

Glossopdale School



PARENT HANDBOOK

2018-2019

Thank you for choosing Glossopdale School.

We very much hope that your child will be happy, secure and successful at the school and we will do our best to ensure this.

When a child is well-prepared they will be better able to participate in lessons and complete work to their best ability.

How can you help your child settle in to school life?

- Ask about lessons that your child has had each day
- Discuss what was done and learnt
- Check homework and exercise books on a regular basis
- Check periodically that your child has all the necessary equipment.
- Supervise the packing of your child's school bag for the first few weeks

Our Contract with You and Your Child

We will:

- Strive to provide the highest possible standards of teaching
- Provide a safe, caring and enjoyable environment
- Monitor the progress of your child
- Celebrate your child's achievements
- Provide regular homework and check and sign their work record books
- Mark work regularly
- Provide at least two opportunities a year to discuss your child's progress
- Be available to talk to you about your children in a friendly, reasonable and professional manner
- Provide ample opportunity for your child to take part in extra-curricular activities

Your child will:

- Treat all members of the school community with courtesy and respect
- Always try their hardest with all aspects of work and produce it on time
- Keep to school rules and behave in a responsible way, in school and travelling to and from school
- Be punctual
- Have high standards of attendance
- Always wear the full and correct school uniform
- Bring all equipment and books needed for every lesson, especially their study planner
- Allow other students to get on with their work
- Respect the school environment

We request that you:

- Encourage your child to respect all members of the school community and the school environment
- Inform the school of any problem that might affect your child
- Support the school's policies of behaviour, attendance, punctuality and uniform
- Avoid taking holidays in term time (wherever possible)
- Encourage your child to do homework and sign their study planner every week
- Attend Parents' Evenings
- Deal with all school matters in a friendly and positive manner

Remember we are here to work with parents to help all students achieve their full potential

Uniform

School uniform is compulsory for students in Years 7-11 when attending Glossopdale, representing the school, travelling to and from school or when participating in a school organised event outside normal school hours. We ask all parents, carers and staff to support the view that a uniform helps to create an orderly atmosphere which is conducive to learning and reflects a positive image in the community. Smartness in uniform can translate into smartness in learning and behaviour.

For School:

- Black blazer with Glossopdale School logo
- V-Neck jumper/cardigan with Glossopdale School logo (optional)
- White shirt
- Glossopdale school tie— style/colour of tie is specific to each year group.
- Plain black trousers
- Girls may, instead, choose to wear plain black knee length skirt - must have at least one pleat.
- Suitable and sensible black leather or leather look shoes with black or white socks. Shoes must not have white or coloured flashes.

Students must wear their blazer around school at all times; they may remove their blazer during lessons only with the permission of the teacher.

Students are expected to change for PE lessons.

PE Wear

- Students are expected to change for PE lessons
- Black polo shirt with school logo
- Black shorts with school logo
- Black football socks or plain white sports socks
- Black hoodie with school logo (optional)
- Black jogging pants/leggings (optional)
- Black shower proof jacket (optional)
- Indoor sensible sports shoes
- Outdoor sensible sports shoes
- Students must have bare feet when in the Dance Studio however should this not be possible then ballet or jazz shoes are permitted.

The School Year

Below are the term dates as set by Derbyshire County Council. They may be subject to change.

Autumn

INSET	Monday 3rd September 2018 (Inset)
	Tuesday 4th September 2018 (Inset)
Term 1 Starts	Wednesday 5th September 2018
Term 1 ends:	Thursday 25th October 2018
INSET	Friday 26th October 2018
Term 2 starts:	Monday 5th November 2018
Term 2 ends:	Friday 21st December 2018

Spring

Term 3 starts:	Monday 7th January 2019
Term 3 ends:	Friday 15th February 2019
Term 4 starts:	Monday 25th February 2019
Term 4 ends:	Thursday 11th April 2019
INSET:	Friday 12th April 2019

Summer Term

Term 5 starts:	Monday 29th April 2019
<i>BANK HOLIDAY</i>	<i>Monday 6th May 2019</i>
Term 5 ends:	Friday 24th May 2019
Term 6 starts:	Monday 3rd June 2019
Term 6 ends:	Monday 22nd July 2019

The School Day

8.40 am	Students arrive
8.45 am	Tutorial & Assemblies
9.15 am	Period 1
10.15 am	Break
10.35 am	Period 2
11.35 am	Period 3
12.35 pm	Lunch Break
1.25 pm	Period 4
2.25 pm	Period 5
3.25 pm	School closes*

***Please note School closes at the earlier time of 2.25 pm on Fridays**

Attendance and Absence

Good attendance at school is acknowledged as a major factor in students' development. Results have shown that students who achieve well at Glossopdale have been those with the best attendance. Poor attendance leads to very disrupted learning and causes underachievement. Therefore, we ask that parents make every effort to avoid taking their children on holiday during term time. We also ask that, where possible, students do not miss school for routine medical and dental appointments.

Students can achieve maximum success by full attendance.

Every effort should be made to attend school whenever possible.

The school stresses the importance of attendance and punctuality to all lessons.

A good record in this area is rewarded through the reward system of the school.

Authorised absences from Glossopdale are detailed below:

- Genuine illness, severe enough to prevent attendance
- Attending a funeral
- Appointments at a hospital, doctor or dentist that can only be made during the school day.

The school, LA and Government are concerned about unauthorised absences. They include:

- Staying at home to look after a relative
- Truancy
- Going shopping
- Minor disorders e.g. headaches

How can you help to ensure your child has excellent attendance and punctuality?

- Send your child off to school in good time
- If possible, try to make medical and dental appointments after 3.25pm - or in the holidays.
- Sign your child's study planner each week
- Make sure that you send a note explaining any absence or telephone us on the FIRST day of absence.

Contact Us

If you have any queries or concerns regarding Glossopdale, or wish to talk more specifically about a certain area, please contact us.

Phone: 01457 862336

Email: info@glossopdale.derbyshire.sch.uk

Post: Glossopdale School,
Newshaw Lane,
Hadfield,
Derbyshire,
SK13 2DA

If you wish to see your child's tutor (your first point of contact) or any other member of staff, it is useful to telephone beforehand to make an appointment and ensure that there is sufficient time to address your concerns thoroughly.

Please telephone the school office and the Reception staff will be pleased to help you.

What not to do in School

Safety is of utmost importance at Glossopdale so it is important that your child adheres to the following rules:



DO NOT CHEW IN LESSONS

Gum is forbidden in school and nothing must be eaten in class



DO NOT WEAR JEWELLERY

A watch and simple studs for pierced ears are all that are allowed



DO NOT GO INTO THE STAFFROOM

Unless a teacher wishes to see you



NEVER BRING DANGEROUS ITEMS TO SCHOOL

Items such as knives, catapults, cigarettes, lighters and matches are strictly forbidden



NEVER LEAVE SCHOOL AT BREAKTIMES OR LUNCHTIMES

Unless it is an approved appointment



NEVER LEAVE A CLASSROOM DURING A LESSON

Unless you have permission



NEVER USE FOUL OR ABUSIVE LANGUAGE

Use of foul or abusive language is not acceptable anywhere in School



NEVER SMOKE ON SITE



NEVER BECOME INVOLVED IN, OR INSTIGATE, VIOLENT BEHAVIOUR



DO NOT PLAY ON CAR PARKS OR AREAS IN FRONT OF THE SCHOOL

These areas are out of bounds except for arriving in the morning and leaving in the afternoon

PLEASE NOTE STUDENTS SHOULD NOT BRING VALUABLE ITEMS INTO SCHOOL. SCHOOL DOES NOT ACCEPT ANY LIABILITY FOR LOSSES OF STUDENTS' VALUABLES

Lunches and Snacks

ParentPay and Cashless System

In September the school will no longer be able to take cash payments so please ensure your child's account is ready to use by this date. The limit for money spent on food is set at £5 a day but you can change this as a parent if you wish.

Water is available to buy in bottles. Students are encouraged to bring a bottle of water to school with them – please bring water in a **sports/screw top** bottle.

Students who have packed lunches eat their lunches at the same time and in the same place as other Year 7 students who have school dinners.

Students are not allowed to leave the site at lunchtimes unless permission is given by parents for students to eat lunch at home. Students are not allowed to leave the site to buy food in Hadfield.



Subject Setting

In Years 7 & 8 students will be taught in mixed ability groups for C3, Drama, Dance, Music, PE, Art and Technology. There is setting in English, Maths, Science, Modern Languages and Computing.

Initially students are placed in sets on the basis of:

Their Key Stage Two teacher assessments
Any other relevant information from their primary school

It is important to remember:

- Sets are reviewed each term
- Moving from one set to another is not used as a punishment
- Students are always counselled about the reasons for any set move

Setting is reviewed on the basis of:

- Performance in class and standard of homework
- Performance in teacher assessments

Movement between sets is made on the basis of what is considered best for each individual student at a given time.

You will know who your child's tutor is as soon as we have received and collated information from our feeder primary schools. Parents will meet the tutor at the Parent/Tutor Evening in the summer.

What is C3?

C3 is a skills based curriculum which represents 20% of curriculum time. 'C' stands for curriculum and '3' represents the three curriculum areas of History, Geography and Religious Studies.

The C3 course is an innovative approach to the curriculum where History, Geography and Religious Studies are integrated and taught together, within a project, by a small team of teachers with a very strong focus on creative approaches to teaching and learning. Art, Music, Dance and Drama also feed into each project and these lessons are delivered by subject teachers.

The intention behind the development of C3 is that our Year 7 & 8 students have a curriculum that is designed to be more of a bridge between primary and secondary school, with fewer members of staff teaching them and fewer room changes to cope with.

Our C3 curriculum is structured around the development of Personal, Learning and Thinking Skills which are essential to success in learning, life and work.

- Independent Enquirer **S** Find out for yourself
- Team Workers **K** Work with others
- Creative Thinkers **I** New ideas
- Reflective Learners **L** Thinking it over
- Self-Managers **S** Organising yourself
- Effective Participant **S** Taking part/joining in

We believe that the development of these Personal, Learning and Thinking skills will enable our young people to enter work and adult life as confident and capable individuals.

Homework is largely project based and is linked to modules. Assessment is done through projects as each has a different subject focus enabling us to provide assessments each half term in different subject areas.

There are six projects – one for each half term:

Year 7:

- Identity
- Cultures – Africa
- Bright Ideas
- The Environment
- Future Worlds
- Business and Enterprise – Dragons' Den

Year 8:

- My Community
- Business and Enterprise – Castleton
- Global Citizenship
- Cultures – China
- Past and Present – Chatsworth
- Breaking News

Homework

Homework is set on a regular basis to develop independent study habits, as well as to complete and improve the standard of the learning. Every student has a copy of the homework timetable and should record all work set in their study planner. Tutors should check and sign study planners each week. Any concerns regarding homework should be communicated to your child's tutor via the study planner.

Homework takes a variety of forms.

Type of Homework	What you can do to help
Learning facts, details or rules.	Act as questioner/tester.
Completing work already started in school.	Look at the whole piece of work. Ask what it is about. Check spellings and neatness, e.g. underlining titles with a ruler and ruling off.
Writing up work done in school or writing a finished version of drafted work.	Look at the whole piece of work. Check for neatness, spelling and that it makes sense.
Answering questions about a piece of work completed in a lesson or about some information.	Check answers. Do they give the information required?
Finding information on a given topic. This may be done in the library, using books at home, or if available, computer based resources.	Help and offer encouragement if your child gets stuck. Suggest where to find the information. Check the final results. Allow your child the independence to visit a library. Go with them to show them how it works.
Reading ahead in a textbook or novel to get some ideas of what work is to come – and be ready for it.	Be aware of what your child is doing in the subject at the moment; be interested in what has been found out.
Students may be required to do work in rough as preparation for a lesson.	Suggest a starting point perhaps. Once finished, ask your child to read the work to you.
Revision of work for a test or examination.	Get your child to explain the work or exam to you. Ask questions about it. You could even “mark” the answers if you like.
Completing a project.	
Making a model.	
Writing a story or presenting an argument.	

You can help by checking on a weekly basis:

Study planners, exercise books, homework, bags (for letters!) and commenting to staff on any concerns you may have with regard to homework in study planners. The more you help, the more successful your child will be.

Of course, each child needs somewhere quiet where homework can be done.

Encouraging Learning

The following three pages show the Climate for Learning policy and practice at Glossopdale. This includes our expectations, rewards and sanctions.

The basic principles which form our code of conduct are those of praise and reward.

The following strategies are promoted at Glossopdale to develop a positive learning environment and to promote achievements in the classroom.

- Positive classroom practice
- Communicating an enthusiasm for the subject being taught
- The positive use of Assertive Discipline (e.g. using the rewards system)
- Teachers being a positive role model (e.g. for punctuality)
- Regular verbal praise
- Praise letters and postcards to be sent home to parents
- Communication on a regular basis with parents through study planners
- Use of seating plans
- Clear objectives written on the board at the start of lessons
- Differentiation i.e. tasks set at the appropriate level for students
- Attractive environments which encourage learning including resources such as word walls
- The use of prior attainment data to set challenging targets and inform planning
- High expectations for students and colleagues alike
- High quality planning that allows for pace, progress and continuity

Rewards

We strongly believe that praise and reward is the most important part of any approach to behaviour management. As a result we have a well-developed rewards system.

The following things are available as rewards for students:

Verbal Praise

Star of the Week – staff nominate their star of the week and all the names go into a weekly draw

Students show their good work to a senior member of staff

Writing specific positive comments on work done

Reward Stickers - Many students enjoy being given reward stickers on good pieces of work.

Reward Slips - The Climate for Learning slip includes the opportunity to inform Year Managers of any students who deserve reward. These are entered on the student behaviour database and monitored regularly by the Student Progress Manager to help them identify and reward positive achievement. A reward slip is also issued to the student.

Reward Trips – Every term students performing well in all aspects of school life are invited to take part in a reward trip.

Postcards - The school has a range of postcards that can be sent home to parents praising students' achievement.

Awards Assemblies - Every half term there is a progress awards assembly.

Letters - For exceptional pieces of homework or classwork, parents may receive a letter of praise to inform them of their child's achievements.

Certificates - These can be given for behaviour or performance, e.g. exceptional homework.

Prize Giving - There is an award ceremony at the end of the year to which parents are invited.

Principal's Commendation Certificates - These are for exceptional homework, classwork or help within the community and are given to students by the school Principal.

Checklist

Admission Form: Please complete and return the enclosed admission form to Glossopdale—Hadfield Site.

After School Clubs: If your child has an interest in joining an after school club please visit our website for more information.

Meetings and Events: Make a note of the important dates for transition events – details enclosed and also available on our website www.glossopdale.sch.uk/transition

Website: Take a look at the dedicated transition section on our website. Here you will find important news, information and frequently asked questions. www.glossopdale.derbyshire.sch.uk/transition

Dates for your Diary

Thursday 14th June 2018 6.30 pm - 7.30 pm	Transfer Information Evening – Parents Only Hall – Hadfield
Thursday 5 th July 2018 8.40 am – 3.25 pm	Induction Day Hadfield Site
Thursday 5 th July 2018 From 6.30pm	Meet the Tutor Evening Hall – Hadfield Site

A Climate for Learning

Expectations:

- To be on time
- To wear the correct uniform
- To be properly equipped
- To respect staff and peers
- To try your best

Consequences:

1 st time an expectation is not met	Verbal warning
2 nd time an expectation is not met	Name on board X = 10 min detention
3 rd time an expectation is not met	XX by name = 20 min detention
4 th time an expectation is not met	XXX by name = call out, with senior staff/Year Manager involvement, and return or removal. 30 min detention after school
Repeated call outs or other serious infringements of the rules	Fixed term exclusion

Students who fail to meet the required standards in lessons will have a same day detention after school. Parents/Carers will be notified where reasonably possible that their child has been issued with a same day after school detention.

Failure to attend this 30 minute detention will result in the student being kept behind after school to complete a one hour detention. Any student repeatedly not meeting expectations, or receiving a large number of Climate for Learning slips, will be expected to appear in front of a behaviour panel with their parents.

Any student who is severely disruptive will be removed from the room by a senior member of staff. As a last resort a student may be excluded by the Principal for a fixed period or permanently.

Enriching Activities

Glossopdale has a vibrant music and performing arts scene, with a range of music ensembles, concert and drama performances and recent appearances in the finals of the National Music for Youth competition. In addition to our rich and varied arts programme, students are encouraged to take part in a full range of visits in the UK and abroad. Clubs, work placements and 'masterclasses' widen their experiences and perspectives, and support the delivery of our curriculum. Students also take part in enriching activities such as the Maths Challenge, Inter Schools Language courses and trips to the local universities, as well as a range of educational visits. We are proud of our competitive sports teams in soccer, rugby, basketball, netball and hockey but also offer our students a full range of recreational sporting activities. Our success here, and in the PE curriculum, is reflected in our achievement of the Sportsmark Award.

Below is an example of the activities on offer. They are subject to change each term in order to offer a broad range.

<i>Monday</i>	
Homework Club	3.30-4.30
Newspaper Club	After School
Netball	After School
Rugby	After School
The Hive - Craft/Games	Lunchtime
<i>Tuesday</i>	
Junior Choir	Lunchtime
Keyboard Club	Lunchtime
Golf	After School
The Hive	Lunchtime
<i>Wednesday</i>	
Indoor Athletics	After School
The Hive	Lunchtime
ICT Club	3.25-4.45
<i>Thursday</i>	
Samba Band	Lunchtime
Training Band	3.45-4.45
<i>Friday</i>	
Music - Flutz	2.45-3.45

Glossopdale School Library

Glossopdale School Library is a vibrant area of school where books and computers are available for students in support of their studies and reading for pleasure. Books can be borrowed and taken home for set periods and computers can be booked by students during breaks and lunchtimes to complete homework tasks. The Internet, word processing and printing are all available in an environment conducive to work and reading.

Glossopdale School Library currently uses the library management system *Eclipse.net*, which makes it easy for us to track resources by matching book barcodes with student names. When a student has chosen a book they would like to borrow, they just bring it to the counter and the book is issued to them. The book is then stamped with a date for return. Students can borrow up to two books at a time, for two weeks loan periods. Books can be renewed for a further two weeks if necessary.

The computer programme “Accelerated Reader” is one of the tools we use with Year 7 to help improve reading and create a love of books. The student picks a book at their reading level (which is worked out by a reading test) and then reads it at their own pace. When finished, they take a short quiz on the computer — passing the quiz is an indication that the student has understood what they have read. We guide students to books appropriate for their ability and interests and, constantly support and encourage students whether they are accomplished or reluctant readers. All year 7s are expected to read in the school and should have their reading book with them every day.

We hope that your child will be a regular and enthusiastic user of all the Library facilities at Glossopdale. We cannot stress enough the importance of developing active reading habits and we endeavour to nurture this within all our students by the provision of quality and popular children’s and teenage fiction titles and reading-related events.

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