



**Year 6/7**

**Transition Evening**

**2019**

**Key Information**



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# WELCOME TO CROFTON SCHOOL

## Crofton School Values and Vision

We summarise our school values as:

- Kindness
- Ambition
- Diligence

We summarise our school vision as:

### **An ethos of kindness**

Everyone should always feel valued, that they belong and can be themselves.

Everyone should treat others with kindness, respect, tolerance, consideration and acceptance.

Everyone has a responsibility to contribute to a safe, happy, welcoming, calm and ordered community in which no person should experience unkindness or bullying.

### **Excellent learning behaviours**

Everyone sincerely values education, abides by our rules and never prevents others from learning.

All learners strive to build independence, engage fully and participate in leadership opportunities.

All learners take risks and build resilience by acting on feedback given with perseverance and optimism.

### **A culture of high expectations**

Everyone has an ambition to make excellent progress.

All learners will be pushed hard to push themselves, will be stretched academically and challenging targets will be deliberately set.

All learners' individual needs and talents will be carefully identified, understood and provided for.

### **Preparation for life after school**

All learners will leave school well-equipped for adult life in a time of rapid and unpredictable change.

All learners will become good citizens, aware of their responsibilities and rights, with a broad understanding of their role in their local, national and global communities.

## **From the Head Teacher**

I am absolutely delighted to welcome you and your family to the Crofton School community. I hope and expect that this will be the beginning of a rewarding and enjoyable relationship. I am acutely aware of the responsibility with which you have entrusted us. Please rest assured that my colleagues and I are ready to work closely with you to ensure we match the ambitions you have for your child, and work together to achieve the best possible outcomes for them.

Generations of young people have prospered at Crofton. In our experience, the partnership between students, parents and staff is absolutely essential to their success. We hope that we will see you often and communicate with you even more often; we expect you to be able to support the school and all of its policies and procedures. Our school values are summarised as: 'Kindness; Ambition; Diligence'. We expect all students to follow this simple code and always show these very important qualities in school and beyond.

Secondary schools can be very different to primary schools, and this represents an exciting but also daunting change for students and parents. We want to ensure this transition is successful for all involved so please get in touch with us if you have any questions or worries at all.

Your child's form tutor should usually be the first point of contact, unless the question is specific to a curriculum area, in which case it will be better to speak to the relevant teacher. More serious questions or problems should always be addressed to the Head of Year or the appropriate subject or Faculty Leader. If they are unable to help, please feel free to contact the relevant member of the Senior Leadership Team. However, please also be aware that more senior staff may not be able to respond instantly; in addition, they may need to spend time finding information from colleagues before they can help you.

It is both a pleasure and a privilege to be the Headteacher of your child's new school. Thank you very much for the faith you have placed in us. I look forward to working with you over the next five years.

Mr S Harrison  
Headteacher

## Key Contacts

Switchboard:

01329 664251

Email:

[school@croftonschool.co.uk](mailto:school@croftonschool.co.uk)

Website:

[www.croftonschool.co.uk](http://www.croftonschool.co.uk)

### Head of Year:

Assistant to Head of Year:

Attendance:

Welfare Officer:

Mr B Marshall

Miss H Lothian

Mrs L Wilson

Mrs T Bailey

### Senior Leadership Team:

Headteacher:

Deputy Headteacher:

Senior Assistant Headteacher

Assistant Headteacher

Assistant Headteacher (Linked to Year 7)

Operations Director

Mr S Harrison

Mrs G Badesha

Miss A Knight

Mrs L Bryant

Mr J Ainsworth

Mr J Hickey

### Faculty Leaders and Subject Leaders:

Faculty Leader for English

Faculty Leader for Maths

Faculty Leader for Science

Director of Personal and Teacher Development

Subject Leader for Art

Subject Leader for IT and Computer Studies

Subject Leader for Drama

Subject Leader for Geography

Subject Leader for History

Subject Leader for MFL

Subject Leader for Music

Subject Leader for P.E.

Subject Leader for R.E.

Mrs S Gronow

Mr A Edwards

Mrs A Oppe

Mr S Barnes

Miss M Harris

Mr A Kinslow

Mrs K West

Mrs L Webber

Mrs S Gregory

Mrs A Adam

Mr J Oliver

Mr M Zealander

Mr C Hook

### Director of Inclusion

Mr P Williams

## **Care, support and guidance**

We are absolutely committed to the principle that every child matters, every day. We pride ourselves in placing a strong emphasis on the concept of the school as a community, where we recognise the importance of the individual, but at the same time are sympathetic and understanding of the needs of others.

Each student is a member of a Tutor Group of about twenty-seven students. The group (tutor and students) stay together through Years 7 to 11 and this continuity leads to greater understanding and support.

The tutor group meets with their tutor twice every day for registration periods. Tutors also teach PDL lessons. The tutor groups are organised into year groups, with a specialist Head of Year leading the year groups. Heads of Year are available to provide further support for the students' learning and for their welfare. In addition all years have a Student Support Leader (SSL); they will often be your best first port of call, after the tutor where you have initial concerns. All SSL's have a non-teaching role, and therefore will be able to respond to your concerns in a timelier manner.

When a concern arises, the form tutor is the first point of contact, then the Head of Year and then the linked member of the Senior Leadership Team for the most serious or complex issues.

Senior students, too, play their part in supporting younger students. Your son/daughter's group will be supported by 'Transition Prefects' who will assist in tutor activities such as the weekly quiz and independent reading sessions.

Your son/daughter will also be a member of one of four houses (Earth, Air, Fire and Water). These houses are the basis of a wide variety of competitions and events throughout the year.

## **Discipline**

Students are supervised by teachers during morning break and by teachers and supervisory assistants at lunch break. Teachers are also on duty before and after school, but students may not enter the school buildings before 8:40am for their own safety.

A well-ordered and disciplined community is essential for effective learning. Students have a clearly understood code of behaviour, both in class and around the school. If this code is not observed, then fair but firm sanctions are imposed; these may include detention, isolation, seclusion and, ultimately, exclusion.

## **Curriculum**

At Crofton we keep learning and teaching at the heart of all our priorities, whatever the subject or activity. We have a culture where learning is enjoyed and valued. We are committed to further building active, personalised and independent learning by looking for new and innovative ways to deliver our broad and balanced curriculum. Most importantly, we want our curriculum to cater for and challenge all students so that every learner makes excellent progress and achieves.

When students join us in Year 7 they generally know the school quite well from various opportunities experienced with us during Year 6. We recognise that youngsters arrive with a wide range of experiences, aptitudes and abilities. Students are initially taught in mixed ability groups or with students or broadly similar needs, depending on the subject. We get to know our students well, both academically and socially through focussed assessment and structured pastoral care.

All students follow the National Curriculum during Year 7 to 9. This includes a programme of Citizenship, Personal, Social and Health Education (PDL) as well as courses in Religious Education. Students will also study Computing as a discrete subject. Every student arriving at our school will learn German. Students are given an opportunity in Year 8 to study a second language.

## **Personal Development and Learning**

The PDL courses provide students with distinctive opportunities to consider issues and develop skills which will help them to become happy and successful citizens. They study a very wide variety of topics.

Careers education is also provided through the PDL programmes. The course is designed to help students make intelligent decisions about their intended career pathways and about the courses they need to follow in order to fulfil their ambitions.

Sex education at school is placed in the context of relationships and encourages young people to make sensible and well-informed choices. The programme is taught through the PDL programme. We believe that the programme is a vital part of the curriculum but parents do have the right to withdraw their child; parents wishing to do so must write to the Headteacher.

## **Religious Education**

RE makes a unique contribution to the spiritual, moral and cultural development of our students and has a valued place in our curriculum. We aim to encourage debate and to allow students to form their own opinions, based on a secure factual knowledge and a rational consideration of the issues.

## **Special Educational Needs**

We take pride in our ability to support students with a range of special educational needs. This support is co-ordinated by the Special Needs Faculty. This team plays a key role in meeting individual's needs. If you think your child needs extra support, please contact Mr P Williams in the first instance.

## **Able Students**

There are numerous opportunities for able students at Crofton. We identify students early and monitor and track their progress closely. Students who have specific gifts or talents or have the potential to develop such abilities are challenged by 'extension' across the curriculum and 'enrichment' for extra-curricular experiences.

Challenging our most able and promoting development of creativity, higher order thinking skills and leadership are at the forefront of our thinking and planning. Every year we update our curriculum opportunities to enable our most able students to reach their full potential.

## **Extra-Curricular Activities**

We take a particular pride on our extensive extra-curricular programme. The clubs and activities on offer vary from year to year but the range is enormous. Typically, they will include drama, individual music tuition, choirs, bands, orchestras, science and art. Your child's form tutor will be able to provide full details.

## Home-School Agreement

We firmly believe that students are most likely to prosper when there is a strong partnership between home and school and when the school, the students and the parents are clear about the commitment they are making to the partnership.

Crofton School will make every effort to ensure:

- An ethos of kindness, ambition and diligence
- that students are kept safe from all forms of harm
- that students' rights are respected and that their responsibilities are made clear to them
- that students are treated fairly, irrespective of their ability, age, size, background, faith, sexuality or gender
- that students know and are confident that they can ask for help and that their requests will be taken seriously
- that students are set ambitious but achievable progress targets; that their progress is regularly monitored; that they receive extra help if they fall behind
- that stimulating class and homework is set and marked promptly
- that information about students' progress is regularly and promptly communicated to students and parents and that parents have the information they need to help their children
- that parents feel welcome when they visit the school
- that questions and comments by parents are dealt with promptly
- that parents are made aware of any concerns at the earliest opportunity.

Students, in their turn, promise:

- to be kind to other students and to all the adults they come into contact with (in and out of school)
- to be ambitious and take responsibility for their own learning
- to be diligent and try their best in all lessons
- to respect the rights and choices of other members of the school community and to carry out their responsibilities towards them
- to come to each lesson with the correct equipment
- to complete all their homework, on time
- to wear their uniform correctly
- to follow the reasonable instructions of members of staff and the rules of the school
- to attend school regularly, and on time

Parents will make every effort to:

- to be kind, ambitious for their child, and diligent.
- see that their child attends school regularly, on time, properly equipped and wearing full school uniform
- make the school aware of any concerns or problems that might affect their child's work or progress
- support the school's policy on behaviour and discipline
- support the specific rules on uniform, jewellery and cycle helmets
- support their child in completing homework
- attend parent teacher consultations
- get to know about their child's life at school, checking and signing the planner regularly

- not take children on holiday in term-time

## **Home-School Links**

We are convinced that education is a partnership between students, their parents and the school. We aim to work as closely as we can with parents and to involve them in every aspect of their own children's progress and in the life of the school.

Parents are invited to come to school to discuss their children's progress at least once a year. There are full reports every year too, and summary reports each term. Progress data is now available on-line.

We run an extensive and growing programme of information events for parents, covering such topics as 'Starting at Secondary School', 'Year 9 Options' and 'GCSE revision'

## Frequently Asked Questions

### **Where can I find out about dates of terms and school events?**

A calendar (including INSET days) is included in this booklet; an updated version is always available on our website; we send out reminders by text message to those parents who have provided their mobile number.

### **Where can I find out about transition and first day arrangements?**

We send out letters with all the details and there is information on the website. If you are in any doubt at all, please telephone the school and ask for Mr Marshall.

### **What are the uniform rules?**

Please see the separate section in this booklet for a details list.

Please ensure that all school uniform items and other personal belongings are clearly and permanently marked with your child's name. We collect vast quantities of lost property – unmarked items are generally kept for two weeks and then disposed of.

Please also ensure that your child has a sensible bag – it needs to be big enough to accommodate a ring binder (or two) and a P.E. kit. A rucksack or equivalent is best.

We do not have an exclusive supplier of school uniform but are very happy to recommend Skoolkit of Fareham.

If in any doubt, please do ask!

### **How much homework will my child get?**

We believe that it is vital that students become effective and independent learners. Regular and meaningful homework is an important part of this process, encouraging self-reliance and a sense of responsibility. Students should on average expect to do one hour of homework each night in Year 7. *You will find further information about homework at Crofton School later in this booklet.*

### **What are the rules regarding mobile phones?**

Students must not use mobile phones at school unless under supervision of the class teacher. If they are seen with mobile phones, the phones will be confiscated and may be kept overnight.

We know that many parents prefer their children to have a mobile phone with them for the journey to and from school – if such phones are kept switched off and out of sight, there is no problem with this.

We do not allow students to make or receive calls or text during the school day – they are allowed to use the school's phones in an emergency.

## **Should my child take money and valuables to school?**

Although the school is generally safe and its students are honest, it is better not to bring valuable items to school. Students will not normally need more than £3 for their lunch, which will need to be paid onto their account via our cashless catering terminals; they do not need and should not bring more money than this. Lunch money can also be loaded onto a students' account via *WisePay*.

## **How can I best support my child?**

This depends very much on individual circumstances. In general, we hope that you will take a close interest in what they are doing; talking to them about the topics they are studying and encouraging them to do their very best all the time. We also hope that you will encourage them to complete homework the night that it is set; provide access to a broadband-connected PC while closely monitoring their use of social networking websites; and resist calls for a TV in their bedroom!

## GOVERNING BODY as at June 2018

### Term of Office Expires

LA Governors	
Mrs Joanna Eland	10.07.2022
Partnership Governors	
Mr Ian Chapman	28.11.2021
Mrs Ann Jennings	31.08.2020
Mrs Sandie McIntosh	24.03.2023
Ms Mitzi Swanson	06.07.2022
Co-opted Governors	
Mr Martin Budd ( <i>Vice Chair</i> )	27.11.2022
Mr Paul Duckworth	22.05.2022
Mr Stephen Irving	05.07.2020
Mr Bryn Marshall ( <i>Teaching Staff</i> )	24.03.2023
Ms Stephanie McGarrity ( <i>Support Staff</i> )	27.11.2022
Mr Richard O'Rourke	27.11.2022
Mr Colin Thorpe ( <i>Vice Chair</i> )	31.01.2020
Mr Stephen Toone	30.01.2022
Headteacher	
Mr Simon Harrison	
Elected Parent Representatives	
Mrs Katie Beeching	16.10.2022
Ms Rebecca Blakey	16.10.2022
Mrs Dawn Capp	28.11.2021
Mr Andrew Greenfield ( <i>Chair</i> )	17.11.2020
Mr Stuart Harvey	14.01.2022
Mrs Karen Shoob	27.11.2022
Mrs Rachel Stone	14.01.2022
Elected Staff Representative	
Miss Amanda Knight	01.06.2020
Associate Governors	
Mr Matt Atkinson	24.01.2020
Ms Ashley Michael	16.10.2020

Clerk to the Governors  
Mrs Nicola Mills

The Governing Body meets several times a year to overview the work of the school.

Governors can be contacted via email: [governors@croftonschool.co.uk](mailto:governors@croftonschool.co.uk)



## YEAR 7 HOMEWORK

### **At Crofton School we believe that setting work to be completed outside of the classroom will:**

- encourage students to develop the practice of independent study;
- develop perseverance and self-discipline;
- allow practice, when it is needed, of skills learned in the classroom;
- permit more ground to be covered and more rapid progress to be made;
- enable class work to concentrate on those activities requiring the teacher's presence;
- open up areas of study to make possible the use of materials and sources of information that are not accessible in the classroom;
- encourage students to identify and use home learning opportunities to support their progress.

### **What are our expectations of students?**

We expect students to do their best as they move through the school, trying to become more independent learners. Students should write their homework down clearly in their planners and make every effort to meet the deadlines set. If they are unable to meet the deadline for a legitimate reason then we expect them to bring in a note from home on paper or in their planner. If they are unable to attempt the homework because they find it too difficult or do not understand it then we expect them to talk to their tutor or their subject teacher to get help, preferably before the homework is due in.

### **How do we encourage our parents to contribute to this process?**

Parents can help students by:

- Providing a quiet, environment at home where homework can be attempted.
- Talking to their son/daughter and monitoring that homework is being attempted and completed on time.
- Providing encouragement and help.
- Encouraging students to use external sources of help – the internet, the library, museums, videos etc.
- Providing a note of support to explain to the teacher if there has been a 'homework crisis'!

### **What happens if students do not complete the homework to the deadline set?**

- If students do not hand homework in on time detentions will follow. At the discretion of the teacher, students may be allowed 24 hours to retrieve late homework. If they fail to, they are given a Homework Detention.

## What happens if students are unsure about their homework?

- In the first instance students should speak to their class teacher, they will help to explain what is needed and direct the student to additional resources.
- Students can also attend homework club. This is held every Monday-Thursday from 3.15pm – 4.30pm in IT4. On Wednesday, homework club runs from 2.05pm – 4.30pm.

## How is homework marked?

- You will see a range of marking in homework. Below is an explanation of some of the codes used for homework and an explanation of what they mean.
- In addition homework may be graded.

**Active Learner Grades.** These grades are for attitude and effort.

<b>AL1</b>	Are you?	<ul style="list-style-type: none"> <li>• Keen/enthusiastic and interested in learning</li> <li>• Willing to work: on your own, in pairs or in a group.</li> <li>• Actively seeking opportunities to extend your learning independently</li> </ul>
	Do you?	<ul style="list-style-type: none"> <li>• Aim to do the best you can</li> <li>• Welcome new challenges</li> <li>• Ask questions as well as answer them</li> <li>• Take pride in your work</li> </ul>
<b>AL2</b>	Are you?	<ul style="list-style-type: none"> <li>• Willing to learn</li> <li>• Able to work on your own, in pairs or in a group.</li> <li>• Using teacher feedback/help to try to improve your work</li> </ul>
	Do you?	<ul style="list-style-type: none"> <li>• Join in with lesson activities.</li> <li>• Try Hard</li> </ul>
<b>AL3</b>	Are you?	<ul style="list-style-type: none"> <li>• Willing to improve with teacher guidance</li> <li>• Co-operative but sometimes not actively involved in the lesson</li> </ul>
	Do you?	<ul style="list-style-type: none"> <li>• Sometimes have to be guided to stay on task and concentrate fully.</li> <li>• Sometimes come to lessons unprepared for learning</li> </ul>
<b>AL4</b>	Are you?	<ul style="list-style-type: none"> <li>• Lacking enthusiasm or willingness to try hard</li> <li>• Unwilling to work co-operatively</li> </ul>
	Do you?	<ul style="list-style-type: none"> <li>• Often have to be guided to stay on task</li> <li>• Often come without the right books and equipment</li> </ul>

## **A learning homework may include any of the following activities:**

- Learning spellings
- Learning vocabulary
- Reading
- Research or preparing something for the next lesson

## **Crofton School Student ICT Agreement**

We want to make the fullest use of new technology and the improvements it can offer to learning and progress. We understand that the pace of change is very great and so we need to be flexible in our approach.

The school's computer network, internet access facilities, computers and other ICT equipment are for educational purposes and should be used at all times to support learning and progress.

This is the same for any devices owned by students and brought into school – they should be used only to support learning and progress.

New technology in general (and the internet in particular) provides an invaluable resource which can really enhance students' learning; it may also place students and staff at risk and so its use needs to be subject to clear rules and procedures.

I agree to abide by the following ICT partnership agreement whilst using ICT at Crofton School. I also understand that if I break any of the terms of the agreement I may be stopped from using school ICT equipment or services – including any device owned by me.

I will:

- only access the network with my own login and password, which I will keep secret and change if necessary
- only use ICT equipment and websites for appropriate school and homework
- only use the school e-mail to email people I know, or a member of staff has approved (any messages I send will be polite and responsible)
- report unpleasant material or messages sent to me from any source on school or personal devices (I understand my report would be confidential and would help protect other students and myself)
- be allowed to, at the teacher's discretion use my mobile phone, or other device owned by me, for the purpose of learning and improving my progress
- use my mobile device in school entirely at my own risk. I take full responsibility for the safety of my own device and understand the school is not responsible for any damage or loss
- respect Copyrighted materials and intellectual property rights
- I accept that if I intentionally or recklessly damage ICT school ICT equipment that I and/or my family are liable for the cost of repairs or replacement
- ensure when using my personal ICT equipment/devices that I do not get involved with any online material or activity which is harmful, unlawful and might bring the school or community into disrepute

I will not:

- access, or attempt to access, or import/download, or store inappropriate material (including music) using or on school ICT equipment
- obtain material in any format (including text, graphics, moving images, photographs, sound files etc.) that contravene school policies, is illegal under the terms of the Obscene Publications Act, the Race Relations Act or any other legislation applicable in the UK. Any such material downloaded accidentally must be deleted immediately.
- interfere with or damage any ICT equipment in any way
- attempt to access other peoples' files or unfamiliar files, without permission, on all devices
- personalise computer desktops or attempt to alter any settings on any school ICT equipment
- access inappropriate sites such as games or chatrooms or sites that staff have told me not to access
- attempt to access sites which have been blocked by the school
- give my home address or telephone number, or arrange to meet someone, unless my parent, carer, school staff member has given permission
- use my own mobile device at break-time or lunch-time unless specifically asked to by a member of staff

- use social networks in a way that portrays the school, students or staff in an inappropriate way
- I will not take photographs unless given explicit permission to do so by a member of staff and the person(s) being photographed
- download software from the Internet, or obtain from any other source including outside the School, may be installed by users on School equipment without the specific agreement of the Network Manager

I understand that the school will monitor all use of ICT equipment and track my activity. I also understand that the school will immediately remove any files that it deems to be unsuitable, and may confiscate my device if I use it inappropriately whilst at school and delete if necessary.

I understand that if I break these rules, the school may inform my parents. In serious cases the school may take disciplinary action and I could lose access to the school system which will impact on my learning in some subjects.

In addition to the above, I understand that any suspected illegal behaviour will be reported to the police as a matter of course.

Signed: \_\_\_\_\_ Tutor group: \_\_\_\_\_ Date: \_\_\_\_\_

## **BYOD**

Crofton pupils are living in a world where they have immediate access to information anytime and anywhere. Crofton School has a Bring Your Own Device (BYOD) policy. The acronym BYOD refers to personal devices not owned by the school such as mobile phones, iPads, tablets, and laptops brought to school for educational use under the direction of their teachers. Pupils are not allowed to bring games consoles into school.

BYOD will supplement, not replace, Crofton School devices and will increase access to all pupils through the combined use of personal and school owned devices. You will not be required to purchase any new devices because the school will continue to make equipment available to meet curriculum needs. Your child will not be disadvantaged if they choose not to bring their own device into school.

## **Role of the Head of Year**

It is the role of the Head of Year to oversee the welfare and progress of Year 7 as a year group. The HOY will co-ordinate the work of the tutors and hold regular meetings to discuss the various aspects concerning your child's education.

Your child's tutor may contact the HOY if he/she feels that a concern is of a more serious nature and may need to be addressed with a broader approach.

The HOY will hold weekly assemblies where moral and spiritual issues will be covered, achievements celebrated and day-to-day business conducted.

## **Role of the Subject Leader**

If a concern arises that is subject specific, then initially you should contact the subject teacher concerned. You may use the planner for this. If you feel that the issue is serious enough you might contact the Subject Leader. If the Subject Leader feels that the issue is of a broader nature, not only affecting his/her subject, then it may be passed onto the Head of Year.

## **Role of the Tutor**

The Form Tutor is a very important person in your child's school life. He/she will be in contact with your child twice daily and is often the first port of call should a concern arise. The Tutor provides a communication link between the school, the student and home. The Tutor also plays an integral part in tracking the social, emotional and academic progress of your child.

You should contact your child's Tutor if you feel that sufficient progress is not being made or if you are aware of a circumstance that may be affecting your child's performance. For example, a family bereavement or illness that is not keeping them from school, but may restrict their abilities in some way.

## **Holidays in Term Time**

Holidays in term time will not be authorised, and leave of absence only granted in exceptional circumstances.



## **Absence and Lateness**

Similarly to the world of work, pupils should only be absent or late to school when they are ill or for medical or dental appointments (where these cannot be scheduled outside school hours). Any other absence needs to be requested and in all cases the decision belongs to the Headteacher. In law, parents/carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at the school. If your child is absent we have not authorised this then this is subject to legal action through a fine or prosecution.

In response to the changes in school attendance law, Hampshire County Council has reviewed its 'Code of Conduct'. This code sets out for all schools what actions must be taken for any child with 10 or more sessions (5 days) of unauthorised absence from September 2015.

From September 2015 all schools will be required to work with Hampshire County Council to take legal action if:

1. a child has unauthorised absence for 10 or more sessions (a session is a half day).
2. a child is continually late to school and this lateness is unauthorised for 10 or more sessions.
3. a child has any unauthorised absence during any formal examinations, assessment or testing.

Please note each parent/carer can be issued a separate penalty notice for each child. Further advice and guidance for parent/carers with respect to this will be available from our website:

Hampshire County Council is working hard to support our school in upholding the law with respect to attendance at school. Children and families have 175 days off school to spend time together, including weekends and school holidays. Holidays in term time will not be permitted and leave of absence only granted in exceptional circumstances. It is our duty to prioritise good attendance, thus enabling us to ensure all our children achieve the best education they can and enjoy their school life fully.

Students should arrive in school at 8.40, ready to be registered in their tutor room by 8.45am. If they are to be absent from school for whatever reason, we require a call to the school absence line (01329 666824) stating the child's name, tutor group, reason for and length of absence and the caller's relationship to the student, i.e. parent, grandparent etc. A call should be made on each day the pupil is absent.

Should your child be absent from school, you should provide the school with a written note giving a brief outline of why they were absent. An in-depth medical report is not required. Please be prompt with all absence notes. Absence notes should be addressed to the school's Attendance Officer, Mrs L Wilson, and should be handed in at the main office. Absences not covered by a note will be deemed "unauthorised" and recorded in the register as such. A letter will be sent to inform you of such an absence.

If your child needs to attend a dental or medical appointment during the school day, (wherever possible ask for an appointment outside of school hours) a letter is required stating the nature of the appointment, the time they will be leaving school and the likely time of their return. The letter must be shown to the tutor and retained by your child so that he/she can hand it in to the school office when signing out. On their return to school your child must sign in at the office. For health and safety reasons it is essential that your child signs both in and out.

If a student arrives in school late, they are required to go to the school office to sign in. The student will be coded as a late unless they provide a note at the time from a parent, stating that they have been to an appointment etc. This absence will then be coded accordingly on the student's attendance log.

If the student is late for school with no reason, their planner will be stamped and a 15 minute lunchtime detention will be set for the same day. Failure to attend that detention, or further lates during the same week, will result in a 1 hour AHT detention.

<b>Attendance Grade</b>	<b>% attendance</b>	<b>Days attended</b>	<b>Lessons missed in a year</b>	<b>Lessons missed over 5 years</b>
<i>Outstanding</i>	100	190	zero	zero
<i>Excellent</i>	99	188	10	50
<i>Good</i>	97	184	30	150
<i>Requires improvement</i>	94	179	55	275
<i>Cause for concern</i>	92	175	75	375
<i>Immediate action required</i>	<92	<175	>75	>375

## **Visiting the School Site**

Parents will need to visit the school at various times, whether collecting their child or attending an appointment or parents' evening. We ask that you sign in at Reception on each occasion so that

you may be given a visitor's pass. **For security reasons we insist that parents do not walk around the school site unaccompanied. Please do not just turn up expecting to see a teacher. We advise you to make an appointment via the School office.**

### **Illness and Illness at School**

Should your child fall ill at school he/she will need to report their illness to a teacher who will then send them to Mrs Bailey, the School Nurse. Mrs Bailey will make an assessment and either contact you to collect your child or allow them to rest before sending them back to lessons.

If your child is required to take medicine during the school day, it should be left with Mrs Bailey in the Medical room and not left with your child. A letter from you explaining the dosage is essential.



### **What your child should bring on the first day**

Your child will need a blue or black ink pen, pencil and ruler and a packed meal or dinner money. P.E. kit will not be required on the first day. A bilingual German dictionary would be useful to the independent learner.



## The School Day

Your child should arrive at school between 8:30am and 8:40am. For insurance reasons your child may not enter the school buildings before 8:40am.

8:45am	–	8:50am	Morning registration
8:50am	–	9:50am	Period 1
9:50am	–	10:50am	Period 2
10:50am	–	11:15am	Morning Break
11:15am	–	12:15pm	Period 3
12:15pm	–	1:15pm	Period 4
1:15pm	–	1:50pm	Lunchtime
1:50pm	–	2:10pm	Tutor time/assembly
2:10pm	–	3:10pm	Period 5

Every Wednesday we will have a shortened school day; the timings are;

8:45am	–	8:50am	Morning registration
8:50am	–	9:40am	Period 1
9:40am	–	10:30am	Period 2
10:30am	–	10:50am	Morning Break
10:50am	–	11:40am	Period 3
11:40am	–	12:30pm	Period 4
12:30pm	–	1:00pm	Lunchtime
1:00pm	–	1:15pm	Tutor time/assembly
1:15pm	–	2:05pm	Period 5

Lessons end at 3:10pm; **however, your child's teacher may keep him/her an extra 10 minutes if it is deemed necessary.** Students may also be kept during lunchtime but they will always be given a chance to have lunch and a toilet break. To retain students for a longer period of time, teachers must issue notification at least 24 hours in advance.

## Packing Bags for Lessons

It can be quite an ordeal for a new Year 7 student to be suddenly confronted with a host of teachers, lessons, books, kit and equipment everyday. Your child may need some assistance in packing the correct equipment for the following day until they become used to the system. This will include remembering whether it's week A or B.

## Lockers

These will be available for a £2 rental per year for those students who require them. We are short of space for lockers and therefore can only offer a limited number. Sharing a locker has been a successful option in the past. Arrangements for the allocation of lockers will be made in the early part of the new term.



## Drink Containers

Regrettably, for a number of reasons, primarily safety, the bringing of cans or glass bottles into school is prohibited. Water may be taken to lessons in an environmentally friendly, re-usable bottle and consumed with the teacher's permission. Energy drinks are not permitted under any circumstance.

## **Chewing Gum and Aerosol Cans**

These items are strictly forbidden in school.

# Uniform

Please find below a school uniform list.

## CROFTON SCHOOL UNIFORM 2019-2020

### All Students

Navy blue Viscount school jacket with embroidered school badge

Black 'traditional' trousers (not wide, tightly fitting, flared, low waistband or 'hipster'. Leggings, elasticated material and denim materials are not permitted)

Short or long-sleeved school shirt in white

School tie

Plain black or dark grey socks only.

Coat, without offensive logo or writing

Sturdy leather shoes, or leather look, plain black footwear, without prominent logos. Boots, high heeled shoes, canvas shoes, backless shoes and stiletto heels should not be worn.

### Optional alternatives

Navy pullover with embroidered school badge worn under school jacket

Black tailored skirt (to be no shorter than 1 inch above the middle of the knee, with no side slits).

Stretch jersey 'tube' skirts and 'skater' style skirts are not acceptable.

Natural skin tone or black tights

Black shorts (above the knee and no shorter than 1 inch above the middle of the knee), traditional in style not wide or 'baggy', tightly fitting, low waistband or 'hipster'. Elasticated and denim materials are not permitted.

### PE Kit – Boys and Girls

Navy blue tennis/polo style shirt with collar with Crofton PE logo

Long navy blue socks for outdoor lessons

White sports socks for indoor lessons

Trainers

Navy blue shorts (not cycling shorts). Shorts should be above knee in length

Shin pads, Gum Shield

### Optional Extras for PE

Predominantly navy blue track suit

Rugby shirt with school colours

Navy blue fleece with Crofton PE logo

### Other Notes

- All items should be clearly marked with the forename and surname.
- No jewellery should be worn, with the exception of a maximum of one pair of small, plain sleepers or studs. No other piercings are allowed, including plastic retainers.
- Coat, without offensive logo or writing. Hoodies may only be worn as a coat over blazers, and must be plain with a zipped front
- A watch may be worn at the owner's risk.
- Hair should be naturally coloured and kept tidy. No extreme hairstyles – for example shaved heads or shaved patterns in the hair. If you are considering allowing your son/daughter to change their hairstyle, please consult the school uniform policy.

- Make-up, if worn, should be unobtrusive. Acrylic nails/false nails and coloured nail polishes are not allowed.
- “Plain” as applied to items on this sheet encompasses the following:
  - Style – simple as far as possible
  - Materials – un-patterned and without decorations e.g. lettering, badges, embroidery etc.
  - Colour – single
- School uniform can be obtained from: Skoolkit, Trinity Street, Fareham.
- School House ties can currently be purchased from the Finance Office: Upper and Lower School ties, £4.00

\*Final decisions about the appropriateness of school uniform rest with the Headteacher.

## Lost Property

Should an item of clothing or equipment go missing your child should either go to Lost Property which is held with the nurse (Mrs Bailey) or retrace their footsteps asking teachers if they have seen the item and look in classrooms and corridors nearby. If this does not prove fruitful, ask your child to talk to their tutor or Head of Year to arrange a note to go into registers. Please ensure that all items of clothing are clearly labelled with your child’s name. Please **do not allow your child to bring items of value into school.**

## Cycling Arrangements

If you wish your child to cycle to school, please complete the cycle agreement during the first week of the new term. Bicycles should be in good working order with two working brakes and locked whilst at school (we recommend a good quality ‘D’ lock). Please ensure that your child has read and understands the rules for bringing a bicycle onto the school site. Parents should be aware that the school cannot take the responsibility for care/security of bicycles on school premises.



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**Please note:** It is compulsory for students to wear cycle helmets. Failure to do so will result in an immediate Headteacher’s detention and, in the situations where a failure to comply poses a threat to a students’ safety when travelling to and from school, a student may be banned from bringing their bike to school.

## Detentions

‘At Crofton School we believe that students have a responsibility to behave in a way that allows themselves and others every chance of success in their learning.’ – School Discipline Policy. Detentions are used to encourage good behaviour as part of our School Discipline Policy. **We hope we have your full support but please be aware that detentions may be legally enforced without parental consent.** Generally speaking, detentions are no longer than half an hour in Year 7 and a minimum of 24 hours’ notice will be given via your child’s planner. Failure to attend a detention without reason or prior agreement will lead to an escalation in accordance with faculty policies.

More serious incidents may result in a 60 minute Deputy Head detention. You will be notified of this by letter.

If you have any queries concerning a detention, please initially contact the teacher involved.



## Reports

Parents receive three reports detailing a child's progress during the year. The reports at the end of each term will contain progress information, an Active Learner Grade a Homework Deadline Grade a progress grade against age related expectation and for each subject studied. In the Spring term tutors will also comment on how well they have settled into Crofton School.

All reports will be available via the school management system – login details will be emailed to you in the Autumn Term.

## Planner

At the beginning of each year, your child will be issued with a planner. Its basic function is to help your child plan their homework. There is a section for each day of the year for your child to record the homework to be completed. There is a further section for commendations, achievements and things to remember. At the bottom of each weekly section, there is a place for the tutor to sign and a place for parents to sign to say that they have checked the homework has been recorded and completed. We expect students to have their planner every day and to place them on the desk at the start of each lesson.

We do not issue cycling permits at Crofton School but if your child intends to cycle to school, even occasionally, please fill in the section relating to the condition of the bicycle and read through with your child in the rules we expect your child to follow when cycling to and from school. If your child fails to comply with the rules, permission to bring the bicycle on to the school premises may be withdrawn.

Merits are issued for good work, good attitude and helpfulness where a student's actions or behaviour is above the standard normally expected of the student. These are recorded in their planners. Active learner stickers are awarded for positive learning attitudes and contribution.

Students need to ensure all homework is clearly recorded with the due date. The planner can also be used for communication between parents and teachers.

Each week the planner must be signed by parents to acknowledge that students have completed their homework. This is also a convenient method for parents and tutors to communicate.

Termly targets and rewards are also recorded in student planners.



## Musical Instrument Lessons

There are approximately 250 students receiving instrument lessons, other than in Music lessons, at Crofton School. Twelve peripatetic teachers come into school to give lessons in brass, woodwind, classic and electric guitar, piano, electric keyboard, strings, percussion and singing. Those students receiving lessons at junior school will be given priority. If you wish your child to begin lessons when they arrive at Crofton, they must see their music teacher to arrange to go on to the waiting list.

## **Learning Resource Centre**

The Learning Resource Centre (LRC) is open throughout the school day from 8:50am until 4:00pm (3:30pm on Friday) including break and lunchtime.

You are welcome to come and find space to catch-up on homework, research the internet or just quietly read your fiction book. The fiction library includes over 5,000 titles and new titles are regularly added. We have 8 computers which are all linked to the school network and the internet. We also have prospectuses for all the local colleges.

## **Parent/Teacher Evenings**

Later in the academic year, you will be invited to our Year 7 Parent Consultation Evening to discuss your child's progress with each of their class teachers.

There will also be an additional information evening where you will receive details of the Year 7 curriculum.

You are, of course, welcome to contact any of your child's teachers at any time if you would like an update or if you are worried!

## **Healthy School**

Children are encouraged to drink water and have access to water fountains during break and lunch. We also encourage healthy lunch boxes and would be happy to provide leaflets containing suggestions for these, if you were to contact the school office.

**We encourage students to fill their water bottles at break and lunch – not during lessons.**

Pattern of School Term and Holiday Dates 2018/19

SEPTEMBER 2018					OCTOBER 2018					NOVEMBER 2018									
M		3	10	17	24	M	1	8	15	22	29	M		5	12	19	26		
T		4	11	18	25	T	2	9	16	23	30	T		6	13	20	27		
W		5	12	19	26	W	3	10	17	24	31	W		7	14	21	28		
T		6	13	20	27	T	4	11	18	25	T	1	8	15	22	29			
F		7	14	21	28	F	5	12	19	26	F	2	9	16	23	30			
S	1	8	15	22	29	S	6	13	20	27	S	3	10	17	24				
S	2	9	16	23	30	S	7	14	21	28	S	4	11	18	25				
DECEMBER 2018					JANUARY 2019					FEBRUARY 2019									
M		3	10	17	24	31	M		7	14	21	28	M		4	11	18	25	
T		4	11	18	25	T	1	8	15	22	29	T		5	12	19	26		
W		5	12	19	26	W	2	9	16	23	30	W		6	13	20	27		
T		6	13	20	27	T	3	10	17	24	31	T		7	14	21	28		
F		7	14	21	28	F	4	11	18	25	F	1	8	15	22				
S	1	8	15	22	29	S	5	12	19	26	S	2	9	16	23				
S	2	9	16	23	30	S	6	13	20	27	S	3	10	17	24				
MARCH 2019					APRIL 2019					MAY 2019									
M		4	11	18	25	M	1	8	15	22	29	M		6	13	20	27		
T		5	12	19	26	T	2	9	16	23	30	T		7	14	21	28		
W		6	13	20	27	W	3	10	17	24	W	1	8	15	22	29			
T		7	14	21	28	T	4	11	18	25	T	2	9	16	23	30			
F	1	8	15	22	29	F	5	12	19	26	F	3	10	17	24	31			
S	2	9	16	23	30	S	6	13	20	27	S	4	11	18	25				
S	3	10	17	24	31	S	7	14	21	28	S	5	12	19	26				
JUNE 2019					JULY 2019					AUGUST 2019									
M		3	10	17	24	M	1	8	15	22	29	M		5	12	19	26		
T		4	11	18	25	T	2	9	16	23	30	T		6	13	20	27		
W		5	12	19	26	W	3	10	17	24	31	W		7	14	21	28		
T		6	13	20	27	T	4	11	18	25	T	1	8	15	22	29			
F		7	14	21	28	F	5	12	19	26	F	2	9	16	23	30			
S	1	8	15	22	29	S	6	13	20	27	S	3	10	17	24	31			
S	2	9	16	23	30	S	7	14	21	28	S	4	11	18	25				
Bank and Public Holidays 2018/2019																			
Christmas Day					25 December 2018					Easter Monday					22 April 2019				
Boxing Day					26 December 2018					May Day Holiday					6 May 2019				
New Year's Day					1 January 2019					Spring Bank Holiday					27 May 2019				
Good Friday					19 April 2019					Summer Bank Holiday					26 August 2019				

School

**INSET DAYS**

Monday 3 September 2018 / Friday 28 September 2018

Friday 25 January 2019 / Tuesday 23 April 2019 / Monday 17 June 2019

# The Crofton Curriculum

## At Crofton school we are striving to develop a curriculum which:

- Challenges all our students
- Meets the needs of all our students
- Promotes independent learning
- Allows flexibility and variety in pace and differentiation by time
- Exploits alternative methods of teaching and technology
- Promotes non examined enrichment extension activities
- Is reasonable and manageable for both staff and students
- Offers guided choice at both key stages
- Considers progression from primary school to college and the world of work
- Values and promotes equality of provision for all.
- Works within the spirit and guidance of the National Curriculum

## TEACHING AND LEARNING AT CROFTON SCHOOL

Staff at Crofton have identified clearly the types of learner they wish to promote as follows:

### When students leave Crofton School at 16 we want them to be:

- fully independent, self-motivated learners
- enquiring, inquisitive and tenacious
- courteous
- organised and resourceful
- responsible
- confident and not afraid to try
- enthusiastic and ambitious
- prepared academically and socially for life outside school
- willing to get involved in the community and be ready to be a full citizen

### to have:

- a positive attitude to themselves and others
- attended school regularly and punctually
- achieved their best
- enjoyed school
- respect for themselves and others
- a sense of community

**To promote this ideal throughout Key Stages 3 and 4 we will encourage and develop the ability of all students to:**

- work co-operatively
- strive for the best but realise that everyone has different strengths and potential
- value academic and non-academic achievement
- learn autonomously
- be pro-active in catching up and seeking help when necessary
- respect others
- meet deadlines and understand time management
- to attend school and lessons punctually
- take pride in their work
- understand their own capabilities in a realistic way
- accept constructive criticism
- take pride in presentation
- confidently express their ideas and thoughts orally and on paper
- value all subjects
- be inquisitive and challenging through developing their opinions
- be self disciplined
- make sensible and informed decisions
- take responsibility

## **Summer Helpline**

If you have any last minute questions over the summer period, the following staff may be available to answer your queries:

Please email:

Mr B Marshall - [BMarshall@croftonschool.co.uk](mailto:BMarshall@croftonschool.co.uk)  
Mr J Ainsworth - [JAinsworth@croftonschool.co.uk](mailto:JAinsworth@croftonschool.co.uk)  
Mr P Williams - [PWilliams@croftonschool.co.uk](mailto:PWilliams@croftonschool.co.uk)