staff
3. Depending on the nature of the issue, you may wish to contact a member of the school's senior leadership team or Headteacher directly, or after speaking to other members of staff first. Please telephone or email the school (details above) if this is the case.

Note: All tutors and senior members of staff at school teach during the school day. If staff are not available when you ring in, Reception will ensure they get a message so that they can respond to your query as soon as possible

And finally...

Checking for information

Schools send out many letters, texts and emails each day in order to pass on important information.

Emails

Our preferred method of contacting you is via email. Please ensure that you have an email address, that is current, that we can use to send you information and that you check it on a regular basis.

Website

We post letters that have been sent or emailed home on our website. You can also find contact details for the school, policies and write-ups of school trips/events and up-coming school events on there too.

THE STONEHENGE SCHOOL

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