



Parent Handbook

2016 - 2017

This handbook has been developed by members of the Parents' Panel and is intended to be a summary of the working procedures of Pershore High School. There may be more detailed information available – please contact the school with queries.

I am always pleased to have suggestions as to how the Parent Handbook might be improved.

Clive Corbett
September 2016

Pershore High School
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WR10 2BX

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Fax: 01386 555104
www.pershore.worcs.sch.uk
office@pershore.worcs.sch.uk



Perschore High School

AN ACADEMY FOR 12-18 YEAR OLDS

Quality education
for all in a
challenging,
supportive and
safe environment



Working in partnership
with



Clive Corbett
Headteacher

Phil Hanson
Andrew Nockton
Deputy
Headteachers

Graham Booth
Jason Howell
Assistant
Headteachers

Russell Dalton
Finance and
Business Director

Zoe Budding
Head of Student
Achievement

**Station
Road
Perschore
Worcs
WR10 2BX**

Tel 01386 552471
Fax: 01386 555104

Dear Parent/Guardian

I am delighted to welcome your son/daughter to Perschore High School.

As you know, we have the highest expectations of our students both in and out of the classroom, shown this year in a very pleasing fashion with the second best GCSE results we have ever had. 66% of our Year 11 students achieved 5 A*-C grades including English and Maths, and 76% of all entries at GCSE were at a grade C or higher. Furthermore, and perhaps more importantly, the progress shown by these students allowed them to access their next stage of education and training. You will appreciate that behind these headline figures a huge amount of work has been put in by both staff and students. Thank you in advance for your support in maintaining our high standards over the coming year.

Attendance and Punctuality

Students must be in their tutor room for morning registration by 8:50 a.m., otherwise they will be marked as late. Excellent attendance and punctuality are essential for a student to make good progress. This information is also included on all references provided by the school to employers and further/higher education providers. On the rare occasion that your son/daughter is ill, please contact the relevant House office as soon as possible.

Uniform

All students must be in full school uniform, including blazers, at all times. Year 8 and 9 girls are not permitted to wear make-up, and if older students choose to wear it, it must be light and discreet. Only clear nail varnish is permitted. No jewellery is permitted in school so please do not allow your son or daughter to wear wristbands, bracelets or badges. In addition, as stated in our uniform policy, extreme hairstyles (such as unnatural colour, stepped cuts and shaved patterns) are unacceptable. On rare occasions items of uniform are loaned to students by the Head of House. If this applies to your child please ensure that the item is returned the next day.

Please remember to label all items of uniform and equipment with your child's name.

Mobile phone and devices

Please ensure that your son/daughter is aware of our policy (printed in their planner) and impress upon them the need to adhere to it. Please support us by not contacting them directly during the school day. Should your son/daughter need to contact you during the day for any reason this should be done via their House office, medical room or Leadership Team office as appropriate.

Contact details

To ensure that we can communicate with you quickly and effectively, it is essential that we have the correct contact details, including mobile phone numbers and email addresses. If these need to be updated, please contact data@perschore.worcs.sch.uk (01386 552471 ext. 230).

Epraise

The Epraise rewards system aims to encourage every student to work to the best of their ability across the curriculum and outside the classroom. Students can be awarded points in the following categories; achievement, effort, participation, community & being a good student. It is expected that most students should receive at least one Epraise point in each of their lessons. Points can be used to buy items from the Epraise shop, make donations to charity or to buy entry into prize draws. Many teachers also use Epraise for setting and recording homework. Students can view and download their homework from the Epraise website or using the Epraise app.

Attitude to Learning

PRESENTATION	(work and self)
EQUIPMENT	(for learning and extra-curricular activities)
RESPECT	(self, others and property)
STUDY SKILLS	(be resourceful and show reasoning)
HOUSE POINTS	(actively earn and spend them thoughtfully)
OPPORTUNITY	(participate and try new things)
RESILIENCE	(learn from failure and value feedback)
ENQUIRY	(question and be reflective)

Your son/daughter must arrive at each lesson with the appropriate equipment. Please ensure that they have, as an absolute minimum, their planner, a pen, pencil, ruler and scientific calculator. Essential equipment can be purchased throughout the school year using Epraise points.

Please support us at home by ensuring that your son/daughter completes homework tasks set, actively seeking help if necessary. You may also have seen the recent BBC news article citing current research linking large amounts of TV and electronic screen time to reduced grades at GCSE <http://www.bbc.co.uk/news/education-34139196>.

Lockers

We require every student to have a locker because students are not allowed, for safety reasons, to carry their coats and all their possessions around with them during the day. They should visit their lockers before school and at break and at lunchtime, thereby carrying only what they need for two lessons at a time. The lockers are administered by the House Support Officers.

We ask for a one-off payment of £16 for the same locker in Years 8 to 11 and a new locker is issued in the Sixth Form Centre. Payment may be made by ParentPay, the link to the online payments is on the school website. The charge includes a £2 deposit which is refundable on return of the relevant key when the student leaves Pershore High School, or at the end of Year 11 (even if going into Sixth Form, when they will be re-issued). If you have any concerns regarding this payment, please contact Mr Dalton (Finance and Business Director).

Marking and Assessment

As part of our ongoing efforts to help students to engage with their learning, and therefore achieve their best, the way in which members of staff give written feedback is changing. The latest research shows that improving the quality of feedback to students has the greatest positive effect on students' learning and therefore progress. This new whole-school approach to marking seeks to 'Close the Gap'. The common theme is that students should try to close the gap between the piece of work they have done originally and the higher level of work suggested by the feedback. You will see this in your son/daughter's books by selected pieces of work marked in depth, and then this feedback being acted upon in lessons. A big difference will be that notes that are copied, written up from books or similar, may not be marked. This is because feedback on this style of work will not aid understanding or progress. Instead, more focus will be given to improving those pieces of work that will have the greatest impact on learning and progress.

New Humanities Block

The new Humanities block was officially opened on 29th September 2016.

Finally, may I offer you and your son/daughter every best wish for a successful and happy 2016-17 school year.

Yours faithfully



Clive Corbett
Headteacher

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Staff Contact

Mr Dalton

Mrs Budding
Mr Hanson/Mrs Nice
House Support Officers
Mr Corbett
Heads of House
Heads of House
Mr Corbett
Mr Hanson
Mrs Airdrie
Mr Walden/Mr Nockton
Mrs Budding
Mrs Day
Mr Corbett/Governors
Mrs Budding
Mrs Budding/Head of House
Mrs Nice
Mr Wood
Heads of Department
Heads of House
Mr Corbett
Mr Hanson/Mrs Cox
Mr Corbett
Mr Corbett
Mrs Todd
Mr Dalton
Mr Dalton/Mr Taynton
Mr Dalton/Mr Taynton
Mr Corbett
Mrs Pinfield
Mr Dalton
Mr Corbett
Heads of Dept
Mrs Budding
Mr Hanson
Mr Nockton
Mr Hanson
Mr Howell
Mr Corbett
Heads of House
Mr Corbett/Mr Harding
Mr Nockton
House Teams
Mr Dalton/Mrs Rushton
Miss Flanagan
Mr Dalton/Site Team
House Support Officers
House Support Officers
Heads of House
Heads of Dept/Mrs Budding
Heads of House
Mr Dalton
Mr Nockton
Mr Corbett
Mr Walden
Mr Corbett

Non-uniform days	Mrs Budding
No Smoking Policy	Mr Corbett
Open Evenings	Mr Hanson
Opening and Closing Times	Mr Corbett
Options (KS4)	Mr Hanson
Parent Panel	Mr Corbett
ParentPay	Mr Dalton
Parental Links	Heads of House
Pastoral Care	Mrs Budding
Policies	Mr Corbett
Positive Handling Strategies	Mr Nockton
Presentation Evening	Mr Hanson
Prevent	Mr Corbett/Mrs Poulton/Mrs Budding
Professional Development Days (PDDs)	Mr Nockton
PSHE & Citizenship	Mr McKenna
Pupil Premium	Mrs Budding
Reports to Parents	Mr Hanson
Rewards and Consequences	Mr Hanson/Mr Nockton
Safeguarding (Child Protection)	Mrs Poulton
School Nurse and Time 4U	Mrs Budding
School Transport	Mr Booth/Mr Corbett
Signing out	Heads of House
SIMS.net	Mr Hanson
Sixth Form	Mrs Starkey/Mrs McKenzie
Special Educational Needs	Mrs Stoney
Sports Facilities	Mr Barz
Stretch and Challenge	Mr Corbett plus links in each Department
Student Planners	Mr Hanson
Student Representation	Mrs Budding
Targets	Mr Hanson
Teaching Groups	Mr Howell
Timetable	Mr Howell
Timings of School Day	Mr Hanson
Uniform	Mrs Budding
Vertical Tutoring	Mrs Budding
Visits & trips	Mr Hanson
Website	IT Support
Work experience	Mrs French-Griffin
Youth Council	Mr Corbett
Appendices	
Clubs and Activities	Mrs Day
School Calendar	Mr Hanson

STAFF CONTACTS

School number 01386 552471

Name	Responsibility	Extension	e-mail @pershore.worcs.sch.uk
Mr C Corbett	Headteacher	201	cc@
Mr P Hanson	Deputy Headteacher (KS4)	202	ph@
Mr A Nockton	Deputy Headteacher (KS3)	203	an@
Mr J Howell	Assistant Headteacher (RSL5)	204	sixthformcentre@
Mrs Z Budding	Assistant Headteacher (RSL3)	206	zb@
Mr R Dalton	Finance & Business Director	205	finance@
Mrs A Nice	Admin and Data Team Manager	230	data@
Mrs H Airdrie	IAG Advisor	222	hca@
Mrs C Bassett	Family Support Officer	330	cjb@
Mrs C Clarke	Whole School Administrator (Main office)	236	cla@
Mrs T Day	PA to Headteacher	233	office@
Mrs M Fiander	Finance Officer	227	msf@
Miss N Flanagan	Literacy Coordinator & Librarian	241	nhf@
Miss D Homer	Cover Administrator	232	dlh@
Mrs J Jenkins	Finance Officer	228	jaj@
Mrs J Meadows	Whole School Administrator (Main office)	235	jmm@
Mrs J McKenzie	Deputy Head of Sixth Form	221	sixthformcentre@
Mrs D Pinfield	Clerk to the Governors		dep@
Mrs S Roskelly	PA to Leadership Team	234	sro@
Mrs C Rushton	Business Manager	225	finance@
Mrs Z Starkey	Head of Sixth Form	220	sixthformcentre@
Mrs N Todd	Examinations Officer	231	njt@
Mr R Wood	Behaviour Support Officer	242	rjw@
HOUSES			@pershore.worcs.sch.uk
Armstrong House:			
Mrs R Kilmister	Head of Armstrong House	210	rk@
Mr J Layton-Hill	Deputy Head of House	211	armstrongcentre@
Mrs E Hall	House Support Officer	212	armstrongcentre@
Kingsley House:			
Mr M Lake	Head of Kingsley House	213	ml@
Mrs R Farnsworth	Deputy Head of House	214	kingsleycentre@
Miss J Fletcher	House Support Officer	215	kingsleycentre@
Magellan House:			
Mr P Watson	Head of Magellan House	216	wt@
Mr E Turfrey	Deputy Head of House	217	magellancentre@
Mrs J Hyde	House Support Officer	218	magellancentre@
DEPARTMENTS – please telephone reception or e-mail			@pershore.worcs.sch.uk
Mr D Reid	Head of Art	260	dr@
Mrs J Taylor	Head of Business Studies	265	jta@
Mrs J Haynes	Head of English	270	jhy@
Mrs A Knight	Head of Geography	281	aek@
Mrs S Foster	Head of Humanities (History)	280	sf@
Mrs H Rhodes	Head of IT and Computing	285	hr@
Miss D Morgan	Head of Mathematics (RSL4: Core)	290	dm@
Mr S Kemp	Head of Modern Foreign Langs	295	sk@
Mr K Walden	Head of Performing Arts	300	kw@
Mr T Barz	Head of Physical Education	305	tkb@
Mrs Z Starkey	Head of Psychology	220	zs@
Mr J Knight	Head of Religious Education	281	jk@
Mrs S Cox	Head of Science	310	src@
Mr N Harding	Head of Technology	320	nh@
Mrs J Stoney	Special Needs Coordinator (SENCo)	275	js@
Mrs J Nicoll-Jones	MAB Manager	277	pjn@

**Please remember that staff may be teaching
and unable to respond to telephone calls or messages during the same day**

TUTORS LIST 2016/17

Assistant Headteacher:

Zoe Budding (ZB) (Academic Monitoring; House Oversight; Safeguarding)

Armstrong House (GREEN)				Kingsley House (PURPLE)				Magellan House (GOLD)			
(Office: Opposite L2)				(Office: Opposite H4)				(Office: Technology Corridor)			
Heads of House (HoH)											
Rachel Kilmister (RK)				Matthew Lake (ML)				Paul Watson (Wt)			
Deputy Heads of House (DHoH)											
James Layton-Hill (JLH)				Becky Farnsworth (BF)				Ed Turfrey (EDT)			
House Administrators											
Emma Hall (ECH)				Jessica Fletcher (JJF)				Julie Hyde (Hy)			
Form Tutors											
1	ABR	Brooke, Jill	E1	KAP	Ballard, Sam / Roberts, Alison	S10 / M1	MAC	Cookson, Anna / Booth, Graham	IT3		
2	ACB	Burrows, Christopher	H1	KDE	Edwards, Dominique	E7	MAW	Watson, Anne	H9		
3	ACD	Durrant, Corinna	E5	KHE	Herbert, Kate / Jones, Shawn	H2	MDP	Potter, Debra	H7		
4	AFC	Charters, Francis	IT2	KHJ	Baker, Olivia / Jones, Sarah-Jane	A7	MHF	Fain, Hazel	M3		
5	AFL	Lockley, Alison / Forshaw, Rebecca	H6	KHR	Rhodes, Hannah	IT1	MHI	Higgins, Ruth	L3		
6	AJB	Burnham, Jane	T8	KJG	Griffin, Jacqueline	A3	MHW	Wright, Holly	T9		
7	AJK	Knight, Jonathan	H5	KJW	Woodward, Jenna	S4	MJBH	Booth, Joshua	L4		
8	AJT	Troop, Jessica	S9	KLV	Ventura, Luke	H4	MKH	Hayward, Katherine	T2		
9	AKW	Walden, Keith	PA3	KMA	Anderson, Marie	M6	MLK	Kershaw, Liz	IT4		
10	ALH	Howland, Loren	E2	KNM	Merrett, Nicola	E3	MLP	Peake, Laura	S1		
11	ANH	Harding, Neil	T5	KPB	Bishop, Paul	T1	MPE	Pedlar, David	S7		
12	ANS	Spice, Nicholas	E6	KRS	Segar, Rupert	M4	MRH	Newton, Paul	S8		
13	ATA	Taylor, Julie	B2	KSF	Foster, Samantha / Poulton, Sandy	H3	MSL	Lane, Sandra	M5		
14	ATL	Loxley, Triskya / Dorman, Becky	M2	KSK	Kemp, Simon	L2	MSM	McKenna, Sean	E8		
15	AWA	Watkin, Leanne	E4	KTB	Barz, Thomas	A4	MWS	Parrett, Izabel	L1		

Assemblies

Assemblies take place in Houses in the Hall immediately after pm registration. The programme of assemblies is published in the weekly bulletin. There will be one assembly per week for each House. The usual pattern is as follows:

Monday	Sixth Form Assembly
Tuesday	Kingsley House
Wednesday	Magellan House
Thursday	Armstrong House
Friday	Year-based Assembly (if required)

When not in assembly students remain with their tutors in their tutor bases and follow the tutor programme. Assemblies are taken by the Head of House, members of the Leadership Team, visiting speakers, tutor groups and any members of staff who wish to do so. They are overseen by the Heads of House. Tutors are to accompany their tutor groups to assembly and supervise their conduct throughout when not involved in student academic monitoring meetings.

Assessment and Target Setting Data

There is a data tracking system which is used to produce Progress Checks for parents. Heads of Department receive analysis reports which are used to inform pupil progress meetings. See 'Assessment' in your son/daughter's Student Planner.

Target grades are based on two systems. At Key Stage 3 we use as a baseline the target grades generated by the MidYIS test which students sit at their middle school. Core subjects also make use of target data from the Fischer Family Trust who produce targets based on a student's performance in their Key Stage 2 tests. At Key Stage 4 targets are all based either on Fischer Family Trust data or on levels of progress from KS2 test levels. Occasionally these targets need revising up or down and subject teachers consider this when they review the progress check data.

Please note that progress checks may appear to indicate that a target grade is too low as a current grade or level appears much higher. This sometimes occurs because the current grade reflects a specific recent assessment and not necessarily a summary of the progress made to date.

Given government changes, the use of levels and targets will change over the next 12 months.

Attendance

If your child is absent you should contact the relevant House Administrator:

Armstrong House:	extension 212 or	armstrongcentre@persnore.worcs.sch.uk
Kingsley House:	extension 215 or	kingsleycentre@persnore.worcs.sch.uk
Magellan House:	extension 218 or	magellancentre@persnore.worcs.sch.uk

Absence Notes: notification of absence is expected from parents or guardians, rather than from students, before 9am. Students should deliver notes from parents/guardians to the House Administrator, or if Sixth Formers, to Mrs McKenzie: extension 221 or sixthformcentre@persnore.worcs.sch.uk

I must stress the vital importance of full attendance to student success. An obvious point, perhaps, but youngsters cannot make progress if they are not in school. Although I feel this is very clear, I am more than happy to discuss this issue with any parent.

An exceptional circumstance is likely to be:

- a one-off, unique situation such as, a parent, grandparent or other close relative is seriously ill and the holiday proposed is likely to be the last such holiday;
- there may have been a significant trauma in the family recently and the Headteacher might consider that an immediate holiday might enable the child concerned to better deal with the situation;
- the holiday might be a unique, one-off never-to-be-repeated occasion which can only take place at the time requested.

The cheaper cost of holidays in term time will not be accepted as an exceptional circumstance.

Any queries relating to term time absence requests should be directed to the House office. Parents wishing to take their son/daughter out of school during term time should request a holiday form from the House Administrator. The Headteacher considers each request on an individual basis. Students who are absent from school are expected to complete work and should collect it from their subject teachers in advance of their absence.

Problems concerning students' attendance may always be sympathetically discussed with Heads of House, House Administrator, or Mrs Budding, Head of Student Achievement. The Family Support Officer (FSO) is also on hand to offer practical advice and assistance, making home visits when required.

If your child is absent and we have not received notification you may expect a telephone call on any of the contact numbers you have provided from the House Administrator. Concerns about a student's attendance is communicated to the Head of House, who contribute to student achievement by pursuing those students whose records are unsatisfactory and reporting the most intractable cases to the EWSW. Attendance is overseen by the Head of Student Achievement, Mrs Budding, working closely with the House staff and our EWSW.

Sixth Form

Students are required to attend daily and register with their Tutor **every** morning by 8.50am (even if they do not have a lesson at 9:00) and remain in the Tutor Room for notices etc. They must remain in school throughout the morning. If they need to leave school (for an appointment etc.) during the morning, this must be discussed with their Tutor and they must sign out with Mrs McKenzie.

Year 13 students who are free in the afternoon may leave school at lunchtime. If academic progress gives cause for concern they will lose this privilege.

If students are in school in the afternoon, they **must** register with their Tutor by 2:10. They are required to attend House Assembly and at least 2 Tutor Periods per week as arranged with their Tutor.

Students must use the Signing In/Out sheets, held in the Sixth Form, when leaving or returning to school during the day - this is a Health and Safety requirement. Failure to adhere to this will result in loss of privileges.

Persistent lateness will not be tolerated.

Ball Games

Students may play ball games at break and lunchtime in the playground (when the tennis nets are not erected) and, when it is open, on the school field. In the restricted space of the playground, only small footballs are permitted (size 3 or smaller). The field is generally open for such use during the summer term and early in the autumn term. The decision to open or close the field is taken by the Headteacher, in consultation with the Head of PE. Students must stay within the in-bounds area. When the field is open, ball games are restricted to designated areas. The field has to be kept free of litter. If it is not, it could be closed.

Bicycles, Motor Cycles and Cars

A compound is available to the students. All bicycles should be padlocked by their owners inside the compound.

Students aged over 16 who wish to ride motor cycles to school must first obtain permission from their Head of House. Any Sixth Former wishing to drive a car to school must obtain a permit from the Sixth Form Centre. This permission is conditional upon observance of the law and sensible behaviour with the vehicles on and around the school premises.

IMPORTANT NOTICE: Please note that Pershore High School cannot take any responsibility for the loss or damage to bicycles, motor cycles or cars on school premises.

Bullying

See the Bullying Policy on the website

Every child has the right to feel safe, secure and comfortable at school and bullying of any sort will not be tolerated. If a child does not feel comfortable for any reason this must be reported to the Head of House, a Deputy or the Headteacher.

Bullying is the wilful, conscious desire to hurt, threaten or frighten and may involve physical, verbal or written communication, or delivered directly, through a third party, or electronically by the use of e-mail, text messaging or Facebook.

If you think your child is being bullied...

- Be prepared for your child to say nothing is wrong so stay reassuring and supportive but ask questions.
- Reassure your child that it is not their fault.
- Find out exactly what has happened and when.
- Stay calm and listen without getting angry or upset.
- Don't promise to keep it a secret, but help your child to think about what they would like to happen.
- Collect evidence. Keep a diary with names, places, time and exactly who did or said what. Keep any text messages, emails or posts.
- Tell the school – it is important that the bullying be stopped.

Bursary

The Student Support Bursary exists to help to fund school trips for those families in difficult circumstances. This is a fund provided by the school's trustees that is separate to Pupil Premium funding. Parents wishing to apply should request an application form from the House Administrator. It should then be sent to the Finance office.

Mrs Budding is the Pupil Premium/Raising Aspirations Co-ordinator and Richard Charles is Link Governor.

Calendar

A calendar of school events is published annually and distributed to parents. The website and newsletter will also inform parents of events. Request a paper copy of the calendar from td@pershore.worcs.sch.uk. (See Appendices)

Careers/Information, Advice & Guidance (IAG) Counsellor

Mrs Airdrie, Careers Adviser, will provide impartial IAG support appropriate to the needs of each individual, namely careers information, advice, guidance. She will assist in motivating pupils to make informed life choices and to engage in mainstream learning and work opportunities. Based in the library, students from all year groups are able to browse careers resources or ask questions during the regular 'drop-in' sessions and arrange one-to-one interviews. A range of excellent, impartial on-line careers information is accessible by parents from the school website. If you have any careers related queries please do contact Mrs Airdrie (hca@pershore.worcs.sch.uk).

Carol Services

These take place at Pershore Abbey towards the end of the Autumn Term. There are two services during the school day, one for Magellan and half of Armstrong House (Wednesday) and one for Kingsley House and remaining Armstrong House students (Thursday). Year 11 students do not attend as they are on study leave for the GCSE mock examinations. There is also an evening service for parents, staff, governors and friends of the school. Year 11 musicians who are not sitting an examination are encouraged to perform during the day and are expected to perform at the evening service.

Charities/Fund Raising

Fund-raising and charity events, including money raised on non-uniform days, take place each year, overseen by Mrs Budding. This is entirely voluntary for students. At the start of a school year, the House Team organise a Charity Calendar to give some structure to charity/fund raising activities.

Clubs & Activities

Please see the website, or ask your child to look at the Tutor noticeboard. (See Appendices)

Concerns & Complaints

Please see the school policy on our website. You may contact the Chairman or Vice Chairman via e-mail: governors@pershore.worcs.sch.uk

Confidentiality

See Privacy Notice and Data Protection Act on website

In the course of their day-to-day work staff will deal with information which is handled with an appropriate degree of confidentiality. Students are able to speak to staff with confidence that what they are saying may be passed on appropriately but will not be generally broadcast. Information about students' domestic and personal circumstances is handled with great delicacy. Staff are aware of the need to store copies of letters, reports and electronic information in a suitable and secure place.

Court Orders

If there is a Court Order in place regarding access to your child the school **must** be informed. Please contact the Head of House.

Data

If you want to see a copy of the information we hold and share about your child, or if you notice that information about your child is wrong in our records, please contact 01386 552471 extension 230 or data@pershore.worcs.sch.uk.

Detentions

See 'Rewards and Consequences'

From the DfE website: What the law allows

22. Teachers have a legal power to put pupils aged under 18 in detention.
23. Schools must make clear to pupils and parents that they use detention (including detention outside of school hours) as a sanction.
24. The times outside normal school hours when detention can be given (the 'permitted day of detention') include:
 - a. any school day where the pupil does not have permission to be absent
 - b. weekends - except the weekend preceding or following the half term break
 - c. non-teaching days – usually referred to as 'training days', 'INSET days' or 'non-contact days'.
25. The headteacher can decide which members of staff can put pupils in detention. For example, they can limit the power to heads of year or heads of department only, or they can decide that all members of staff, including support staff, can impose detentions.

Matters schools should consider when imposing detentions

26. Parental consent is not required for detentions.
27. As with any disciplinary penalty a member of staff must act reasonably, as described in paragraph 15 above, when imposing a detention.
28. With lunchtime detentions, staff should allow reasonable time for the pupil to eat, drink and use the toilet.

Detentions outside school hours

29. School staff should not issue a detention where they know that doing so would compromise a child's safety. When ensuring that a detention outside school hours is reasonable, staff issuing the detention should consider the following points:
 - Whether the detention is likely to put the pupil at risk.
 - Whether the pupil has known caring responsibilities which mean that the detention is unreasonable.

- Whether the parents ought to be informed of the detention. In many cases it will be necessary to do so, but this will depend on the circumstances. For instance, notice may not be necessary for a short after school detention where the pupil can get home safely.
- Whether suitable travel arrangements can be made by the parent for the pupil. It does not matter if making these arrangements is inconvenient for the parent.

Discipline in the Classroom

See the 'Rewards & Consequences Policy'

Discipline in the classroom is, in the first instance, the responsibility of the teacher. All teachers (including trainee teachers and supply teachers) share the same expectations of students in lessons – as well as at other times.

If a student's behaviour is persistently preventing others from learning, they will be sent to a different classroom to work (a 'yellow card'). They will complete their work under the supervision of another teacher, the incident will be logged and a lunchtime detention issued.

If it becomes necessary to remove a student from a lesson because of serious misconduct (a 'red card') the student is sent to the House Administrator where he or she will be directed to a senior member of staff. An e-mail is sent with brief details of the incident so that the relevant staff and House Administrator are informed. An After School Detention is automatically issued unless relevant staff feel another sanction would be more appropriate. The tutor and Head of House are also notified following such an incident.

When a teacher becomes concerned about a student's persistent failure to complete work/homework, poor attitude or continuing misbehaviour, the matter is reported in the first instance to the Head of Department. The tutor and Head of House are kept informed of any action taken. When departmental action has failed to bring about an improvement, the matter is referred to the relevant Head of House. The Head of House will then contact parents by letter or telephone to invite them in to a meeting where the problem can be discussed with the student and/or staff.

Discipline at Other Times

See the 'Rewards & Consequences Policy'

Misbehaviour out of lessons is the responsibility of all staff, and students are referred to the Head of House or, in the case of serious misconduct, to one of the Deputy Headteachers.

During the lunch hour the Sixth Form Lunchtime Supervisors have the same authority and should expect the same level of respect as all other adults working in the school. They will refer students who misbehave at lunchtime to the Headteacher or the Deputies who will then liaise with the relevant Head of House. Misbehaviour on school buses is reported to Mr Booth.

Drug Incidents on the School Premises

See the Drug Education Policy

Each incident will be dealt with in the light of its unique set of circumstances. Although the following are probable courses of action, the final decision on how to respond to a drug related incident rests with the Headteacher.

Parents will be informed regarding any possible drug misuse by a student and, where appropriate, involved (eg. school disciplinary board, police interview).

Any student found in possession or known to have been in possession, of a controlled drug on school premises will normally face a fixed term exclusion, pending the outcome of police enquiries.

Any student found in possession of, or using alcohol or volatile substances on school premises, is likely to be excluded from school for a fixed period.

If a controlled substance is brought on to school premises with the purpose of supplying others, this will normally result in permanent exclusion.

Any student found in possession of, or smoking tobacco products will be punished by a period of detention and parents will be informed. Persistent defiance will result in a range of sanctions. Legal 'highs' are also not allowed on the school site.

Duke of Edinburgh's Award Scheme

This is available at Bronze (Year 10 – Mr Hanson) and Gold (Year 12/13 – Mrs Cox) Levels at Pershore High School. Young people growing up in this modern complicated world have many difficulties to face and opportunities for personal achievements can be limited. This scheme is intended to help both the young and those concerned for their welfare. Its object is to provide an introduction to worthwhile leisure activities and to voluntary service, as a challenge to the individual to discover the satisfaction of achievement and as a guide to those people and organisations who would like to encourage the development of their younger fellow citizens. The school is an operating authority for the scheme under Worcestershire Youth Service.

The Duke of Edinburgh's Award Scheme at Bronze Level is divided into four sections:

Voluntary: There is a wide range of activities to choose from and can include membership of a uniformed organisation, Animal Welfare and Fund Raising and follow the activity for a specified length of time.

Skills and Physical Recreation: Participants can choose from an extensive list and follow the activity for a specified length of time. The timings are given in the tables below.

Voluntary	Skills	Physical Recreation
3 months	3 months	3 months
All participants must undertake a further three months in one of these sections		

Whilst the school will support the Service, Skills and Physical Recreation section the minimum time requirements are expressed in months and during which time there should be a regular commitment averaging at least an hour per week. Completing the above three sections is the responsibility of the young person to make arrangements to fulfil these sections.

Expedition/Exploration:

This section will be organised by the school. The school will train the young person in navigation, route planning, and camp-craft.

Emergency Closure

The Headteacher, in consultation with the Chair of Governors, is responsible for deciding whether the school should close, and in reaching his decision he will have particular regard to the health and safety of students and staff, especially in respect of travelling to and from school.

When a decision to close has been made local radio stations will broadcast the names of the schools which will be closed so that students and their parents can make arrangements.

The school website will also have the latest information, and where possible parents will be sent a text message. It is usually possible for there to be someone at the school to alert children and any accompanying parents to the situation.

Equipment

We expect all students to come to lessons properly equipped and we carry out random equipment spot-checks during lessons. Students who fail to have the correct equipment at that time will be issued a departmental detention. All specialist equipment can be purchased from the relevant departments. Students are expected to have, at the very least, a couple of pens, pencils, rubber, ruler and calculator. These can be purchased using Epraise points at the school shop. Students appearing in lessons without a pen will be required to buy on using their Epraise points. Pupil Premium students will be provided with 'maths packs' which will contain the equipment necessary for Maths. These will be kept in school and issued for lessons. The pack will also be issued during Maths and Science exams and any other time they are appropriate.

Maths:

Just as students need the right games kit for PE, they need the right kit for Maths. That means that they need a pen, sharpened pencil, ruler, protractor, pair of compasses and a calculator. It is also very important that they have the right sort of calculator and take it to all lessons. They need an up-to-date scientific calculator with the facility to write fractions. Having this sort of calculator is essential in lessons and particularly in the exams. There are always some tricky questions designed to test their ability to use a calculator properly. To be as well prepared as possible students need to take their own calculator to every class and get plenty of practice with it. That way they will be confident using it in class and in the exams.

All of the essential maths kit and calculators may be bought directly from the Maths Department, and at much cheaper prices than will be found anywhere else. Just ask the Maths teacher for more information.

- Maths Kit - £2 (or £1 for just the contents without the pencil case)
 - Clear plastic pencil case (suitable for examinations);
 - 15cm ruler
 - 180° protractor
 - Pair of compasses
 - Pencil
 - Eraser
 - Pencil sharpener
- Calculators - £7
 - We recommend the Casio Scientific Calculator (fx-83GTPLUS)

Dictionaries:

All students study French and German in Years 8 and 9. The use of a French/English and German/English dictionary, in particular for homework, is important. We recommend the Collins Pocket French and German dictionaries – these cost about £7 each and are available from most bookshops. The Collins Pocket French/German grammar book is also highly recommended for checking of key grammar points in the target language. It is also important that students have access to an English dictionary at home to help them to check spellings. We recommend the Oxford School Dictionary.

Examinations

See '*Examination timetables*' on website

The school is an accredited centre for all the major public examination boards which award GCSE and A level qualifications. GCSE examinations for Years 10 and 11 take place predominantly in the summer term. In addition, some sixth form students may re-sit GCSE Maths and English in November.

All AS and A2 module exams are sat in May/June each year. There is an opportunity to re-sit AS modules in Year 13 but only in May/June. Any student taking this option will need to take into account the burden of both AS and A2 exams in the same period.

Mock exams for AS and A2 will take place in December each year. Students will need to achieve a minimum standard to ensure that they are able to continue on the course

When reading examination results, a small 'c' means a grade c on that module. A capital 'C' only is the overall grade for that student.

Revision tip: Try to sit with your child whilst they do a past paper. Revision is a lonely process and there is nothing more discouraging than the rest of the family watching TV whilst they work.

New Performance Measures and grades at GCSE from 2017:

The four slides on this [link](#) outline the changes introduced that apply to GCSE examinations taken by both current Year 11 and 10 students. The new Performance Measures (Attainment 8 and Progress 8) will be how schools in England are measured (and not 5 A* to C statistics) from 2016 onwards.

First teaching of new GCSEs in English and Mathematics (for first examination in 2017) begins this September, with first teaching of new GCSEs in other subjects (for first examination in 2018) starting in September 2016. From the summer of 2017 onwards (beginning with current Year 11 students) will be awarded numerical grades (9 to 1) as opposed to the current grades A* to G. Fuller details are provided by OFQUAL at

<https://www.gov.uk/government/news/setting-standards-for-new-gcses-in-2017>

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In addition, Year 12 students from September 2015 have been following new linear A level courses with revised content in English Language, English Literature, Biology, Chemistry, Physics, Psychology, Art and Design, Business Studies, Computing, Economics, and History. First teaching of new A levels with revised content in other subjects has started in September 2016.

Fire Drill

See the Health & Safety Policy

Summoning of Fire Service

- Unless they have been previously advised that the bell signals a fire drill practice, office staff will summon the fire service on hearing the bell.
- Any member of staff who knows that the alarm is ringing because of the deliberate or accidental breakage of a fire glass, will report this to the office at once.

Exit Routes

- Staff know the procedure for evacuating the building in the event of a fire.
- Tutors ensure that students are familiar with the procedure.
- Fire exit routes are kept clear of any obstruction and fire doors are kept closed.

Evacuation

- Whenever the fire bell is rung, rooms are evacuated swiftly, leaving all belongings behind.
- Teachers who are last to pass through a corridor or last to leave a landing close the fire doors behind them. If a disabled person is in a refuge area this is reported to a caretaker at the earliest opportunity.
- Students, staff and visitors assemble on the field next to the tennis courts where their presence is reported to staff in charge of the roll.

Food – Catering

A range of healthy meals are available until 2.05 pm. Details of menus are found on the website.

There is a full and varied menu each day with choices of main and vegetarian meals and puddings. In addition there is a wide choice of baked potatoes, sandwiches, baguettes, wraps, salads, soup, a pasta bar with a choice of two sauces each day (one vegetarian), and fresh seasonal fruit pots.

The current cost of a main meal is £2. Sandwiches are available from 1.20, baguettes from £1.60. All other items are individually priced. It is possible to have a substantial meal for under £3.

We always use local suppliers and fresh local produce whenever available. The majority of our menu is prepared at the High School.

We operate a cashless catering system – for further information contact Mr Dalton (rd@persshore.worcs.sch.uk)

Free School Meals

Free school meals can be awarded if you, or your partner, are in receipt of any of the following:

- Income Support, or
- Job Seekers Allowance – Income Based,
- Support under part VI of the Immigration and Asylum Act 1999,
- Child Tax Credit, provided you are NOT ENTITLED to Working Tax Credit and have an annual income, as assessed by HM Revenue & Customs that does not exceed £16,190,
- Guarantee element of State Pension Credit,
- Employment Support Allowance (Income Related).

A form is available from the House Support Officer and should be returned to the County Council. We will take great care to avoid any embarrassment for students entitled to free school meals.

Friends of Pershore High School

The Friends of Pershore High School includes all parents, staff, governors and sixth formers. It exists to support the school and advance the education of its students. The committee organises educational, social and fund raising events. Please see the school website for more information, and contact the Headteacher if you wish to be involved. Join the successful 100+Club for just **£2 per month** and help the friends with their fundraising. Money raised helps all departments within the school.

Governing Body

As part of their responsibilities, the governors are linked to particular areas or departments.

Name	Category	Committee	Link
Rob Phillips Chairman	Governor	Finance/Strategy, Staffing, School Improvement	Finance / Audit / Mathematics Numeracy
Nick Young Vice Chairman	Governor	Finance/Strategy, Staffing, Appeals, School Improvement	Performing Arts 'Prevent'
Graham Booth	Staff	Finance/Strategy	Curriculum implementation
Pip Cavilla	Parent	Policy Review	Art, Photography, Safeguarding House link - Kingsley
Richard Charles	Parent	Strategy/Vision School Improvement	Pupil Premium
Russell Dalton	Governor	Staffing, Finance/Strategy	Health & Safety PE
Paul Featonby	Governor	Staffing, Finance/Strategy	Sixth Form
Nicola Gow	Governor	School Improvement, Staffing, Appeals, Finance/Strategy	Science, Sustainability
Anita Iddon	Staff	School Improvement	-
Sinead Mackenzie	Governor	tbc	CEIAG, House link - Armstrong
David Riley	Co-opted	School Improvement Appeals	English/Literacy, Humanities, House link - Magellan
Ken Rowe	Governor	Finance/Strategy, Policy Review, Premises Action, Appeals	Technology, House link - Magellan
Liz Tucker	Co-opted	Finance/Strategy	International, MFL House link - Armstrong
Clive Corbett	Headteacher	Attends all Committees (non-voting)	
Phil Hanson, Deputy Head (SI, Finance/Strategy, Staffing, Premises) Andrew Nockton, Deputy Head, (SI, Finance/Strategy, Staffing) Sue Wood-Griffiths (Technology) (University of Worcester) Steve Winstone (University of Gloucestershire) Craig Pritchard (Head Boy), Rebecca Hodgkins (Head Girl)			Non-voting Associate Members

The Secretary to the Governing Body is Deborah Pinfield. Should you wish to contact a governor please do so through the secretary: dep@persshore.worcs.sch.uk or via governors@persshore.worcs.sch.uk

Health and Safety

See the Health & Safety Policy

The school is bound by the terms of the Health and Safety at Work Act. The school's Health and Safety Officer is the Headteacher, and the Finance & Business Director and Business Manager are his representatives to whom HASAW matters should be referred in the first instance. Accidents and near misses to visitors must be recorded – speak to the Finance & Business Director and Business Manager. Accidents to students are also recorded – speak to the first aiders in the Main Office.

Home School Agreement

“Our primary aim is to encourage our students to discover and make the most of their talents so that they may achieve academic success, develop self-esteem and a clear sense of purpose, and prepare for life in a rapidly changing society.”

As a school we will:

- maintain an orderly, purposeful, stimulating and pleasant environment
- provide the National Curriculum and a full range of GCSE, vocational and Advanced Level subjects
- ensure that students make the necessary commitment to their school work
- provide high standards of teaching, guidance and support, appropriate to individual students' needs, so that our students may attain the highest possible standards, particularly in their public examinations
- encourage students to take part in the wide range of activities we offer
- promote the personal, social, moral, spiritual and cultural development of our students, giving them a sense of community in which they may develop responsibility for themselves and for others - increasingly so as they move up through the school
- expect very high standards from all our students in their academic commitment and attainment, in their attendance and punctuality, in their conduct and appearance, in their involvement in extra-curricular activities
- help students to set challenging and achievable targets and involve them and their parents in our procedures for reviewing and reporting progress and attainment
- celebrate our students' achievements
- work in partnership with parents, providing full information and responding promptly to telephone calls, E-Mails and letters
- respond to suggestions and seek to resolve concerns and complaints promptly and satisfactorily.

My obligations as a student are to:

- attend school regularly, punctually and properly prepared
- comply with the School's procedures, including uniform requirements, mobile phone and music playing device requirements
- respect the school's environment and property, and the property of others
- behave in an orderly and considerate way at all times, helping to promote the caring, friendly and purposeful ethos in our school and in the community
- use my Student Planner to record my achievements, improve the quality of my work, set and review my priorities, and record my homework and coursework
- complete all my class, home and course work to the best of my ability
- make good use of opportunities - such as the Library, ICT facilities and after school provision - to extend my knowledge and understanding
- discover and make the most of my talents by taking part in the extra-curricular opportunities available in school and outside, and participate actively in the school's award schemes
- value the school's provision for my moral, social, cultural and spiritual development - including Tutor Programme and Assemblies
- share any concerns I might have with my parents and/or my tutor

My obligations as a parent are to:

- ensure that my son/daughter attends school regularly and punctually
- notify the school in the case of absence - in advance if the absence is planned; as soon as possible if the absence is unforeseen, for example due to illness
- ensure that my son/daughter is properly prepared and equipped for school
- support the School's policies and procedures, including the wearing of uniform, the use of the Student Planner and participation in the School's Award schemes
- take an interest in my son's/daughter's school work, homework and course work, providing appropriate support and encouragement
- keep the School informed of matters which may affect my son's/daughter's capacity to study and/or participate fully
- participate in Parents' Evenings and come to other events, for example the Key Stage 4 and Sixth Form Open Evenings and other education events
- read the monthly Newsletter (usually published on the last Friday in the month)
- contribute, whenever possible, to the life of the School community, for example by supporting events organised by the Friends of Pershore High School.

Homework

The school regards homework as an important part of every student's educational experience. It plays a crucial role in the work of every department. Careful thought is given to the nature of the assignments set as homework. These are accessible to all of the students concerned and not just those fortunate enough to have a well-resourced home.

The Extended Learning Task timetable (KS3 only) is published on the school website.

Students who persistently fail to complete homework will normally be reported to the Head of Department. Sanctions may include detention at break or lunchtime or, in more serious cases, after school.

House Points

See the 'Rewards & Consequences Policy'

These may be given for sustained effort, excellent work or significant service to the school. House points are given through the epraise system. Significant achievement can be recognised in the form of Commendations (5 House Points) and Outstanding Achievement Awards (10 House Points). Please speak to the House team for more information.

ICT and internet

See ICT policies

Significant educational benefits result from curriculum ICT use including access to information from around the world and the abilities to communicate widely and to publish easily. Curriculum ICT use is planned, task-orientated and educational within a regulated and managed environment.

The purpose of internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management information and business administration systems. Internet use is a part of the statutory curriculum and a necessary tool for staff and students.

The school will have a nominated e-safety officer who is a member of the Leadership Team. Pershore High School's e-Safety Officer is Mr Hanson.

Through ICT lessons and throughout the curriculum:

- Students will be taught what internet use is acceptable, what is not and given clear objectives for internet use.
- Staff should guide students in on-line activities that will support the learning outcomes planned for the students' age and maturity.
- Students will be educated in the effective use of the internet in research, including the skills of knowledge location, evaluation and retrieval.
- Students will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Key Stages

The two deputy headteachers, and one Assistant Head, have oversight of teaching and learning, and student progress, in one key stage.

Key Stage 3 (KS3)	=	Years 8 and 9	- Mr Nockton
Key Stage 4 (KS4)	=	Years 10 and 11	- Mr Hanson
Key Stage 5 (KS5)	=	Years 12 and 13 (Sixth Form)	- Mr Howell

Last day of term Arrangements

We have a shortened last day at the end of the summer term and on Open Evening (29th September) only. Students are released at 1.20pm and buses provide transport as normal at this earlier time.

Late Students

Students who arrive late for school, for whatever reason, must first report to the House Administrator and sign in on the appropriate sheet. A lateness caused by the late arrival of a bus is not recorded on the student's report or progress check.

Tutors take a firm stand on punctuality and punish persistent latecomers by keeping them in at break and lunchtimes to make up for missed time in the first instance, as well as reporting them to their Head of House. Parents will be informed of persistent problems.

Sixth Form students must use the Signing In/Out sheets, held in the Sixth Form, if late or when leaving or returning to school during the day - this is a Health and Safety requirement. Failure to adhere to this will result in loss of privileges. Persistent lateness will not be tolerated.

Learning Ambassadors

This is the name given to small cohorts of students who conduct action research into effective teaching and learning, as part of the Schools of Tomorrow Programme. Their work includes in-lesson data collection and participation, interviews with students and interviews with staff.

Learning to Learn (Learn2)

Year 8 students develop their skills as effective, independent learners through a fortnightly 'Learning to Learn' lesson known as 'Learn2'. This is taught by a specialist team with lessons focused on developing students' understanding and use of the 5Rs (Reasoning, Responsible, Resilience, Resourcefulness, and Reflectiveness), alongside more traditional 'study skills' (Organisation, Time Management etc), in order to prepare them for the rigours of higher level study. These concepts are reinforced through the Tutor Programme and other curriculum activities.

Leaving the Premises (students)

No student in Years 8 to 11 may leave the premises during the school day without permission, which may be given by the student's Head of House or a member of the Leadership Team. This does not apply to students who have dental/medical appointment cards or where their parents have signed the planner or sent in a letter. In such a case the card/letter must be shown to the student's tutor and initialled, and then to the House Administrator when signing out.

Sixth Form students are required to attend daily and register with their Tutor **every** morning by 8.50am (**even if they do not have a lesson at 9:00**) and remain in the Tutor Room for notices etc. They must remain in school throughout the morning. If they need to leave school (for an appointment etc.) during the morning, they must discuss it with their Tutor and sign out with Mrs McKenzie.

Year 13 students who are free in the afternoon may leave school at lunchtime. If their academic progress gives cause for concern they will lose this privilege. If they are in school in the afternoon, they **must** register with their Tutor by 2:10. Sixth Form students must use the Signing In/Out sheets, held in the Sixth Form, when leaving or returning to school during the day - this is a Health and Safety requirement. Failure to adhere to this will result in loss of privileges. Persistent lateness will not be tolerated.

Lettings

If members of the public require any part of the main school premises for use in the evenings or at weekends they should contact Mr Dalton or Mrs Rushton, finance@pershore.worcs.sch.uk, in the first instance.

Library

The Library is open from 8.15am until 3.30pm daily. We welcome students at break and lunch times, as well as before the start of the school day, to undertake independent study or enjoy private reading. We have an active Library Club that meets on Wednesday lunchtime. Other popular clubs have included Yugio and Manga. These are managed by the students themselves and we invite them to suggest additional groups.

A member of staff is normally present to assist students and teachers. There is also a dedicated team of Junior Librarians and Sixth Form Supervisors who are able to offer support with daily tasks.

The Library provides a good selection of modern fiction for young people, a range of non-fiction titles that complement the curriculum and literary classics. Both local and national newspapers arrive daily and we also stock a range of magazines including Flipside and Wired. Students are able to borrow up to three books for an initial two week loan, though this is longer for Sixth Form students. All Library users are encouraged to request particular titles or authors that they would like to see in stock as well as additional magazines.

Our Library has forged links with other local schools and as members of the Worcestershire Children's Book Group, we have taken part in several author visits as well as welcoming authors to our school.

Litter

The policy of the school is that there should be no litter on the premises and that students should not drop it on the roads or fields near to the school. This is clearly a tall order and we must encourage students not to drop litter and to pick it up when they see it. To assist with keeping the school premises free of litter, each Tutor Group is asked to do a litter duty for one week per year.

Lockers

We require every student to have a locker because students are not allowed, for safety reasons, to carry their coats and all their possessions around with them during the day. They should visit their lockers before school and at break and at lunchtime, thereby carrying only what they need for two lessons at a time. The lockers are administered by the House Support Officers.

We ask for a one-off payment of £16 for the same locker in Years 8 to 11 and a new locker is provided issued in the Sixth Form Centre. Payment may be made by a cheque payable to 'Persnore High School', sent in a named envelope, alternatively you will be issued with a Payments4Schools password for your child which will allow you to pay the £16 online, the link to the online payments is on the school website. The charge includes a £2 deposit which is refundable on return of the relevant key when the student leaves Persnore High School, or at the end of Year 11 (even if going into Sixth Form, where they will be re-issued). If you have any concerns regarding this payment, please contact Mr Dalton (Finance and Business Director) at school.

Lost property/Valuables

All belongings must be marked with the owner's name. Items found are kept in Reprographics. Students should check reprographics/PE department/place last seen, before reporting the loss of property to the House Administrator.

IMPORTANT NOTICE: Please note that Persnore High School cannot take any responsibility for the loss or damage to items brought into school such as ipods, MP3 players, mobile phones, cash etc.

Lunchtime Arrangements

All students in Years 8 to 11 must remain on the premises at lunchtime. Hot school meals must be eaten in the dining room. Packed lunches may be eaten in the hall or, in good weather, on the benches outside. If it is wet at break or lunchtime students may use the School Hall. Students with notes from teachers running lunchtime activities are allowed into the dining room without the need to queue.

Teachers generally lock their classrooms at lunchtime if they are not present. Some teachers, however, do allow students to use their classrooms at lunchtime. There are currently a number of Sixth Form Assistants, overseen by Mr Wood, who are responsible for the students at lunchtime. The Head and Deputies are also on duty.

Marking

The principles of the policy are that marking is essential to the progress of students and that the process involves both student and teacher. Students will be given time to 'close the gap', that is to undertake re-drafting or improvement work that will close the gap between the work they have produced and that which they could produce with the feedback from the teacher. It is essential that students think carefully about the responses they give and that they take time to improve their work.

Each department has its own policy for the regular and frequent marking of work. Each teacher maintains a comprehensive record of the marks he/she has awarded.

Medical Matters (students)

See the 'Medication' policy and the Health & Safety Policy

All accidents and illnesses occurring in school must be reported to the support staff in the Main Office. Except where an accident or emergency has occurred, students must seek the permission of a teacher before reporting sick. It is good practice for the student who is unwell to be accompanied by another student to ensure a safe arrival. Heads of House, together with office staff, monitor those students who may be reporting sick persistently.

The Main Office staff, together with the Head of House, will decide if a student who is unwell should be sent home and will contact the parents. It is generally expected that parents will then make arrangements to collect their child.

Over-the Counter Medicines and Painkillers

Unfortunately staff members of Pershore High School are unable to keep over-the-counter medicines such as paracetamol, aspirin or Calpol, or to administer them to students even at the request of parents. This is because they can mask symptoms in the event of an injury and it is possible to administer too large a dose if a student has already taken some without the knowledge of the school. The only exceptions to this are those students for whom painkillers have been prescribed by a doctor. In this circumstance please refer to our Medications policy or ring the school.

Minibus

The minibus can only be driven by members of staff on the approved list of drivers. A driving assessment is taken every three years. All drivers are expected to maintain the highest standards in the handling of the minibus. It must not be driven over 60 mph on motorways or 50 mph on other roads. All legal speed limits must, of course, be observed.

During the journey the driver and all passengers must wear seat belts and the passengers are warned not to interfere with doors. All users of the minibus share a responsibility for keeping it in good order.

Mobile phones, Smart Watches and music playing devices

See the 'Mobile Phone, Music-playing device and Smart Watch usage' policy

All parents/carers and students sign a copy of the Contract below to be able to bring a mobile phone or music playing device into school.

1. Usage:

- 1.1 Mobile phones and music-playing devices should be turned off and out of sight between the first school bell of the day (8.47 am) and the final bell of the day (3.30 pm). In addition, Smart watch technology must not be used for any other functionality than confirming the time during the school day.
- 1.2 Before the first school bell of the day (8.47 am) and after the final bell of the day (3.30 pm), mobile phones and music-playing devices may be used without additional permission unless detained in class or for detention.
- 1.3 Mobile phones and music-playing devices must only be used with the permission of the member of staff in charge of the activity for which the device is required. School trips are considered to be lesson time and mobile phone and music-playing device usage or otherwise will be at the discretion of the teacher in charge.
- 1.4 Mobile phones and music-playing devices are not allowed in examination rooms – even if turned off and in a bag. (These are national Examination Board rules).
- 1.5 It is not acceptable to use a mobile phone in place of a calculator.
- 1.6 It is not acceptable to use a mobile phone to contact a parent/carer, without prior permission.

- 1.7 A mobile phone or music-playing device may only be brought to school if the school holds a completed 'Contract'.

2. Responsibility:

- 2.1 The mobile phone, music-playing device or smart watch is solely the responsibility of the owner at all times and the school accepts no responsibility at any time.
- 2.2 Parents/carers should not expect to be able to contact students through their mobile phone between 8.40am and the end of school bell. Messages should be passed via your House Office.
- 2.3 As children are most vulnerable to the effects of microwave radiation, because their nervous systems are not fully developed and their skin thinner than adults providing less protection, students will be neither encouraged nor expected to bring mobile phones into school. No responsibility is taken by the school for any mobile phone related illness caused by usage within the school site.

3. Sanctions:

- 3.1 Any breach in the agreed rules will result in the confiscation of the mobile phone, music-playing device or smart watch and issuing of a sanction.
- 3.2 Confiscated mobile phones, music-playing devices or smart watches will be taken to the Leadership Team Office by the teacher who confiscates them. Mrs Roskelly will log and secure the item in a safe.
- 3.3 A confiscated device will only be returned when a fully signed 'Mobile Phone, music-playing device and smart watch usage' Contract is held by the school and the device has been confiscated for the required amount of time (see 3.4). The sanction may or may not have been completed at this point.
- 3.4 The sanctions following a device confiscation are as follows:
First Offence: Returned at the end of the next school day. One lunchtime detention given.
Second Offence: Retained for three 'school' nights and returned at the end of the school day which follows the third night. Three lunchtime detentions given.
Third Offence: Retained for three 'school' nights and can only be collected by parent/carer. One after school detention given. Student banned from bringing the device in to school. A device confiscated on a Friday (first offence), or Wednesday to Friday (second offence), will be retained over a weekend.
- 3.5 Failure to hand over a mobile phone, music-playing device or smart watch when requested will be dealt with as gross disobedience.
- 3.4 The sanctions following a device confiscation are as follows:
First Offence: Returned at the end of the next school day. One lunchtime detention given.
Second Offence: Retained for three 'school' nights and returned at the end of the school day which follows the third night. Three lunchtime detentions given.
Third Offence: Retained for three 'school' nights and can only be collected by parent/carer. One after school detention given. Student banned from bringing the device in to school. A device confiscated on a Friday (first offence), or Wednesday to Friday (second offence), will be retained over a weekend.
- 3.5 Failure to hand over a mobile phone, music-playing device or smart watch when requested will be dealt with as gross disobedience.

Movement around the School

The school's corridors are often too narrow for the number of students we now have on roll. It is therefore important that behaviour around the corridors is sensible. Students must not wear coats around the school. Everyone should **walk on the left**.

Music Lessons and Payment

Instrumental/Vocal tuition is provided by both visiting teachers from Severn Arts (formerly Worcestershire Youth Music – WYM) and private teachers (drums, brass, clarinet and sax). Lessons are available on a variety of instruments and are taught individually or as part of a group.

If your child needs to borrow an instrument this can be hired from Severn Arts (www.worcestershire.gov.uk/music). If ordering before the start of the Autumn term orders must be placed no later than August 21st to ensure delivery/collection for the start of September.

Lesson charges for 2016-17 are:

Individual lesson	£12.50 per lesson	(invoiced at £137.50 per term)	(20 mins x 11)
Group lesson (2-4)	£6.25 per lesson	(invoiced at £68.75 per term)	(20 mins x 11)

If you would like your child to receive (or continue to receive) lessons, please complete an application form from the website or from Mr Walden and return it to Pershore High School marked **FAO: K Walden, Instrumental/Vocal Tuition**.

We require a **full half term's** notice if you wish to cancel music lessons. Notice **MUST** be given **in writing** and sent to **Mr Walden**. This is because music lessons are scheduled with the teachers in advance and Severn Arts set our fees for the teachers' time on an annual basis. **Failure to give the correct written notice will mean that the next half term's fees become payable.**

For example, if you wish to end tuition at the end of the Autumn term in December, written confirmation must be sent in before the end of the first October half term.

Full terms and conditions are available on the school website (www.pershore.worcs.sch.uk). A paper copy can be requested. Pupils who receive instrument lessons are encouraged to participate in an extra-curricular ensemble.

Newsletters

See Newsletters on the website

These are sent home via email roughly once a half term. Students are encouraged to make contributions and these should be passed to Mrs Meadows or Mrs Clarke. Mr King also posts information on Facebook and Twitter.

Non-uniform Days

These are held about 3 or 4 times a year. The students pay £1 each to take part and the monies raised are donated to charities, as outlined in the school's calendar. The decision to come out of uniform implies the duty to pay. Students are not allowed any extreme hairstyles or to wear any headgear.

No Smoking Policy

No smoking is allowed on the school premises or in the immediate vicinity of the school. This applies to all staff and students. Students caught smoking will be referred to the Head of House. A sliding scale of sanctions and support are applied and a letter sent home. Persistent smokers risk a fixed-term exclusion.

Open Evenings

See letters to parents in 'Parents' Information' on website

An Open Evening is held each year in the autumn term, involving all departments. The school closes at lunchtime to give staff and students time to arrange displays and set up demonstrations. This academic year Open Evening will be on 29th September 2016 at 6.30 pm.

The Sixth Form Information Evening will be held towards the end of the autumn term.

Opening and Closing Times

The building will usually be opened at 7.15 am, but students will not be admitted before 8.15 am when they are able to go for breakfast in the dining room. At the end of the day the school is usually locked at 6.00 pm.

Options

See the Options Booklet on website

At Key Stage 4, regardless of the Options pathway chosen, students study the core curriculum subjects:

- English and English Literature
- Mathematics
- Science
- ICT
- Physical Education
- Society and Ethics (including Religious Studies, Citizenship and Personal, Social & Health Education)

Students will then follow one of two options pathways:

Level 1 College Pathway – At South Worcestershire College (Evesham Campus); one vocational course. In school; a Technology course, extra support for Maths and/or English and one other GCSE course at school.

Level 1 or 2 GCSE/BTEC pathway – choose 4 GCSE or equivalent courses.

Students will choose their KS4 options during the Spring term, when an information evening and core subject Parents' Evening is held for all Y9 parents.

Parent Panel

This group meets once every half term at 7.00 pm in order that governors, staff and the Headteacher can hear ideas from parents on the future development of Pershore High School, and discuss whole school issues. Please see details on the school website.

ParentPay

We are pleased to be able to offer parents the ability to pay for items via an online payment system known as 'ParentPay'. This system accepts payment via both debit and credit card, and payments at PayPoints. Parents can pay online, 24 hours a day, 7 days a week, providing them with greater convenience and removing the worry of lost money. If you wish to make payments for your child, you should contact the finance office on 01386 552471 or finance@pershore.worcs.sch.uk – the finance staff will be happy to help. There is also a link from the school website.

Parental Links

See letters to parents in 'Parents' Information' on website

Information Evenings are held for prospective Year 8 Parents in the Summer Term, usually during July. Prospective Sixth Form students (both internal and external) will be invited to the Sixth Form Induction Days in June, following the conclusion of their GCSE exams.

The Open Evening, held in the Autumn Term, is a chance for all parents, present or prospective, to see the school at its best. A Sixth Form Open Evening is also held in November or December.

Parents of students in all years will have the opportunity to meet with their son/daughter's tutor at Parents' Evenings in order to discuss and set targets for improvement. Normally students will make the appointment with the relevant tutor where required.

It is normally the Head of House, Head of Department or Head of Sixth Form who will make contact with parents by letter or telephone if the need arises. Other members of staff may be involved when it is considered appropriate. In cases of emergency Heads of House will make every effort to see parents, but if they are unavailable parents will be seen by a senior member of staff. We aim to respond to all parental communications within 24 hours.

Pastoral Care

The tutor is the first point of contact for students and their parents if they have any concerns. More serious matters should be referred to the Heads of House or their Deputies – please see the contact list at the front of the booklet.

Policies

School policies are the authoritative source of reference for many aspects of life at Pershore High School. There is an up-to-date set in the Personnel Office. You will find policies on our website or request a paper or electronic copy via: aed@pershore.worcs.sch.uk or extension 205.

Positive Handling Strategies

See the Care and Control Policy

Teachers cannot punish students physically, but can use reasonable force as a last resort where it is necessary to stop a student injuring him or herself or someone else, damaging property or causing serious disruption. All incidents must be recorded through Tracey Day, the Headteacher's PA. Further details can be found in the school's Care and Control policy.

Presentation Evening

This is held towards the end of the summer term - this academic year 22nd June 2017. Students who are awarded Academic Excellence, Exceptional Effort, 'named' or subject awards are invited to attend with their parents.

Prevent

All staff have attended a Workshop to Raise Awareness of Prevent which is designed to raise awareness of the possibility of a range of different types of radicalisation and extremism. This falls under the Safeguarding umbrella. The designated members of staff at Pershore High School are Mrs Poulton (Safeguarding Lead), Mrs Budding (Head of Student Achievement/Deputy Safeguarding) or Mrs Cookson (Deputy Safeguarding). The Prevent Governor is Nick Young.

Professional Development Days (school closed to students)

See the calendar on the website

There are five Professional Development Days (PDDs) for staff during the year. On these days the school is closed to students. Dates for the sessions during 2016/17 are as follows:

Thursday 1st September 2016

Friday 2nd September 2016

Thursday 20th October 2016

Friday 21st October 2016

Monday 24th April 2017

PSHE (Personal, Social & Health Education) & Citizenship

This programme is co-ordinated by Seam McKenna and taught by a team of specialist teachers. Lessons are taught fortnightly in Year 8 and weekly in Year 9. This is taught in Years 10 and 11 in the Society and Ethics programme. A carousel of lessons aims to provide opportunities for expanding knowledge and understanding in these areas whilst also fulfilling our statutory responsibilities. Content includes PSHE, Citizenship and Information, British Values & Prevent, Advice and Guidance (IAG). The programme is evaluated annually and ideas for further development are encouraged in an effort to keep it interesting and relevant.

Pupil Premium

As part of her role as Assistant Headteacher, Zoe Budding is Pupil Premium Co-ordinator. Pupil Premium funding is aimed at increasing the attainment of our disadvantaged students and has been allocated across a number of different activities and benefits. We have provided additional Maths and English support in Key Stage 3 and 4, and have numerous other things happening. The funding has allowed students to attend curriculum-based school trips and provide revision guides and support to exam students in Key Stage 4. Our Family Liaison Officer is working to support families of students with poor attendance.

Reports to Parents

Parents receive written reports on their sons/daughters each year. They are also encouraged to contact the school at other times if they have any concerns. The dates on which reports are to be completed and issued are published in the School Calendar.

- A Outstanding Effort** (frequently exceeding expectations)
- B Very Good Effort** (sometimes exceeding expectations)
- C Good Effort** (meeting expectations)
- D Inconsistent Effort** (sometimes not meeting expectations)
- E Poor Effort** (frequently not meeting expectations)

Progress checks are completed at intervals throughout the year and are designed to provide parents and the pastoral staff with a convenient yet detailed account of a student's current effort and performance. Parents will have access to progress checks and reports together with other student data via SLG from January 2015. Progress Checks are also currently emailed to Parents, unfortunately the system does not allow us to email written reports.

Rewards and Consequences

See the Rewards & Consequences Policy

At PHS we encourage young people to discover and make the most of their talents. Our primary emphasis is upon encouraging students through praise and rewards before sanctions. Above all, promoting and securing good behaviour at school is dependent upon a positive partnership existing between students, parents and school.

The Pershore High School Award Scheme exists to ensure that all achievements are properly recognised and celebrated. There are twelve categories in which achievements may be recognised – these include attendance, sport, music, school work, participation in other activities and competitions and community service. The awards are open to all students in Years 8 and 9.

Bronze	For 5 achievements from at least 4 categories
Silver	For 10 achievements from at least 5 categories
Gold	For 15 achievements from at least 6 categories
Platinum	For students who significantly exceed the Gold requirements

Students in Years 8 to 11 receive subject-specific House Points for recording in planners.

'Tutor awards' are also available to students who demonstrate consistently high levels of co-operation and citizenship. There is an end of term treat open to those students who have met our expectations in the autumn and spring terms.

Consequences (including detentions):

Consequences never involve any form of corporal punishment. Physical contact of any kind is avoided other than in extremes to restrain or deflect. The school has a legal right to impose reasonable consequences if a student misbehaves or fails to complete work and these include:

- a reprimand
- a letter to parents or carers
- removal from a class or group
- loss of privileges
- confiscating something belonging to the child if it is inappropriate for school (for example, a mobile phone or music player)
- detention
- supervised seclusion
- fixed term or permanent exclusion

REWARDS & CONSEQUENCES	
Action	Likely reward
Comply with everyday expectations such as uniform, punctuality, good behaviour	Tutor sticker leading to eligibility for rewards trips
Excellent piece of work in class	House point(s)
Excellent piece of homework	House point(s)
Helping with school activity	House point(s) or commendation
Repeated high standard of work	Commendation
Continued and sustained high levels for effort	Commendation
Outstanding effort/work/action	Headteacher's commendation
Good report or progress check	Letter home
Outstanding report or progress check	Letter home, tea with the Headteacher
Outstanding achievement for the year	Possible Presentation Evening nomination
Outstanding, continued effort throughout the year	Possible Presentation Evening nomination
Belonging to, and helping with, community groups and projects	Possible community awards
<i>A very few will make poor choices and act in a way that will have consequences</i>	
Action	Likely consequence
Minor offences in lessons or tutor	Breaktime detention
Behaviour or homework issues in lessons	Department detention
More serious or repeated issues or lates	Lunchtime detention
Serious or persistent issues	After school detention
Very serious or persistent issues	Supervised seclusion

Safeguarding (Child Protection)

See the Safeguarding Policy

The school has a Safeguarding Policy and is bound by the Children's Acts 1989 and 2004; the Education Act 2002; Working Together to Safeguard Children 2015 and Keeping Children Safe in Education September 2016 to refer all cases of suspected abuse to the relevant investigative agencies.

Every school has a designated member of staff responsible for co-ordinating action. The designated members of staff at Pershore High School are Mrs Poulton (Safeguarding Lead), Mrs Budding (Head of Student Achievement/Deputy Safeguarding) or Mrs Cookson (Deputy Safeguarding). The Safeguarding Governor is Pip Cavilla. If a child chooses to speak to a member of staff they will explain:

The child has a right to speak.

- Staff cannot promise to keep a confidence. The matter may well have to be reported to the designated member of staff or Mr Corbett.
- Information will only be disclosed to those who need to know.
- The possible implications of their revelation.

School Nurse and Time 4U

The professionals involved in Time 4U include the school nurse and a youth worker. Information on smoking, stress, careers, drugs, relationships, family, diet, alcohol can be accessed. For more information please speak to Mrs Budding.

The school nurse is on site for 3 hours each week for both one-to-one appointments with students and drop-in sessions. Students may make appointments at reception for appointments between 12.20pm – 1.20pm and 2.30pm – 3.30pm or may be referred by teachers. During the lunchtime session once a week students from Years 9-13 may access drop-in services. The service is totally confidential, except in the case of a Child Protection issue.

School Transport

For queries regarding school buses please contact Mr Booth gb@pershire.worcs.sch.uk or leave a message with reception. On Wednesdays and Thursdays late bus takes students home at 5pm. On these days there is only one bus for all areas, so it may take longer than normal for students to arrive home. The telephone numbers of the bus companies is on the school website in the 'Information' section.

Signing Out (students)

In years 8 to 11 students must not leave the school without the prior permission from their Head of House or a Senior Member of Staff, who will issue them with a pass. Students should keep the pass until they return to school. On leaving school students should report to the House Administrator with the pass and sign the appropriate sheet.

This does not apply to students who have dental/medical appointment cards or where their parents have signed the planner or sent in a letter. In such a case the card/letter must be shown to the student's tutor and initialled, and then to the House Administrator when signing out.

Sixth Form students must use the Signing In/Out sheets, held in the Sixth Form, when leaving or returning to school during the day - this is a Health and Safety requirement. Failure to adhere to this will result in loss of privileges. Persistent lateness will not be tolerated.

SIMS.net

The school management information system has a web based portal called SLG. This is used by staff to record attendance and assessment data. We are currently testing this system and intend to make it accessible to parents in January 2015; it will enable parents to monitor attendance, look at published reports and update student records when required.

Sixth Form

Please see the prospectus on the website, or request one from the Sixth Form office

We offer a wide range of subjects, both academic and vocational, and aim to be as inclusive as possible. With the help of a dedicated team of experienced Post-16 teachers, the students make excellent progress. There is an exciting and comprehensive enrichment programme (Electives) that is constantly expanding and evolving to respond to the needs of the students.

There is no uniform in the Sixth Form. However, the Sixth Form Centre is a place of work and a dress code has been developed to reflect the need for all students to dress tidily and smartly. All students are required to wear smart business dress.

Female students are to wear smart business dress:

- Separate tailored skirt or formal shift dress (near knee length) or tailored trousers.
- Formal tailored blouse, knitwear or appropriate top (not low cut, strappy, sheer or with slogan).
- Formal shoes or boots.

Male students are to wear smart business dress:

- Formal collared shirt and tie,
- Formal tailored trousers (and jacket) or suit.
- Formal leather shoes.

The following are **not** permitted:

- Hoodies or sportswear of any description (formal jacket, cardigan or open-necked jumper only).
- Jeans, or anything like jeans, of any colour. Raised seams, patch pockets and rivets are characteristic of jeans.
- Leggings.
- 'Low-slung' trousers.
- Trainers (of any description), 'ugg' style boots and deck shoes.
- Slogans, large branding etc.
- Denim.
- Hats or caps.
- Visible body piercing; excessive jewellery.
- Clothing that is too revealing, or likely to cause embarrassment or offence.

The Sixth Form Centre is in the middle of the main school and most lessons will be in the main school departments.

In order to apply, existing Pershore students should complete the Sixth Form Choices form and external students should complete the Sixth Form Application Form. Both are available on the school website or by applying to the Sixth Form office, and should be returned (hard copy or electronic) to the Head of Sixth Form.

There are minimum academic requirements for entry into Sixth Form. If you have any questions about the opportunities available to you at Pershore Sixth Form, please contact Mrs Starkey on 01386 552471 ext 329 or sixthformcentre@pershore.worcs.sch.uk.

Additional guidance regarding uniform may be found on the school's website.

Special Educational Needs and Disability

Pershore High School follows and implements the requirements of the Special Educational Needs and Disability Code of Practice 2014. A purpose built Centre, The Hampton Centre, caters for all diversity of Special Educational Needs and Disability. It has facilities for students throughout the school who require appropriate additional intervention during their high school education years. The Centre includes provision for students with Specific Learning Difficulties, dyslexia, Speech Language and Communication Difficulties, Social Emotional and Mental Health Needs and Physical Difficulties. This is a whole school inclusive provision which enables students with additional needs to have access to specialist staffing and resources during their time at high school. Included in the Centre is an Additional Resource Provision Mainstream Autism Base, which caters for fifteen students who have Autistic Spectrum Condition There is a statement on the website that outlines our full SEND provision, in the light of the SENCoP (June 2014).

The school has a number of teaching assistants (TAs), some of whom support students with Statements of Special Educational Needs or Education Health and Care Plans and at SEN Support of the Special Educational Needs and Disability Code of Practice (SENDCoP), as well as some who are attached to departments. Most of the TA work takes place in the classroom.

Sports Facilities

The sports hall, tennis courts and Astroturf pitch are available for use by members of the wider community in the evening:

- Monday & Friday 5.00 – 10.00 pm
- Tuesday, Wednesday, Thursday, Weekends 6.00 - 10.00 pm

Please contact Pershore Leisure Centre for further details on 01386 552346.

Stretch and Challenge

Pershore High School recognises its position in helping our pupils develop their skills and abilities; intellectually, emotionally and socially and providing teaching which makes learning challenging and engaging. Supporting talented students is an integral part of the school's broader development, we have high expectations of all students and encourage a culture where success is valued and celebrated.

The school recognises that there are students who have abilities beyond the majority of their peer group and one of the aims of the School's Policy for Stretch and Challenge for our students is to ensure a consistent approach to the identification and support of such students.

Extra-curricular activities also provide invaluable enrichment opportunities for students. The school's energetic and committed staff offer a wide range of such activities from Young Enterprise Schemes, Pyramid Schools Challenge Days and University Master-Class Workshops and visits. We also offer a Stretch and Challenge booklet to help provide support for parents and students at home, in it you will find suggestions for resources for students, books, useful websites and starting points to inspire curious minds.

Mr Corbett oversees Stretch and Challenge provision, along with representatives in each department, should you have any further questions. There is also information and support on the school website as well as a few examples of some of the activities, projects.

If you would like any further information or would like to send any comments please email, cc@pershore.worcs.sch.uk

Student Planners

Every student is provided with a Student Planner in September. This provides a valuable summary of important information as well as the facility to record attendance, merit marks, tutor awards, progress reviews, target grades and, most important of all, homework. Parents have an important role to play in encouraging their children with school work and homework, and this document is used as a means of opening dialogue between tutors and parents. If lost, replacement planners are available from House Support Officers at a cost of £3.50.

Student Representation

Each House has a House Council meeting once per term supervised by the Assistant Head of House. The House Council comprises a representative from each tutor group plus the House Captains. Representatives discuss issues raised by the tutor groups. The House Captains meet with Zoe Budding to discuss which issues need to be brought to the attention of Leadership Team or the Youth Town Council.

For the 2015-16 academic year the Youth Town Council will comprise of one student representative per House and one per Year group for Years 8 to 11, and there will be four Sixth Form students irrespective of their Houses, and the School MP.

The Youth Council representatives will be linked with the School Council and Tutor Group representatives in order to ensure communication.

Head Boy/Girl

Each year the Sixth Form elects a Head Boy, Head Girl, Deputy Head Boy and Deputy Head Girl. Nominations are accepted from interested students. Candidates are interviewed by the Head and Deputy Head of Sixth Form and a short while after, make a short 'Hustings' speech during a Sixth Form Assemblies. Ballot papers are issued to both staff and students, returned, counted and the positions filled.

The Head Boy and Girl team attend Governors Meetings, Open Evenings, Parents' Evenings, Presentation Evening and any school related task requested by the Head of Sixth Form or Head Teacher. They are a valuable link between staff and students. They also work hard organising social events including the Leavers' and Christmas Balls, Charity fund-raising events and our annual Teddy Bears' picnic for our feeder schools.

Targets

Targets are set on the basis of the prior attainment of students, primarily in Key Stage 2 tests. However, these targets are amended in the light of pupil progress to make them as challenging as possible. Students should be clear about their target grades and have a copy on a label attached to their planner.

Target levels/grades provide students with a KS3, KS4 or KS5 level or grade to work towards, they are **not** a prediction. In some subjects students may have a **current level** that is higher than their target. The current level may reflect a particularly good performance in a specific assessment and not be fully representative of their performance throughout the year. Where appropriate, target levels will be reviewed by subject teams.

End of Key Stage Targets are included in all reports (except in the Sixth Form where targets are set for the end of Year 12 and Year 13). Students are encouraged to discuss their target grades with their subject teachers and most importantly know what they need to do in order to achieve or exceed them.

Teaching Groups

Each year group is organised into two mixed ability bands:

Year 8 X and Y
Year 9 X and Y
Year 10 Bredon and Malvern
Year 11 Cotswold and Ridgeway

In Years 8 and 9 students are then placed in a teaching set according to their performance. They remain in this set for most of their subjects, with only Maths and Science sharing a different setting arrangement. Classes in Technology, PE and Citizenship/Learn2 are mixed ability.

In Years 10 and 11 Heads of Department of core subjects usually set students independently. Option subjects in Years 10 and 11 are largely taught in mixed-ability classes.

Timetable

The school operates a ten-day timetable, with five one hour periods each day, divided into Week 1 and Week 2. To enable students to attend college, Year 10 college is on Thursday morning and Year 11 college is on Wednesday morning, when other students have option subjects. This means core and some optional subjects are taught on the remaining days.

Timings of the School Day

8.50	Registration
9.00	Period 1
10.00	Period 2
11.00	Break
11.20	Period 3
12.20	Period 4
1.20	Lunch
2.05	Warning bell
2.10	Registration
2.15	Assembly/tutor time
2.30	Period 5
3.30	End of school

Uniform

Queries should be directed to Mrs Budding or the Head of House.

Details of school uniform are in the Student Planner. All students in Years 8 to 11 are required to wear uniform, including on the way to and from school, as follows:

Boys and girls:

Blazer	School Blazer with embroidered badge
Pullover	Optional navy blue v-neck Pershore High School pullover with embroidered badge - Acrylic
Tie	House colours – clip on

Girls:

Skirt	The black (Luton back vent code 3598) straight skirt is the only acceptable skirt. It is only available from either School Togs in Worcester or The School Shop in Evesham. No jersey/lycra skirts to be worn. Girls may also wear plain black straight-legged trousers sold as school wear (polyester/wool – no denim or cord. Flares, harem and tight-fitting trousers not permitted).
Blouse	Plain regulation blue only the standard blue/polyester cotton blouses sold as school wear by the main stores and Schooltogs or The School Shop are acceptable. Must be buttoned up to the neck and suitable to wear with a tie and be worn tucked in. There is a short sleeved blouse for summer and long sleeved for winter.
Socks	White or navy, or tights natural, navy or black.
Shoes	Plain black leather formal shoe. (High heels, platforms, plimsolls and trainers are not acceptable and must not be worn on the way to and from school).

Boys:

Trousers	Black or dark grey trousers sold as school wear (polyester/wool - no denim or cord, trousers with raised seams or patch pockets)
Shirt	Plain regulation blue - only the standard blue/polyester cotton shirts sold as school wear by the main stores, Schooltogs or The School Shop are acceptable. Must be buttoned up to the neck and suitable to wear with a tie and be worn tucked in. There is a short sleeved shirt for summer and long sleeved for winter.

Socks	Navy blue, black or dark grey plain
Shoes	Plain black leather formal shoes. (Trainers, plimsolls and boots are not acceptable and must not be worn on the way to and from school). Some manufacturers produce shoes in the style of trainers – these are often sports brands. These are <u>not</u> acceptable.

Extremes of fashion of any kind will not be tolerated.

Other items:

Coats	May be worn to and from school provided they are removed when in school.
Bag	Should be of modest size - not exceeding 9" x 20" x 14" to fit into a locker.
Jewellery	A watch, small plain ear-stud (only one in the lobe of each ear) and one simple ring are the only permitted items of jewellery. Ear plugs are not permitted. <i>Other body or facial piercing is not permitted.</i>
Scarves	May not be worn in school.
Belts	Only discreet black or navy trouser/skirt belts. No large/fashion buckles.
Make-up	Discreet make-up only is permitted.
Hairstyle	Extreme or unconventional hairstyles or colours are not acceptable.

A navy school fleece with embroidered badge (optional) is available.

Sportswear:

For outdoor games:

- Navy/sky polo shirt with embroidered badge (compulsory for all)
- Navy/sky games shorts - (boys) (compulsory)
- Navy/sky skirt or shorts - (girls) (compulsory)
- Navy/sky sports socks - (compulsory)
- Navy/sky rugby jersey – no badge (optional) (boys & girls)
- Navy school track suit bottoms with badge (optional) (boys & girls)
- Navy/sky sports hoodie with badge (boys & girls)
- Navy sports base layer with arm print

- Football boots (boys) – (optional girls)
- Trainers (not pumps) (boys & girls)
- Astroturf boots (boys & girls optional)

NB metal studded boots and blades are NOT permitted on the all-weather pitch

All items of clothing (as well as other property) should be clearly marked with the owner's name.

All these items of uniform are available from

Schooltogs
31 New Street (off City Walls Road)
Worcester
(free customer car park)
9-5 Monday to Friday
01905 28658
mail@schooltogs.com
and
The School Shop
26 High Street
Evesham
01386 423512
www.theschoolshopevesham.co.uk

Second-hand uniform – the school is pleased to receive some items of second-hand uniform that are in good condition, for passing on to others from students leaving the school or replacing items.

School Uniform vouchers - an allowance may be available for essential school uniform. In the most recent financial year, the essential uniform allowance was available only for a limited range of items.

Grants are considered only for children from the date they would start school under the County Council's standard admissions policy and later when they move on to each stage of schooling.

The second part of the acceptance criteria is that the child/children named have to be starting or transferring to a new school. A maximum of two vouchers per child will be supplied. The value of the vouchers varies slightly depending on what the voucher is for and the age of the child/children concerned. The vouchers can be exchanged for school uniform in approved stores. A list of the relevant names is supplied with the vouchers. The scheme is subject to revision each year.

Applications for assistance should be addressed to: The Education Welfare Service, Wildwood PO Box 73 Worcester WR5 2YA 01905 765821.

Please see the 'Sixth Form' section for Sixth Form dress code.

Vertical Tutoring

At Pershore High School our concern for the welfare and social and academic success of our students is paramount. To achieve this we run a vertical pastoral system in which every student belongs to one of three Houses, overseen by a Head of House and House team. Each tutor group within the House is made up of a few students from every year group in the school. This mix of age groups allows our young people to learn from older role models, look out for each other and develop leadership skills.

Tutors will know their charges extremely well and are able to carry out targeted academic mentoring at key points in the academic year, encouraging students to reach their full potential at critical times. Siblings are in the same House and as far as possible students stay with the same tutor and House team for the whole of their time in the school, building solid, consistent relationships between school and home.

Visits and trips

It is not the school's policy to make a profit on visits/trips. An estimate of the cost of the trip, per child, is made, as accurately as possible. A voluntary contribution of this amount is then requested, and if insufficient contributions are received then the trip will not take place. If, once all of the invoices have been cleared, a visit/trip has a surplus of funds exceeding £5 per person, this will be reimbursed equally to the participants. Any amount below this will be retained for a Student Support Bursary – a 'hardship fund'.

See General Consent Forms for School Trips on website.

Please make sure you have returned the general consent form so that your son/daughter can take part in any school trip arranged during normal school hours. Please remember to keep us informed of any changes to your contact details or changes to your child's medical needs so that we can keep our trip contact lists up to date. You can inform us of any changes to personal information by emailing data@pershore.worcs.sch.uk or phoning the school - extension 289.

Student Support Bursary: This limited bursary exists to help to fund school trips for those families in difficult circumstances. Parents wishing to apply should contact the House Support Officer for an application form.

A list of the pre-planned trips for 2016-17 will be published in the newsletter in the autumn term and will be available on the school website. The list is not exhaustive as other opportunities arise during the school year. It is provided to allow parents to plan ahead and prioritise those visits and trips that are most important.

Website

The school's website, www.pershore.worcs.sch.uk, includes current information such as the Prospectus and Ofsted Reports. Please let the Headteacher know of any omissions or incorrect details.

Work Experience

Work Experience takes place in Year 10. In 2017, students in Bredon and Malvern will go out in two separate weeks:

Bredon	13 th to 17 th February
Malvern	27 th February to 3 rd March

Work Experience has become increasingly relevant to those students who may not enter work until later than previously anticipated, due to the Raising of the Participation Age.

The project is organised by Mrs French-Griffin griffin@pershire.worcs.sch.uk. Students are placed (if at all possible) according to their interests and interviewed as to suitability. Every effort is made to either visit or contact the student and employer during the week. Every placement has to conform to the relevant guidelines on insurance and Health & Safety, as laid down by national and local guidelines and current legislation. As a rough guide, students are able to take on supervised work as if they are 16 years old - they cannot, for example serve alcohol or operate a fork-lift truck.

Students organise their own Work Experience placement, as long as it is approved by the school, is organised according to the regulations laid down by our Education Business Partnership and meets Health & Safety requirements. Students have been briefed as to the procedure and information for parents will be sent by email and newsletter.

Students and or parents may not organise placements outside the UK and the school may not be able to sanction some placements in Wales, Scotland and Northern Ireland, due to insurance and/or supervision or other hazard restrictions.

Youth Council

The Pershore Town Youth Council has existed for a number of years now and has been hugely successful. Along with Sixth Form representatives, the council comprises 3 students (one from each house) from each of Years 8 to 11. It is led by a Youth Mayor and meets once every four weeks in conjunction with the Town Mayor.

APPENDICES:

Calendar

Clubs and Activities (sample)

Pershore High School – AutumnTerm 2016 – Clubs and Activities List SAMPLE

CLUB	STAFF	DAY & TIME	VENUE	YEAR
Art Club (KS3)	Art Dept Staff	Wednesday Lunchtime	Art Dept	Y8/9
Art Club (KS4/5)	Mr Reid/Mr Turfrey	Wednesday & Thursday After School	Art Dept	Y10/11/12/13
Breakfast Club	Mrs Stoney	Mon-Fri 8.20 am	Hampton Centre	Invitation only
Business Studies Coursework & Revision	Mrs Kilmister	Wednesday and Friday Lunchtime	B1	KS4/5
Careers Drop In	Mrs Airdrie	Lunchtimes	Library	All
Chess Club	Mr Segar	Tues & Thursday Lunchtime	M4	All
Christian Union		Tuesday Lunchtime	6 th Form	All
Computer/homework Club	Mrs Griffin	Tues & Wed Lunchtime		All
Debating	Mrs Durrant	Thursday Lunchtime	E5	All
Deutschlinik (higher tier) Deutschlinik (foundation)	Mr Crouchley Miss Higgins	Thursday Lunchtime	L4 L3	Y11
D&T Surgery (Coursework & Practice)	Mr Harding	Wednesday 3.30-4.45 pm	T5	Y10/11
Eco Group	Ms Herbert	1.25 pm Wednesday (week 2 only)	H6	All
Food GCSE Catering GCSE	Miss Burnham /Mrs Dorman	Monday, Tuesday, Friday Lunchtime	T8	Y10/11
Games Club	Mrs Stoney	1.40 pm Everyday	Hampton Centre, LRC	Invite only
Homework Club	Mrs Stoney	1.40 pm Every Lunchtime	HC 4 & 5	Invite only
Interact	Mr Ventura	Monday Tutor Time	Training Room	All
LIBRARY				
Library - Yugio Club	Miss Flanagan	Monday Lunchtime	Library	All
Reading & Homework	Miss Flanagan	Tuesday Lunchtime	Library	All
Library Club	Miss Flanagan	Wednesday Lunchtime	Library	All
Accelerated Reader	Miss Flanagan	Thursday Lunchtime	Library	Y8/9
Reading & Homework	Miss Flanagan	Friday Lunchtime	Library	All
Mock Trial	Mr Knight	Wednesday Lunchtime	H9	All
Maths Drop In	Mrs Lane	Thursday Lunchtime	M5	All
HOMEWORK ROOM		WEDNESDAY/THURSDAY AFTER SCHOOL	6TH FORM STUDY AREA	ALL
Peer Counselling		Tuesday Lunchtime	Downstairs Interview Rm	
Spanish Club	Miss Parrett	Friday	L1	All
STEM Club (invite only)	Miss Troop	Thursday 3.45-4.45 pm	S9	Y9
Science Club (week 2 only)	Mrs Cox	Wednesday 3.30- 4.45 pm	S2	Y8
Textiles (GCSE)	Mrs Poulton	Wednesday and Thursday After school by arrangement	T10	Y10/Y11
Reading Intervention Workshops	Mrs Stoney	Tutor Periods	Hampton Centre	ALL

CLUB	STAFF	DAY & TIME	VENUE	YEAR
Music Clubs				
Choir	Mrs Witherick	Tuesday 1.30 – 2.00	PA 2	All
Orchestra	Mr Walden	Wednesday 1.35-2.00	PA3	All
GCSE/A Level Support	Mr Walden and Mrs Witherick	By arrangement	PA3	Y10 –Y13
Billy Elliot Rehearsals	Drama Dept	Tuesday Lunchtime, Thursday After School & various lunchtimes	Hall	All
Sports Clubs				
Football		Monday Lunchtime	Astro	Y10/11
Netball		Monday Lunchtime	Sports Hall	Y8/9
PE Detention		Monday Lunchtime	H5	
Rugby		Monday Lunchtime	Field	Y8
Hockey & Football		Tuesday Lunchtime	Astro	Y8/9
Rugby		Tuesday Lunchtime	Field	Y9
Fitness Class		Tuesday After School	Gym	All
Boys Basketball (Worcester Wolves)		Tuesday After School	Sports Hall	All
County Cup Football Squad Training		Tuesday After School	Astro	Y11
Rugby Training		Tuesday After School	Field	Y8
Girls Fixtures		Tuesday After School	Courts	All
Football		Wednesday Lunchtime	Astro	Y8/9
Rugby		Wednesday Lunchtime	Field	Y10/11
County Cup Football Squad Training		Wednesday After School	Astro	Y10
GCSE Badminton		Wednesday After School	Sports Hall	
Rugby		Wednesday After School	Field	Y8/9
Rugby (Worcester Warriors)		Wednesday After School	Field	Y11/6 th Form
Netball		Wednesday After School	Courts	Y10/11
Football		Thursday Lunchtime	Astro	Y10/11
Gold Club		Thursday Lunchtime	Sports Hall	
Rugby		Thursday Lunchtime	Field	Y8/Y9
Badminton		Thursday After School	Hall	All
Football Fixtures		Thursday After School	Field	Y8
Triathlon Club		Thursday After School	Various	All
Hockey		Thursday After School	Astro	Y10/11
Girls Fixtures		Thursday After School	Courts	All
Staff Football		Friday After School	Sports Hall	
Squash Club		Friday After School	Pershore Sports Club	All



AUTUMN TERM 2016

Sept	
1&2	Professional Development Days - school closed to students
5	Term begins for Y8 and 12 (Week 1) Y12 Parents' meeting, 6pm
6	Term begins for Y9, 10, 11 and 13
8	Art Exhibition 6pm
9	School Photograph Day
13	Parent Panel 7.30pm
15	Y8 New Intake Parents' Evening 6.30pm
21	Y10 Information Evening 6.30pm
29	Open Evening 6.30pm – 9.00pm (Early Closure 1.20)

Oct	
w/b 3 & 10	Dept/Governor Review Meetings
5	Friends AGM 6pm, Bingo 7pm
18	Parent Panel 7.00pm
19	Perschore's Got Talent 7pm
20&21	Professional Development Days - school closed to students

Mon 24 – Fri 28 Oct: HALF TERM HOLIDAY

Nov	
3	Y12/13 Parents' Evening 4.30-7.00
10	Roll of Honour 10.15am
24	Sixth Form Open Evening TBC
30	Friends Christmas Bingo 7pm
Dec	
1	Y10 Parents' Evening 4.30 – 7.00
7	Full Governors Meeting 4.30pm
5-16	Y11 PPE Exams
12	Senior Citizens Coffee Morning 10am
13	House Sports
12-13	Y13 Study Leave
14-16	Y13 PPE Exams
14	Carol Service for Parents/Friends 7.00pm
14	Armstrong/Magellan reward trips/Carol Service for others
15	Kingsley/Armstrong reward trips/Carol Service for others
16	Term Ends (3.30pm)

Mon 19 – Fri 31 Dec: CHRISTMAS HOLIDAY

SPRING TERM 2017

Jan	
3	Spring Term begins (WEEK 1)
10	Y11 PPE Results & Parents' Evening 4.30-7.00pm
17	Parent Panel 7.00pm
w/b 23 & 30	Dept/Governor Review Meetings
Feb	
2	Y8 Parents' Evening 4.30 – 7.00pm
10	Friends Auction of Promises & Quiz 7pm
13 & 14	Y12 PPE
15 & 16	Y12 Study Leave

Mon 20 – Fri 24 Feb: HALF TERM HOLIDAY

March	
2	Y9 Options Evening and Core Subject Parents' Evening 6.30 - 9.00 pm
8/9/10	School Production 7.30pm
14-16	Y11 second PPEs
22	Full Governors Meeting 4.30pm
23	Y12/13 Parents' Evening 4.30 – 7.00 pm
28	Y11 Parents' Evening 4.30 – 7.00pm
29	Friends' Bingo 7pm
April	
6	House Sports
7	Term Ends (3.30 pm)

Mon 10 – Fri 21 April: EASTER HOLIDAY

SUMMER TERM 2017

April	
24	Professional Development Day - school closed to students
25	Summer Term begins (Week 1)
May	
1	May Day Bank Holiday
15	Public examinations begin
26	Study Leave begins for Y13

Mon 29 May – Fri 2 June: HALF TERM HOLIDAY

June	
5	Y12 Futures Information Evening 6pm
21/22	Sixth Form Induction Days
22	Presentation Evening 7.00pm
w/b 26	Y10 & Y12 examinations
26/27/28	New Intake Evenings 4.30-7.30
29	Public examinations end
30	New Intake Day (Academic)
July	
3	Y7 Sports Day
5	Full Governors' Meeting 4.30 pm
12	Sports Day
19 & 20	Activities Days
21	Last day of school year (Early Closure 1.20)

SUMMER HOLIDAY

Mon 24 July – Fri 1 September 2017
 Results: AS & A2 – Thursday 17 August **10am**
 (results clinic 18 August)
 GCSE – Thursday 24 August **10am**
 (results clinic 25 August)

AUTUMN TERM 2017

(Provisional)
 Mon 4 and Tues 5 September 2017
 Professional Development Days
 - school closed to students
 Wed 6 Sept Term begins for Years 8 & 12
 Thurs 7 Sept Term begins for Years 9, 10, 11, 13