



Perschore High School

Parent Handbook 2018 - 2019

This handbook has been developed by members of the Parents' Panel and is intended to be a summary of the working procedures of Perschore 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.

Phil Hanson
June 2018

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Contents

Staff contact lists

Assemblies
Assessment & Target Setting Data
Attendance
Ball Games
Bicycles, Motor Cycles and Cars
Bullying
Bursary
Calendar (see Appendices)
Careers/IAG
Carol Services
Charities/Fund Raising
Clubs & Activities (see Appendices)
Concerns & Complaints
Confidentiality
Court Orders
Data
Detentions (see Rewards & Consequences)
Discipline in the Classroom
Discipline at other Times
Drug Incidents on the School Premises
Duke of Edinburgh Award Scheme
Emergency Closure
ePraise
Equipment
Examinations
Fire Drill
Food
Free School Meals
Friends of Pershore High School
Governing Body
Health and Safety
Home School Agreement
Homework
ICT and Internet
Key Stage 3
Key Stage 4
Key Stage 5
Last Day of Term arrangements
Late Students
Learning Ambassadors
Learn2
Leaving the Premises
Lettings
Library
Litter
Lockers
Lost Property/Valuables
Lunchtime Arrangements
Marking
Medical Matters (students)
Minibus
Mobile phone and music playing devices
Music Lessons and Payment
Newsletters

Staff Contact

Mrs Day

Mrs Budding
Mrs Tarring
House Support Officers
Mr Barz
Heads of House/Sixthform
Heads of House
Mr Hanson
Mrs Tarring
TBC
Mr Walden/Mr Nockton
Mrs Budding
Mrs Day
Mr Hanson/Mrs Harris
Mrs Budding
Mrs Budding/Head of House
Mrs Nice
Heads of House
Heads of Department
Heads of House
Mr Hanson
Mr Hanson/Mrs Cox/Mr King
Mr Hanson
Mrs Tarring
Heads of House
Mrs Allcock
Ms Bevan
Mr Taynton
Mrs Nice/Mr Taynton
Mr Hanson
Mrs Harris
Ms Bevan
Mr Hanson
Heads of Dept
Mr Hanson
Mr Nockton/Mrs Budding
Mrs Tarring/Miss Morgan
Mr Howell
Mr Hanson
Heads of House
Mrs Haynes/Mr Harding
Mr Nockton
Heads of House
Ms Bevan/Mrs Rushton
Miss Flanagan
Ms Bevan/Site Team
House Support Officers
House Support Officers
Heads of House
Heads of Dept/Mrs Budding
Heads of House
Ms Bevan
Mr Nockton
Mr Walden
Mr Hanson

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

Appendices

Clubs and Activities	Mrs Day
School Calendar	Mrs Tarring

STAFF CONTACTS

School number 01386 552471

Name	Responsibility	Extension	e-mail @pershore.worcs.sch.uk
Mr P Hanson	Headteacher	233	ph@
Mr A Nockton	Deputy Headteacher	203	an@
Mr J Howell	Assistant Headteacher (RSL5)	204	jh@
Mrs Z Budding	Assistant Headteacher (RSL3)	206	zb@
Mrs C Tarring	Raising Standards Leader (KS4)	246	ct@
Miss D Morgan	Raising Standards Leader (KS4)	290	dm@
Ms K Bevan	Finance & Business Director	205	klb@
Mrs A Nice	Admin and Data Team Manager	230	data@
Vacancy	IAG Advisor	222	
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@
Mrs N Cox	Finance Officer	228	ndc@
Mrs J Meadows	Whole School Administrator (Main office)	235	jmm@
Mrs J McKenzie	Deputy Head of Sixth Form	221	sixthformcentre@
Mrs J Harris	Clerk to the Governors		jah@
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 Allcock	Examinations Officer	231	nja@
Miss C Sullivan	Behaviour Support Officer	242	cms@
HOUSES			@pershore.worcs.sch.uk
Armstrong House:			
Mrs R Kilmister	Head of Armstrong House	210	rk@
Vacancy	Deputy Head of House	211	armstrongcentre@
Mrs E Hall	House Support Officer	212	armstrongcentre@
Kingsley House:			
Mr E Turfrey	Head of Kingsley House	213	edt@
Mrs R Farnsworth	Deputy Head of House	214	kingsleycentre@
Mrs J Reeves	House Support Officer	215	kingsleycentre@
Magellan House:			
Mr P Watson	Head of Magellan House	216	wt@
Mrs D Edwards	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@
TBC	Head of French	295	
Mrs A Knight	Head of Geography	281	aek@
TBC	Head of German	295	
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 K Walden	Head of Performing Arts	300	kw@
Mr T Barz	Head of Physical Education	305	tkb@
Mr D Thacker Smith	Head of Philosophy and Ethics	281	dts@
Mrs Z Starkey	Head of Psychology	220	zs@
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 2017/18

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)				Ed Turfrey (EDT)			Paul Watson (Wt)		
Deputy Heads of House (DHoH)									
James Layton-Hill (JLH)				Becky Farnsworth (BF)			Dominique Edwards (DE)		
House Support Officers									
Emma Hall (ECH)				Jo Reeves (JR1)			Julie Hyde (Hy)		
Form Tutors									
1	ABR	Brooke, Jill / Witherick, Helen	E1	KAH	Hodson, Alex	E2	MAC	Cookson, Anna	IT3
2	ACB	Burrows, Christopher	H1	KAP	Price, Ali-Jo / Hill, Rebecca	S10	MAEK	Knight, Amy	H8
3	ACD	Durrant, Corinna	E5	KDT	Thrower, Dannielle	H4	MHF	Genge, Nick	M3
4	ADTS	Thacker-Smith, Daniel	H5	KHE	Herbert, Kate / Potter, Debra	H2	MHI	Higgins, Ruth	L3
5	AFC	Charters, Francis	IT2	KHJ	Baker, Olivia / Jones, Sarah-Jane	A7	MHW	Wright, Holly	T9
6	AFL	Lockley, Alison / Forshaw, Rebecca	H9	KHR	Rhodes, Hannah	IT1	MJBH	Booth, Joshua	L4
7	AJB	Burnham, Jane	T8	KJG	Griffin, Jacqueline	A3	MJEK	King, Joanna	L1
8	AJT	Grant, Sarah	S9	KJW	Woodward, Jenna	S4	MKH	Hayward, Katherine	T2
9	AKW	Walden, Keith	PA2	KMA	Anderson, Marie	M6	MLK	Kershaw, Liz	IT4
10	ALH	Howland, Loren	E7	KNM	Merrett, Nicola	E3	MLP	Peake, Laura	S1
11	ANH	Harding, Neil	T5	KPB	Bishop, Paul	T1	MPE	Spence, Peter	S7
12	ANS	Spice, Nicholas	E6	KRS	Segar, Rupert	M4	MSAM	Manifold, Stephanie	H6
13	ATA	Taylor, Julie	B2	KSF	Foster, Samantha / Ballard, Samantha	H3	MSD	Danby, Scott	M2
14	ATL	Loxley, Triskya / Roberts, Alison	M1	KSK	Kemp, Simon	L2	MSL	Lane, Sandra	M5
15	AWA	Watkin, Leanne	E4	KTB	Barz, Thomas	A4	MSMK	McKenna, Sean	E8

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 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.

Target grades are generated by the Fischer Family Trust who produce targets based on a student's performance in their Key Stage 2 tests. 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.

Number grades 9-1 have now replaced grades A8-G in most KS4 courses.

Attendance

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

Armstrong House:	extension 212 or	armstrongcentre@persshore.worcs.sch.uk
Kingsley House:	extension 215 or	kingsleycentre@persshore.worcs.sch.uk
Magellan House:	extension 218 or	magellancentre@persshore.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 Support Officer, or if Sixth Formers, to Mrs McKenzie: extension 221 or sixthformcentre@persshore.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.

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 an absence request form from the House Support Officer. 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 Support Officer, 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 Support Officer. 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 Local Authority. Attendance is overseen by the Head of Student Achievement, Mrs Budding, working closely with the House staff and our Family Support Worker.

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.

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 bicycle 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.

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 social media.

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 Support Officer. 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. (See Appendices)

Careers/Information, Advice & Guidance (IAG) Counsellor

We currently have a vacancy for the position of Careers Adviser. Our Careers Advisor will provide impartial IAG support appropriate to the needs of each individual, namely careers information, advice, guidance. He/She will assist in motivating pupils to make informed life choices and to engage in mainstream learning and work opportunities. Based in the Humanities Block, 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.

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 Notices and Policy on the 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 Support Officer where he or she may 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 Support Officer 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 Leadership Team.

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 House Office. Misbehaviour on school buses is reported to Mr Nockton.

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, who will have taken into account all relevant factors. Parents will be informed and, where appropriate, involved (eg. school disciplinary board, police interview).

If any member of staff has concerns regarding possible drug misuse by a student, that member of staff will report the matter to the relevant Head of House or the safeguarding team who will consult with the Deputy Headteacher and/or Headteacher in determining action.

Any student found under the influence, in possession or known to have been in possession, of a controlled drug (including legal highs) or have drug using paraphernalia on school premises will

normally face a fixed period of exclusion from school. Subsequent offences will result in additional fixed term or permanent exclusion.

If there is evidence of an intention to supply, offer or purchase drugs this will result in either a fixed term, or permanent, exclusion. Following a fixed term exclusion for previous intention to supply, a second incident will result in permanent exclusion.

The definition of supplying: To supply includes distributing and does not require proof of payment or reward.

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

Any student found in possession of, or smoking tobacco products on school premises, in wilful defiance of school rule, will be punished by a period of detention and parents will be informed. Persistent defiance of the 'no smoking' rule is likely to result in a fixed term exclusion.

Duke of Edinburgh's Award Scheme

This is available at Bronze (Year 10 – Mr King/Mr Hanson) and Gold (Year 12/13 – Mrs Cox/ Mr Hanson) 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.

ePraise 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.

Equipment

We expect all students to come to lessons properly equipped. Students must have a pencil case, containing several blue or black pens, a green pen, pencils, ruler, protractor, rubber, pencil sharpener, pair of compasses, a scientific calculator. Students in Year 8 and 9 must also have their Accelerated Reading book. Students who fail to have the correct equipment may be issued with a 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.

Maths:

Just as students need the right sports 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 Year 11 take place in the summer term. In addition, some sixth form students may re-sit GCSE Maths and English in November.

All AS and A2 exams are sat in May/June each year. Most A Level subjects are now two year courses without the option to sit AS examinations.

Pre-public exams (PPEs) for Year 11 and 13 will take place in December each year.

When reading examination results, a small 'c' means a grade c on that module or paper. A capital 'C' only is the overall grade for that student. Most GCSE level examinations are now awarded on a 9-1 scale.

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 Performance Measures (Attainment 8 and Progress 8) are how schools in England are measured (and not 5 A* to C statistics).

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.
- No student must re-enter the buildings until they have been given permission following a check that the site is safe.

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 Mrs Fiander (finance@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, our cashless catering system means they are anonymous.

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/ Avonreach Academy Trust

In August 2017 we successfully joined with three of our feeder first schools to form Avonreach Academy Trust. Please see the school website or <http://www.Avonreach.org> for further details and an up to date list of governors and Trustees

The Clerk to the Governing Body is Jackie Harris. Should you wish to contact a governor please do so through the clerk: jah@persshore.worcs.sch.uk or via governors@persshore.worcs.sch.uk

The Clerk to Avonreach Academy Trust is Helen Lees: clerk@Avonreach.org the Executive Officer is Clive Corbett: eo@avonreach.org and the Chair of the Trustees is Andrew Longdon: chair@avonreach.org

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.

Homework is recorded in ePraise – further details are available from Mrs Tarring.

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.

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.

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

Members of the Leadership Team have oversight of teaching and learning, and student progress:

Key Stage 3 (KS3)	=	Years 8 and 9	- Mrs Budding/Mr Nockton
Key Stage 4 (KS4)	=	Years 10 and 11	- Mrs Tarring/Miss Morgan
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 (in 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 Support Officer 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. 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 contacted the House Office. In such a case the card/letter must be shown to the student's tutor and initialled, and then to the House Support Officer 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.

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 Ms Bevan 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 may be 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 on ParentPay. 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, where they will be re-issued). If you have any concerns regarding this payment, please contact Ms Bevan (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 Support Officer.

IMPORTANT NOTICE: Please note that Pershore 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 or in The Atrium (for use by Year 11, 12 and 13 students only). 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 who are responsible for the students at lunchtime. Members of the Leadership Team 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 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. Students must not use their mobile phone to contact home but leave it to our first aid trained staff to make contact.

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. Students should not routinely bring painkillers to school.

Minibuses

The minibuses 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 in order that students are able to bring a mobile phone or music playing device into school.

1. Usage:

- 1.1 Mobile phones and other electronic 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 other electronic devices may be used without additional permission unless detained in class or for detention;
- 1.3 Mobile phones and other electronic 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 other electronic device usage or otherwise will be at the discretion of the teacher in charge;
- 1.4 Mobile phones and other electronic 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 clock/watch or calculator;
- 1.6 It is not acceptable to use a mobile phone to contact a parent/carers, without prior permission.
- 1.7 A mobile phone or other electronic device may only be brought to school if the school holds a completed 'Contract'.

2. Responsibility:

- 2.1 The mobile phone, other electronic 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 No responsibility is taken by the school for any mobile phone related illness caused by usage within the school site;
- 2.4 Mobile phones should be used responsibly at all times. Sanctions will result from the taking of photographs or videos (with additional sanctions if subsequently posted on social media); this will apply when the subject is in school uniform and/or on the school site, even with their permission.

3. Sanctions:

- 3.1 Any breach in the agreed rules will result in the confiscation of the mobile phone, other electronic device or smart watch and issuing of a sanction;
- 3.2 Confiscated mobile phones, other electronic 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, Smart Watch and other Electronic Device 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, smart watch or other electronic device 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 and a private teacher for drums. 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.severnarts.org.uk. 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 in 2017-18 were:

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 approximately once a half term. Students are encouraged to make contributions and these should be passed to Mrs Meadows or Mrs Clarke. Links are also posted 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 their 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.

The Sixth Form Information Evening will also be held during 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
- 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; one vocational course. In school; extra support for Maths and English and two optional GCSE courses 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/Stakeholders Panel

This group meets once every half term at 6.00 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 on 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 the autumn term.

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 relevant House Team – 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. You will find policies on both our website and on www.Avonreach.org or request a paper or electronic copy via: office@pershore.worcs.sch.uk or extension 233.

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. 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 (Assistant Headteacher/Deputy Safeguarding), Mrs Cookson (Deputy Safeguarding) or Mrs Bassett (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 2018/19 are as follows:

Monday 3rd September 2018
Friday 30th November 2018
Monday 7th January 2019
Friday 22nd March 2019
Monday 22nd July 2019

PSHE (Personal, Social & Health Education) & Citizenship

This programme is taught by a team of specialist teachers overseen by Mrs Budding. It is taught in discrete lessons in Years 8 and 9 and in Years 10 and 11 through 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 Support 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. Progress Checks are also 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.

Students are rewarded through our ePraise System. We will be introducing a new participation reward scheme during the autumn term of 2018.

Consequences (including detentions):

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	ePraise point(s)
Excellent piece of work in class	ePraise point(s)
Excellent piece of homework	ePraise 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 2018 and Keeping Children Safe in Education May 2018 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 (Assistant Headteacher/Deputy Safeguarding), Mrs Cookson (Deputy Safeguarding) or Mrs Bassett (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 Hanson.
- 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 Mrs Roskelly or Mr Nockton [sro@](mailto:sro@persshore.worcs.sch.uk) or an@persshore.worcs.sch.uk or leave a message with reception. The telephone numbers of the bus companies is on the school website in the 'Information' section.

Due to cost pressures we will no longer be able to provide a late bus for students on Wednesdays and Thursdays in 2018/19.

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 Support Officer 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 contacted the House Team. In such a case the card/letter must be shown to the student's tutor and initialled, and then to the House Support Officer 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.

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 dress code 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.

Heads of Department or their nominated colleagues oversee Stretch and Challenge provision for their subject area, 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.

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.

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.

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 will find them on their Progress Checks and Reports

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. 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 mixed ability bands:

Year 8 X, Y and Z

Year 9 X, Y and Z

Year 10 Bredon and Malvern/ Cotswold and Ridgeway in alternate years

Year 11 Bredon and Malvern/ Cotswold and Ridgeway in alternate years

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 having a different setting arrangement. Students are organised into one of three groups: mixed more able, some support and full support. 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, English is mixed ability. 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. KS4 students who attend college provision will do so on either a Wednesday or Thursday morning.

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

All enquiries regarding uniform should be directed to the relevant House Team in the first instance.

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 only acceptable skirt is the Luton (Black) with reference number 3598; these skirts are only available from our school uniform suppliers.** Girls may also wear plain polyester or wool black straight-legged full length trousers sold as school wear (flares, harem and tight-fitting trousers are not permitted **please see note below**).

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 suitable to wear with a tie and be worn tucked in.

Socks White or navy, or **tights** natural, navy or black.

Shoes **Plain black leather formal shoe of a sensible design (please see note below).** (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 are not acceptable)

Shirt **Plain regulation blue** only the standard blue/polyester cotton shirts sold as school wear by the main stores and Schooltogs or The School Shop are acceptable.

Socks Navy blue, black or dark grey plain

Shoes **Plain black leather formal shoes (please see note below).** (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 not acceptable.

Extremes of fashion of any kind will not be tolerated.

OTHER ITEMS

- 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 each ear and must be removed for PE) and one simple ring are the only permitted items of jewellery. Ear plugs are not permitted.

Other body or facial piercing is not permitted.

- Scarves** May not be worn in school.
- Belts** Only discreet black or navy trouser/skirt belts may be worn. No large/fashion buckles.
- Make-up** Only discreet natural make-up is permitted
- Hairstyle** Extreme or unconventional hairstyles or colours are not acceptable.

A **navy school fleece with embroidered badge** (optional) is available and this is the only outside coat that may be worn around school. However, it must be removed in lessons (available from Schooltogs or The School Shop).

SPORTSWEAR

- Navy/sky **rugby shirt** no badge (boys & girls)
- Navy/sky **polo shirt** with badge (boys & girls)
- Navy/sky **shorts** - (boys) / Navy/sky **skort or shorts** - (girls)
- Navy/sky sports **socks**

Optional kit:

- Navy school **track suit trousers** with badge (boys)
- Navy **leggings** (girls)
- Navy/sky **sports hoodie** with badge
- Navy **sports base layer** with arm print

Sports shoes:

- 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 in Worcester and The School Shop in Evesham

ADDITIONAL INFORMATION REGARDING SHOES, TROUSERS & HAIRSTYLES

Please see the photographs of acceptable shoes and trousers along with unacceptable hairstyles on the school's website under Parents-Uniform-Additional Guidance for Uniform Purchase. If unsure, please check with a member of the relevant House Team.

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 230.

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 will be published on the website in the autumn term. 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 Years 10 and 12. Students in Bredon and Malvern or Cotswold and Ridgeway in Year 10 will go out in two separate weeks either side of February half term and in Year 12 during the penultimate or final week of the summer term.

The project is organised by Mrs French-Griffin griffin@pershore.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 12 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.

APPENDIX:

Clubs and Activities (sample)

Pershore High School – AutumnTerm – 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

