

**WELCOME TO**  
**HIGHWORTH WARNEFORD SCHOOL**  
**AN INTRODUCTION**

This booklet has been written to tell you something about this school, its aims, activities, and organisation. But no booklet can ever adequately describe all the features of school life, and so we are always pleased to receive visitors or parents by appointment during the school day to show you at first hand our school at work.

Open Mornings have been arranged in September/October for parents to see round the school, and details are available from our area primary schools or from this school office. Later in the year, a meeting for parents of all new pupils will be held on Tuesday 18 June 2013 at 7.00 pm.

The beliefs and values upon which our work is based are:-

- 1 Pupils should strive for, and staff will encourage, the highest possible standards in all the work and activities of the school.
- 2 Pupils are happier and work better in an orderly, well-disciplined atmosphere.
- 3 Good relations between pupils and teachers depend on good manners, a concern for each individual, and an attitude of working together.
- 4 A child's education is improved when there is co-operation between home and school.
- 5 The school must provide opportunities for pupils to enjoy and join in sport, music, drama, and a wide range of clubs and activities, which serve to extend and enrich the curriculum.

Our aim is to work together to provide the highest quality learning experiences for all pupils within a caring and challenging environment, and this was recognised in our latest Ofsted, when the school was judged to be an "outstanding school".

J G Saunders  
Headteacher

September 2012

## THE SCHOOL

The postal address of the school is:-

Highworth Warneford School  
Shrivenham Road  
Highworth  
Swindon SN6 7BZ

Tel No: Swindon (01793) 762426  
Fax No: Swindon (01793) 861865  
Email: [hws@admin.warneford.swindon.sch.uk](mailto:hws@admin.warneford.swindon.sch.uk)  
Website: [www.warneford.swindon.sch.uk](http://www.warneford.swindon.sch.uk)

Highworth Warneford School became an Academy on 1 July 2011 making us an independent school funded directly by the government. The school continues to work closely with the Local Authority (Swindon Borough Council) and other local secondary schools and colleges. The admission number for each year group is 185 and we currently have a total of 918 pupils on roll.

In September 2005 the school was awarded Specialist School Status and is designated as a Technology College. In February 2008 the school was inspected by Ofsted and judged to be an “outstanding” school. From April 2009 the school joined the Leadership Partner Schools Programme, as part of the High Performing Specialist Schools Initiative.

Highworth Warneford School was established in 1975 when it took the place of the Warneford Secondary Modern School, which had served the area since 1957. The main buildings of the school were erected in 1957 and there were major additions to the classrooms in 1973 and 1977. The library was extended in 1994. We have special facilities for:-

Art and Crafts

Design Technology

Information Technology

Music

Physical Education

Science

There is a large, purpose-built library, a gymnasium, extensive playing fields and sports pitches and dining room facilities where several hundred pupils have a mid-day meal. Although the school has grown significantly since it opened, in recent years our numbers have remained fairly stable at just over 900 pupils. The size of the school is small enough to allow each pupil to be known individually, but large enough to provide the full range of facilities for a broad and balanced curriculum. While the school continues to serve the local community of Highworth and surrounding villages, a significant number of parents from outside the local area choose to send their children to Warneford School.

The working day is divided into five one-hour lessons. The morning session starts at 8.50 am and finishes at 12.30 pm; the afternoon session starts at 1.30 pm and ends at 3.50 pm. Extra curricular activities involving many pupils extend throughout the lunchtime and after school.

- The Headteacher is Mr John Saunders.
- The Admissions Secretary who deals with all new pupils and enquiries about entry to the school is Mrs Lorraine Lewis.
- The Chairman of Governors is Mr Phillip Wirth, 46 The Willows, Highworth.
- The School Site Manager is Mr Mike Hughes.
- The School’s Education Welfare Officer (EWO) is Kara Nicholas, Ladybird Children’s Centre, Newburgh Place, Highworth, Swindon (Tel: 07769 281812).

## **ADMISSIONS**

All admissions to the school are administered by the Local Education Authority, Swindon Borough Council, and details of the admissions policy are available from the Education Department. The admission limit for the September 2012 intake was 185 and there were 172 first choice applications for places at the school. The actual number of pupils admitted was 179.

## **THE PUPILS**

We have about 918 pupils on roll and their abilities range from the less able to the academically gifted.

The majority of our pupils live in Highworth but coaches bring many pupils from Blunsdon, Castle Eaton, Hannington, Inglesham, Marston Meysey, Sevenhampton, Stanton Fitzwarren and North Swindon, including Abbey Meads and St Andrew's Ridge. Some pupils also come from neighbouring parts of Swindon, Oxfordshire, Gloucestershire and Wiltshire. Our age range covers boys and girls between eleven and sixteen, from Year 7 up to Year 11.

About 185 new pupils join the school each September. When your children come here we have four broad aims for them:-

- To settle them happily in their new surroundings.
- To get them to work willingly to the full extent of their abilities.
- To stimulate their interest in educational, recreational, sporting, cultural and artistic activities.
- To foster a sense of service to the school and the community and a pride in belonging to both.

Pupils are required to wear school uniform. Visitors frequently comment on the smart appearance of our children and there is little doubt that school uniform gives our pupils a sense of pride in belonging to and identifying with this school. As such, school uniform is an integral part of the ethos and self discipline of the school.

Pupils joining Year 7 in September will be placed in one of seven mixed ability tutor groups named after famous people: 7B (Brunel); 7D (Dickens); 7F (Fleming); 7J (Johnson); 7N (Nightingale); 7S (Scott); 7T (Turner).

The names of the tutor groups form the basis of our house system and each house enters teams for inter-house contests in a wide variety of sports and games.

## THE STAFF

We have 62 teaching staff, many of whom have had long teaching experience in comprehensive schools. The Senior Management Team consists of the Headteacher, two Deputy Heads (Mrs H Watkins and Mr M Nye), an Assistant Head (Mr S Mckinstry), an Associate Assistant Head (Mr I Caldwell) and a Business Manager (Mr M Holbrook). Some staff are Heads of Department with special responsibilities for subjects within the timetable and some teachers have the title of Head of Year with special responsibilities for the discipline and well being of all the pupils in a particular year. Mr J McGuigan is the Head of Year 7, and he makes a special effort to see that the new pupils settle in happily in September.

From your child's point of view, the most important person in the school will be their Form Tutor, the teacher who is responsible for them during registration, guides them and keeps a watchful eye over their work, their attendance, their activities and encourages them in their progress.

The teaching staff are assisted by 56 support staff who are secretaries /administrators, teaching assistants, a librarian, a site manager, caretakers, technicians, catering staff and mid-day supervisors. The great value to the school of the support staff is appreciated by all who understand the extent of their duties and their contribution.

## THE SCHOOL YEAR: 2013/2014

1 <sup>st</sup> Term	2 September 2013 – 23 October 2013
2 <sup>nd</sup> Term	4 November 2013 – 20 December 2013
3 <sup>rd</sup> Term	6 January 2014 – 14 February 2014
4 <sup>th</sup> Term	24 February 2014 – 4 April 2014
5 <sup>th</sup> Term	22 April 2014 – 23 May 2014
6 <sup>th</sup> Term	2 June 2014 – 24 July 2014

## SCHOOL CALENDAR

In September, all parents receive a printed calendar card for the school year, giving dates of terms, holidays, school events, parents' evenings, meetings, examinations, PTA events and enrichment activities.

We appreciate the difficulty some families have in arranging holiday dates, but do urge parents not to take pupils (especially in Years 9, 10 and 11) on holiday in term time because of GCSE coursework commitments. Forms applying for leave of absence for holidays or family events are available from the school office. Leave of absence may only be granted for the purpose of an annual family holiday at the discretion of the Headteacher, following DfE guidelines on unauthorised absence, and is limited to a maximum of ten days in any school year.

## CONTACT BETWEEN SCHOOL AND HOME

If you have any concerns about your child's progress or welfare at school, please do not hesitate to contact us. For non-confidential matters, please use the homework diary as a means of communication.

When you have a matter you wish to discuss with a member of staff, the following table may be a useful guide in directing you to the most appropriate teacher.

<b>WHO?</b>	<b>WHEN?</b>	<b>WHY?</b>
Form Tutors	Parents' Evenings or by appointment	a) General progress b) Matters of routine dress, absence, health, homework, etc
Heads of Year	By appointment or at evening meetings of a Year group	(a) Matters of concern in the Year (b) Progress Reports (c) General welfare
Subject Teachers	Parents' Evenings or by appointment	Progress in a particular subject
Heads of Department	By appointment	Serious problems or difficulties in a subject
Headteacher/ Deputy Heads	By appointment or at meetings of a Year group	a) Matters of general concern b) Matters which may not be resolved by other staff c) Matters of a serious or personal nature

If you wish to see a member of staff:-

- 1 Telephone the school office to make an appointment.
- 2 For reasons of security and the safety of the pupils, all visitors, including parents, must report to reception in the main school office upon arrival to sign in and collect a visitor's badge.

Please understand that a matter addressed to the Headteacher which is within the responsibility of another member of staff, may be passed onto him/her for initial action.

## **PARENTS' EVENINGS**

Parents' Evenings are held once a year for the parents of each pupil, and are occasions when parents can discuss with the teachers their child's progress. An appointment system is used to avoid long queues.

An Academic Review Day is held once a year, which is an opportunity to meet with the child's form tutor to discuss progress and set targets for further improvement.

Other meetings occur during the year, including an Options Evening for Year 9, a GCSE Evening for Year 10 and an Open Evening for Year 7.

## **REPORTS**

The school reports on progress three times per year. In November, March and June pupils receive a "Pupil Tracker Report" which tracks their progress towards the challenging academic goals that have been set for them for the year. These reports also grade the child on the contribution he/she makes towards their own learning. Heads of Year and Heads of Departments monitor these Tracker Reports with care and will intervene if any pupil strays off course.

We consider a close partnership between the home and the school to be an essential part of your child's education. The support we receive from parents is an important factor in maintaining high standards. This includes active parental support for our rules, code of behaviour, sanctions and rewards system.

## **HOMEWORK**

Every pupil will be expected to do regular homework. During the first year this should involve a maximum of 30-60 minutes each day, but it may increase to 2 hours in the senior years of the school.

Each pupil will be issued with a homework diary and timetable. The homework timetable is designed to help children organise their homework and spread this as evenly as possible throughout the week. Parents are asked to check and sign the homework diary each week, and the diary may be used for non-confidential notes between home and school. If you find that over a period your child is not getting homework as laid down, whether too little or too much, you are asked to inform your child's Head of Year. The library is open for one hour after school, four evenings a week so that pupils may complete homework using the school facilities, including the computer suite.

The Homework Diary or Planner is also used to record "merits" and these also provide parents with a useful view of how well things are going in class.

## **PARENT TEACHERS' ASSOCIATION**

We hope you will support the activities of the Parent Teachers' Association, which is a group of active parents and teachers who arrange, promote and organise a number of events during the year. All parents of pupils in this school are automatically members of the PTA and are welcome to attend any meeting.

The first interest and concern of the PTA is the well-being of the pupils, and all PTA activities stem from the desire to improve facilities and opportunities for our pupils and the belief that co-operation between school and home, between parents and teachers, is to the advantage of the pupils.

Parents are kept informed about PTA activities, and the committee, which is elected each year at the Annual General Meeting early in the Autumn Term, organises a number of highly successful social, educational and fund-raising events.

Your child can best be helped by taking an interest in his/her school work and by supporting them and the school in all activities. We hope that you will come and take part in events organised by the PTA.

## **GOVERNORS**

The Board of Governors has added new responsibilities under the 1988 Education Reform Act. Parents are able to elect up to 7 parent governors every 4 years. At the time of writing, the Governors are:

### **Parent Governors**

Mr P Matthews, Mr R James, Mrs J Smith, Mr G Llewellyn, Mr C Grillo,  
Mr R Weaver, Mr M Westcott

### **Staff Governors**

Mr J Samson, Miss R Shellard, Mrs A Donaldson, Mr M Holbrook,  
Mrs H Watkins

### **Community Governors**

Mr H P Wirth (Chairman), Mr P Beaumont (Vice Chairman), Mrs P Webster,  
Mrs L Dibble, Mrs P Adams, Mr C Flynn, Mrs L Vardy, Ms M Logan, vacancy

### **Headteacher**

Mr J G Saunders

### **Clerk**

Mrs J Murphy

## **CURRICULUM**

The pattern of lessons and activities which constitute the curriculum is a dynamic and changing system. The pace of work in English, Maths and Science and ICT is high so that pupils complete their Key Stage 3 in these subjects in two years, rather than three. They then begin their GCSE courses a year early in these core subjects. Triple Science is available to all pupils who wish to study it, and have the aptitude to do so, as well as the traditional Science and Additional Science option.

A high percentage of pupils follow a language to GCSE. All begin Year 7 with a study of French with German being introduced from Year 8 to those with an aptitude for languages.

The subjects Art, Design Technology, Geography, History, Physical Education and RE are taught throughout Key Stage 3 and all are available as GCSE subjects in Key Stage 4. Special days called Foundation Days also feature in Key Stage 3 where the normal timetable is collapsed and pupils work collaboratively in teams to develop their personal and other learning and thinking skills.

GCSE and other national qualifications are taken by everyone in Year 11, but also by some pupils at the end of Year 9 and Year 10. The school has invested heavily in providing excellent ICT facilities and these are available to pupils to support learning in all their subjects.

Special Award Ceremonies mark the end of both Key Stage 3 and Key Stage 4.

## **RELIGIOUS EDUCATION**

All pupils have lessons in religious education and the day and time when these take place will be recorded on your child's personal timetable. Parents have the legal right to withdraw their child from religious education lessons. Parents who are considering this are asked to write to the Headteacher to arrange an appointment to discuss this matter.

## **SPECIAL EDUCATIONAL NEEDS**

All pupils are taught in mainstream classes offering the full range of National Curriculum subjects. The special educational needs of Year 7 pupils are assessed before Christmas, and the teaching is matched to the needs of individual pupils. Pupils across the year groups may be given additional literacy, numeracy emotional and social support. These sessions take place during lesson times on a withdrawal basis or during registration and sometimes at lunchtime. Help is also given for some pupils with specific learning difficulties by the Special Educational Needs Co-ordinator or the specialist Teaching Assistant. Teaching Assistants work alongside pupils in class, in subjects across the curriculum. The Special Educational Needs Co-ordinator is Mrs Hills and either she or Mr Nye, the Deputy Head, should be contacted if you have any queries about Special Educational Needs.

## **PERSONAL RELATIONSHIPS/SEX EDUCATION**

This policy statement, which guides the work of the school, was drawn up by the Governing body together with teaching staff, after consulting parents who had accepted an invitation to an open meeting on this topic:

"Educating children about sexual matters is a responsibility of parents which is shared by the school. The policy should reflect the views of parents as far as possible.

Sex education will always take place within an appropriate moral or factual context, for example arising naturally from the study of reproduction in Science, or a discussion of adult responsibilities in Personal Social Education and Citizenship.

The sex education programme will be progressive and balanced, that is reflecting the increasing maturity of young people, and covering all aspects, not simply biological facts, or dangers to health and happiness.

Because of its sensitive nature, sex education will always be taught by staff who are appropriately trained or experienced."

Whilst respecting the confidentiality of individuals, we would always encourage young people to share their problems with parents. It may be necessary to work together with outside agencies to support children at school.

A letter is sent annually to the parents of children in each year group outlining the topics covered in the personal relations/sex education programme.

Parents have the right in law to withdraw their child from sex education. The Governors and staff hope that, by working closely with parents, requests for withdrawal will be infrequent, but the wish of any parent who writes to the Headteacher will be granted.

## **CAREERS GUIDANCE AND EDUCATION**

The aim of Careers Education is to help pupils with their choice of career, training or further education. Careers education takes place in Years 10 and 11 and a carefully graded course takes pupils through understanding their capabilities and limitations, the availability of jobs and college courses, application and interviewing techniques as well as some knowledge of work such as rights, responsibilities and equal opportunities.

The school's Careers Adviser is available once a week to give one-to-one guidance to Year 11 pupils, and in the summer term to Year 10 where appropriate.

Pupils in all year groups, starting in Year 7, take part in various Careers/Enterprise days.

Each year in September a Careers Convention is held at the school where information and advice about jobs, further and higher education can be obtained. This evening is aimed at pupils in Years 9, 10 and 11.

In Year 10 pupils will spend a day at each of the local colleges to experience the differences between them and helping pupils in making choices at 16.

All pupils will also spend a minimum of five days work experience in Year 11 although some may spend longer.

## **THE LIBRARY RESOURCE CENTRE (LRC)**

The Library Resource Centre is staffed by a full-time librarian and is open throughout the day, including before school every morning and an hour after school Monday to Thursday. Students who wish to do homework and other research are welcomed.

The library management system is web hosted and can be accessed from the school website allowing students to search for specific resources in the library. Our library contains a variety of fiction and non-fiction books, a small selection of magazines and a reference section, all geared towards reflecting both the curricular and non-curricular needs of the school community. Besides the books available in our library, nearly 10,000 links to websites (which have been carefully chosen for their educational relevance) are available with new websites being added monthly. Other facilities include a suite of 8 computers with broadband internet access, a stationery shop, a selection of audio books and a coin-operated photocopier.

## **BOOKS AND EQUIPMENT**

In some subjects textbooks are provided for pupils in the course of their work. Pupils are responsible for all textbooks placed in their personal care and must look after them, not lose them, and return them to school in a well-kept condition.

A bag or brief case is essential for carrying books and a bag is needed for carrying Games and PE kit.

Each pupil **MUST** be equipped with:-

- a pen
- a pencil
- a ruler
- a protractor
- a pair of compasses
- a scientific calculator (preferably Casio)
- a set of coloured pencil crayons (not fibre tipped pens)
- a whiteboard marker pen
- a glue stick
- a reading book (of their choice)

It would be useful if your child had his or her own pocket dictionary (a Collins or Oxford Dictionary is satisfactory/inexpensive), and a flash drive/memory stick for saving ICT work.

### **PLEASE NOTE:**

- \* Calculators are available from the Maths department early in the first term.
- \* A simple four-function calculator is suitable for Year 7 pupils and older pupils who will follow a Mathematics course leading to the basic level of entry at GCSE. Pupils in Years 8, 9, 10 and 11 following courses leading to the intermediate and further levels of entry at GCSE will require a scientific calculator.
- \* Pens, pencils, erasers, rollerballs and a range of other stationery items are available from the stationery shop in the Library Resource Centre.

## SPORT

The sporting aims of the school can be summarised as follows:-

- To develop skill, competence and knowledge in a wide range of physical activities.
- To develop an understanding of physical fitness and general health.
- To promote the effectiveness of physical activity as the basis of leisure pursuits.
- To promote, in all pupils, self confidence and foster self esteem through enjoyment and success in physical activities.
- To develop the capacity to express ideas in dance forms and appreciate the aesthetic qualities of movement, through observation, analysis, assessment and evaluation.
- To develop the appreciation of the concepts of fair play and good sportsmanship.
- To develop an understanding of the purposes of a wide variety of physical activities.
- To promote a balanced curriculum which allows for progression, challenge and a sense of achievement.

In terms of extra-curricular provision, fixtures against other schools are arranged for boys and girls and teams are entered for local and sometimes County or National tournaments. Success in extra-curricular activity is measured in terms of achievement against other schools, the number of pupils who take part and the extent to which pupils continue to participate in sport after leaving school. Pupils who make a commitment to practise for a team will have the opportunity to represent the school, regardless of their strengths or limitations. Inter-house games of football, rugby, tennis, netball and rounders take place during the year.

## SCHOOL CLUBS, SOCIETIES AND OUT-OF-SCHOOL ACTIVITIES

Many clubs and societies meet during each lunchtime or after school and pupils are able to join in a wide variety of activities.

Some of the clubs are listed below but changing interest will lead to the formation of new clubs and, perhaps, the discontinuance of others. Sports activities during PE are also shown for the winter and summer months.

Aero Modelling	Flute	<u>Winter PE</u>	<u>Summer PE</u>
Art	Guitar	Gymnastics	Athletics
Athletics	Hockey	Badminton	Cricket
Badminton	ICT	Football	Tennis
Basketball	Knitting	Rugby	Rounders
Cheerleading	Languages	Basketball	
Chess	Netball	Hockey	
Choir	Orchestra	Health Related Exercise	
Clarinet	Percussion	Dance	
Dance	Rugby	Netball	
Drama	Science/Environment		
English	Trampolining		
Football (boys & girls)			

### Foreign Visits and Exchanges

The school arranges visits abroad and an exchange with our partner school in Germany.

Pupils travelling abroad with school parties may be expected to take part in a number of meetings during the lunch-hour so that they have a better knowledge of the geography, history, language and social customs of the country they are visiting.

Pupils taking part in any visit or trip, and thereby acting as representatives of the school, will be expected to observe high standards of behaviour.

### Outings and Excursions

Outings and excursions to places of interest are arranged during school hours, at weekends, and in the holidays. A letter from the school explaining the purpose, costs, destination and times of the journey is always sent home. Parents are usually asked to make a voluntary contribution to meet the costs; special arrangements exist to assist those who have any financial difficulty. Please contact the Headteacher or teacher concerned, and the matter will be handled in complete privacy.

The Governors have drawn up a policy statement on charges for school activities, and this is printed at the end of the handbook.

## **PASTORAL CARE AND DISCIPLINE**

All pupils are members of both a House and a Year. This is to make them feel they belong to a smaller group within the school, to give staff the opportunity to get to know individual pupils as well as possible, and to create opportunities for children to take part in activities and hold positions of responsibility.

The Year system is also the organisation through which the pupil's progress is monitored. Heads of Year lead teams of form tutors, and are responsible in turn to the Senior Management Team.

We know that parents want and expect the school to be a caring community that maintains high standards. Most pupils need and want an orderly structure of fair and firm discipline and they are certainly happier and more secure if this is the rule in school. We pride ourselves on the quiet and calm learning atmosphere around the school.

Pupils have the opportunity to express their opinions and contribute to the running of the school through the School Council. There are Year Councils, with two representatives per tutor group, and a School Council with two representatives from each Year Council.

Over half the pupils in Year 11 volunteer and are selected to become prefects and there is a Head Boy, Head Girl, 2 Deputy Head Boys and 2 Deputy Head Girls. These senior prefects help to run the School Council.

Every year there is an opportunity for parents to meet with their child's form tutor (or Head of Year) at the Academic Review Day in December. This enables pupils to discuss progress they are making and set targets for the future in a very focused way.

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the South West Child Protection Procedures [www.swcpp.org.uk](http://www.swcpp.org.uk). If you want to know more about this procedure, please speak to the Headteacher (Child Protection Co-ordinator) or visit the website.

## CODE OF BEHAVIOUR

The staff and governors wish the school to have the reputation of being a place where all who work or meet in the school conduct themselves in a civilised, pleasant and responsible way. The rules of the school are based on common sense, courtesy and consideration for others. A detailed set of the rules is displayed in every form room, and form tutors, (especially at the beginning of a child's time in the school), explain what will be our high expectations of their behaviour. Our code of behaviour is based on these beliefs:-

- A school is a place of learning. The rules are to ensure that this takes place as cheerfully and effectively as possible. Pupils are entitled to learn without distraction or hindrance from others.
- A smart and tidy appearance is an important part of self-discipline. School uniform is a simple and fair way of setting a high standard. Extremes of fashion in dress or appearance are not tolerated.
- The health and safety of everyone in the school is paramount. Pupils are expected to contribute to this by observing rules governing movement around the school, access to certain parts of the school, and drills for emergencies such as fire.
- A sense of honesty and of right and wrong are essential for a happy community. Respect for the truth and the rights and property of others are highly valued.
- Each person is equally respected, regardless of ability, sex, race, creed or religion.

These aims really depend on good relations between staff, pupils and parents, and we hope that parents will always support the fair and positive exercise of the rules. There are different types of punishment which are applied on appropriate occasions and range from extra work, detention (at lunchtime and after school), being "on report" and, in extreme cases, exclusion from school.

The school will always seek to recognise and celebrate achievement. There are merit systems in the lower and upper school and achievement is recognised through certificates, awards and, in all years, success trips. At the end of Year 9 there is a KS3 Ceremony where subject awards are presented to pupils. At the Year 11 Leaving Ceremony a series of whole school and subject awards are presented.

## MEDICAL MATTERS

- 1 It would be helpful for us to know any special medical details which concern your child and affect his or her education.
- 2 All children will do Physical Education and Games as part of the National Curriculum. If, because of ill-health, you wish your child to be excused from Physical Education a note is necessary, and if for any reason the excuse covers a long period, a medical certificate will be required. A slight cold or other ailment is usually no reason for a child to abstain from PE, and the teacher may suggest in such circumstances that the child takes part in some suitable light activity.
- 3 If your child is ill they should not be sent to school. However, there is a Medical Room and any child who is taken ill during the day, or needs some form of medical attention must report to the School Office.
- 4 It is important that the school knows the name of the place where you and/or your partner works, so that you could be contacted in case of emergency. The telephone number and extension number of place of work would also be helpful. This information is seldom needed but in an emergency it is vital that we should be able to contact the parents with the minimum delay.
- 5 Please let the school know if your child needs to take any medication during the course of the school day, or on a school trip or residential visit.
  - All medication should be handed in to the school office in its original package.

If staff are to administer any medication a consent form must be completed by parents. Consent forms are available from the school office.

If your child needs prescribed medication during school hours he/she should hand the medicine into the school office in the morning and collect a consent form.

Painkillers may be left in the school office if a child suffers with frequent headaches/period pains, so that we can administer medication when necessary. Once again a consent form is required.

If your child is asthmatic we can look after spare inhalers, but your child should keep an inhaler on him/her at all times.

## ATTENDANCE AT SCHOOL

- 1 Daily times:-
- |           |   |                    |
|-----------|---|--------------------|
| Morning   | - | 8.50 am - 12.30 pm |
| Afternoon | - | 1.30 pm - 3.50 pm  |

Please note that except for those arriving by bus, pupils should not arrive at school before 8.30 am.

- 2 Your child may be away from school only for reasons of illness or with previous permission for very special reasons. It is of the utmost importance that your child attends school regularly.
- 3 If your child is absent, a telephone call should be made to the school on the first day of absence to explain the reason. A letter should also be sent to the school on the child's return. It is very important that the school knows why your child is away as this will save the school's Attendance Progress Assistant or the Education Welfare Officer the trouble of calling.

## RECORD OF ATTENDANCE 2011/2012

Total number of pupils on roll of compulsory school age:	927
Percentage of pupil sessions (half days) missed through authorised absence:	3.9%
Percentage of pupil sessions (half days) missed through unauthorised absence:	0.3%

An unauthorised absence is one for which no explanation is given by the parent or guardian, or which the school is unable to authorise following the DfE guidelines.

DfE guidelines do not allow the school to grant an authorised absence for the following reasons: care of siblings; visits to relatives; long weekends; shopping trips; etc.

As well as the pastoral staff in school, the Education Welfare Officer (EWO) can offer support on attendance issues. This may involve the EWO meeting with pupils in school or making home visits.

## **LUNCHTIME ARRANGEMENTS**

All pupils will have a school lunch  
or bring sandwiches to eat at school  
or go to their own home for lunch

With the exception of pupils going to their own home for lunch, no pupil may leave the school premises during the lunchtime period without the permission of the Head of Year, Headteacher or one of the Deputy Heads.

At the start of each year, parents will be asked to inform the school of the lunchtime arrangements for their child. Normally this arrangement would apply for the full year - any changes must be notified by parents.

The school cafeteria is open from:-

**8.00 am-8.50 am Breakfast** – bacon or sausage baps, cereals, toast and hot drinks.

**11.10 am-11.30 am Morning Break** – a variety of sandwiches, baguettes, homemade cakes, healthy snacks and drinks.

**12.30 am-1.30 pm Lunch** – a set main course is £1.80. Also available is a large selection of hot dishes ranging from 80p. We have a 4 week rolling menu and information is available to parents on request. There is a sandwich and snack bar and a new salad and healthy options bar which sells sandwiches, baguettes and Fair Trade products.

As a guide, the average cost of a midday meal with drink and dessert is approximately £2.70 per day. The school's Catering Manager is always willing to discuss dietary needs with parents if required.

## **SCHOOL BUSES**

Transport to their nearest secondary school is provided for all pupils who live three miles or more from the school. A little over 300 pupils currently travel to and from Warneford by bus. If pupils fail to catch the bus in the morning, it is the parents' responsibility to get the child to school.

Bus prefects appointed by the school are expected to exercise some control over pupils travelling on the coach, and all pupils are informed about the standard of behaviour expected from them. We stress that all pupils must conduct themselves in a responsible manner when waiting for the coach, travelling to and from school and boarding and alighting.

Parents are asked to bring to the Headteacher's attention any problems or special concerns about school transport, and any incidents of unruly or unsatisfactory behaviour should be reported. We look to the parents for full support in this matter.

## SCHOOL UNIFORM

A smart and tidy appearance is considered important. Hair should be tidy and extremes of fashion will not be permitted. Dyed hair is generally not acceptable.

School uniform is a simple and fair way of setting a high standard. Items have been chosen as far as possible to be easy to obtain and relatively simple and inexpensive. Uniform and sports kit can be ordered from Trutex and the stock codes are detailed below. The school uniform is available from Trutex all the year round. You can order on line, by telephone, by post or via the Trutex shop, at Unit 39, The Arcade, Swindon SN1 1LF. The Trutex catalogue is available from the school office throughout the year.

The AKOA range of PE and Games Kit listed below is only available from the Trutex shop at the above address in Swindon. You can also have your child's initials printed onto the AKOA range if required; this can be arranged by the Trutex shop for a small fee.

### BOYS' UNIFORM

Shaved hair is not allowed – with the minimum length being a 'number 3', and long hair should be neat and tidy. Boys are not permitted to wear earrings or any other jewellery. Ties are always available from the school office.

- ◆ Plain royal blue V neck crested knitted jumper (available from Trutex) Years 7, 8 & 9, Code BCBV4837-ROY
- ◆ Plain navy V neck crested knitted jumper (available from Trutex) Years 10 & 11, Code BCBV4837-NVY
- ◆ Charcoal/Black Trousers (not jeans, cords or denims)
- ◆ Blue long or short sleeve shirt (not denim or denim type)
- ◆ Protective apron/old shirt (for practical lessons, such as Art)
- ◆ Footwear – black shoes of a safe, and sensible style (not trainers or canvas shoes)

### PE and Games Kit

- ◆ AKOA Royal and amber reversible rugby shirt (available from Trutex)
- ◆ AKOA Royal and amber shorts (available from Trutex)
- ◆ AKOA Royal and amber rugby socks (available from Trutex)
- ◆ White socks
- ◆ Crested white unisex polo shirt (available from Trutex) Code BKES4037-WHT
- ◆ Tracksuit trousers (optional)
- ◆ Tracksuit (optional)
- ◆ Football boots or Hockey boots
- ◆ Trainers

A tracksuit may be worn only when a member of PE staff has been asked, as the activity being carried out may not have the need for a tracksuit to be worn.

### Optional

For GCSE PE pupils a red polo shirt may be purchased for lessons.

For the sports leaders course a blue polo shirt may be purchased for lessons.

### Summer Uniform

Open neck shirt, short or rolled up sleeves, the same colour and fabric as the winter shirt or school polo shirt embroidered with Highworth Warneford School logo (available from Trutex). Code BKES1264-SKY.

### GIRLS' UNIFORM

No jewellery may be worn except wristwatches and one plain stud earring in each ear lobe if they are pierced. Only limited discreet make up is permitted. Nail varnish is not permitted.

- ◆ Royal blue V neck crested knitted jumper (available from Trutex)  
Years 7, 8 & 9, Code BCBV4837-ROY
- ◆ Navy V neck crested knitted jumper (available from Trutex) Years 10 & 11, Code BCBV4837-NVY
- ◆ Navy stitch down pleated school skirt (available from Trutex) Code GPB-NVY
- ◆ Plain, black, tailored trousers
- ◆ Black/navy tights or short white/navy socks in the summer
- ◆ Blue short or long sleeve shirt (not denim or denim type)
- ◆ Protective apron/old shirt (for practical lessons, such as Art)
- ◆ Footwear – black, of a safe and sensible style (not trainers or canvas shoes).  
Pointed heels do great damage to the floors and should be avoided. We would consider shoes with heels in excess of 6 cm to be unsafe and unsuitable
- ◆ Ties are available from the school office (optional)

### PE and Games Kit

- ◆ AKOA Royal and amber reversible rugby shirt (available from Trutex)
- ◆ AKOA Royal and amber shorts or skort (available from Trutex)
- ◆ AKOA Royal and amber rugby socks (available from Trutex)
- ◆ White ankle socks
- ◆ Crested white unisex polo shirt (available from Trutex) Code BKES4037-WHT
- ◆ Tracksuit trousers (optional)
- ◆ Tracksuit (optional)
- ◆ Football boots or Hockey boots
- ◆ Trainers

A tracksuit may be worn only when a member of PE staff has been asked, as the activity being carried out may not have the need for a tracksuit to be worn.

### Optional

For GCSE PE pupils a red polo shirt may be purchased for lessons.

For the sports leaders course a blue polo shirt may be purchased for lessons.

### Summer Uniform

Open neck shirt, short or rolled up sleeves, the same colour and fabric as the winter shirt or school polo shirt embroidered with Highworth Warneford School logo (available from Trutex). Code BKES1264-SKY.

## PUBLIC EXAMINATIONS

By the end of Year 11 all pupils will have been entered for public examinations - the General Certificate of Secondary Education (GCSE). Results are awarded in 8 grades (A\*-G) with Grades A\*-C being regarded as the equivalent of a higher grade pass.

We have found that with a lot of hard work by pupils, good teaching, and support from home, all pupils can obtain worthwhile results in the GCSE examinations.

Our policy is to enter pupils for an examination if there is any likely chance of success. When the entries have to be finalised, we discuss with parents the subjects for which the pupil is to be entered and the appropriate level of entry.

Continuous assessment and controlled assessments completed over Years 9, 10 and 11 are features of the GCSE examination. Parents can help their children by taking a general interest in any project, but the planning and detailed work must, of course, be the pupil's own unaided effort. Marks have to be deducted if this is not so. It will also be important that pupils have uninterrupted attendance during these vital years, so please avoid taking your child away from school for a family holiday during this time. Work missed at this stage cannot easily be copied up, and there is no doubt that pupils who miss work during the GCSE course are placed at a disadvantage when they come to take their examinations.

## CAREER DESTINATIONS

New College	39%
Swindon College	20%
Cirencester College	34%
Sixth Form	3%
Apprenticeships	1%
Other colleges/establishments	3%
Total =	<u>100%</u>

Figures correct in September 2012

## CURRICULUM COMPLAINTS PROCEDURE

Should a parent have a complaint about the curriculum or other related matters, we would anticipate that this would be resolved by discussion with the appropriate members of staff (see page 5 for contacting the school).

## **CHARGING FOR SELECTED SCHOOL ACTIVITIES - POLICY OF THE GOVERNING BODY**

- 1** In many circumstances the school has often given assistance to pupils whose parents have not been able to meet the full cost of voluntary activities. The Governors hope that this practice will be able to continue, and wish all parents to know that such matters are always handled in complete privacy.
- 2** Parents/Guardians should contact the School Finance Office in respect of Financial Assistance. “Cases of financial hardship will be dealt with sympathetically and confidentially by the school, and no pupil will be identified or treated differently because of such circumstances.”
- 3** **Charges**
  - 3.1** The Governors will normally expect parents to pay for:
    - 3.1.1** The cost of activities and optional extras (e.g. theatre visits, skiing trips) which take place out of school hours, unless these form an essential part of the National Curriculum.
    - 3.1.2** The entry fee of any public examination for which the pupil has not been prepared at this school, or when the pupil fails without good reason to complete coursework or attend the examination.
    - 3.1.3** The cost of repairs for breakages and damages arising from misbehaviour.
  - 3.2** Subject to paragraph 4 below the Governors will normally expect parents to pay for:
    - 3.2.1** The board and lodging costs of any residential trip, whether in or out of school time.
    - 3.2.2** The cost of transport from home to a place of work experience.
    - 3.2.3** The cost of ingredients and materials for Food & Design Technology lessons when the finished product will be taken home.
- 4** **Remissions**
  - 4.1** The Governors will delegate responsibility to the senior management team to contribute, at their discretion, up to 40% of the costs of any residential trip (which forms an essential part of the National Curriculum) for pupils approved as eligible for Free School Meals.
  - 4.2** The Governors will not charge parents/guardians of pupils approved as eligible for Free School Meals for:
    - 4.2.1** The full cost of transport from home to a place of work experience.
    - 4.2.2** The full cost of ingredients or materials for Food & Design Technology lessons when the finished product will be taken home.
- 5** **Voluntary Contributions**
  - 5.1** The Governors will invite voluntary contributions to the costs of a wide range of activities in and out of school time.
  - 5.2** Parents will not be asked to subsidise pupils from other families. Therefore if voluntary contributions do not meet the total cost of the activity, then that particular activity may have to be cancelled.
  - 5.3** Costs will be kept to a minimum.