

Maidenhill

Creating and achieving a brighter future



Parents' Handbook 2021-22

A – Z for Maidenhill Parents

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Acceptable Use of ICT

Students are expected to use computers and ICT equipment sensibly and safely at all times. You will find guidance about acceptable and safe use of ICT in the students' planner.

After-School Activities

A list of after school clubs and activities is published three times a year and students are strongly encouraged to participate in a wide range of activities. A copy of what is on offer is published on our website.

Attendance (Absence)

There is a very clear link between attendance and achievement. High attendance is absolutely vital for students to achieve at school. 95% is our minimum expectation. If your son/daughter is so unwell that they are not fit for school, you should telephone school (01453 822469) and inform us straight away and then send in a letter on return. Holidays during term time will not be authorised. Parents are asked to avoid medical/dental appointments during the school day; wherever possible these should be arranged for late in the school day or during holidays. If absolutely essential in school time, students should attend school before and/or after the appointment.

Behaviour for Learning

We expect the highest standards of behaviour from all of our students. If a student's behaviour prevents others from learning they can expect to be removed from the lesson and a detention issued, set for after school (with notice). Students may also be set a detention if they have not shown a positive and proactive attitude towards their learning in a lesson. There are certain types of behaviour that may lead to an internal or an external exclusion. Full details are available in our Behaviour for Learning Policy, which is available on request or on the school website.

Bullying

No school can claim to be without bullying. At Maidenhill we acknowledge this and actively work to reduce and prevent bullying and support students who believe they are being bullied (see Anti-bullying Policy). Students are regularly reminded to talk to someone if they feel they are being bullied: either a friend, tutor or member of the Student Welfare and Guidance team.

Calendar

The school calendar for the year is issued prior to the new academic year and with the Head Teacher's letter in September. The school operates a two-week timetable; the year planner in the students' planner identifies whether we are on Week 1 or 2. Important dates are communicated by letter and also appear on the website. It is good to regularly consult the website for up-to-date information. Term dates for the current and next academic year are also on the website.

Careers Guidance

Careers education is delivered in both Key Stage 3 (Learning for Life lessons) and Key Stage 4 (Ethics and Philosophy lessons). All students have the chance to explore software which helps them in their decision making regarding career opportunities, as well as associated courses and providers. In the library we have a dedicated Careers Information Point which contains careers resources and information. We have a careers adviser who is in school regularly, offering information through assemblies, lessons and individual interviews where appropriate. She also attends selective Parents' Evenings.

A range of activities/events are organised internally and externally in Years 7-11 to help raise aspirations and awareness of potential careers and Post 16 choices. These include virtual experiences, mock interviews, visits to Post 16 providers, employer talks and local university visits. Students learn about the world of work through assemblies and throughout the curriculum often where emphasis is placed on the skills of decision making, problem solving and team work. Further information and our careers action plan are available on the school website.

Communication

We believe that students stand the best chance of success at school if we work together with both parents and students and we want you to play a full and active part in your son/daughter's education. We regularly use letters, email, text messages and the school website to keep you informed of what is happening at school, but we want you to feel able to contact us whenever you wish. You can phone in to school (01453 822469) or email us (office@maidenhill.gloucs.sch.uk). Please remember that teachers spend most of their time in lessons and may well not be able to answer immediately. Our office opening times are on the website and you are very welcome to leave a message outside these times. Equally, it would be very helpful if parents provided email contact details to improve our communication options with parents. You can also use your son/daughter's planner to communicate with his/her tutor. We aim to respond to calls/email within 48 hours.

We also welcome your views on what we are doing right and how we can improve further and at parents' evenings we will ask you to complete a short survey. We hold special evenings during the school year to enable parents to be involved in their son/daughter's learning. These include information evenings and curriculum evenings in addition to parents' evenings.

We do expect parents/carers to be polite and courteous to all staff.

Complaints

We aim to respond to concerns as quickly as possible. Often there will be a need for further investigation, but we will aim to keep you fully informed. If you are unhappy with the outcome, all formal complaints should be addressed to the Head Teacher in writing, who will decide who will deal with the complaint. Please use the template on the website under 'Further Information/School Policies/Complaints Policy'. If you are still unhappy, then you may address your complaint to the Governing Body, by writing to the Clerk to the Governors at the school address. Our complaints policy is on the website.

Concerns – Who To Go To

If your concern is of a general nature, you should first contact your son/daughter's tutor who, in most cases, is the person who knows your son/daughter best. The tutor works closely with the Learning Community Leader who oversees the welfare and guidance of students in their Learning Community (see email addresses in the Learning Community section). If you have a concern about a specific subject then you should contact either the subject teacher or the subject leader. You can do this by either phoning the school or by emailing the school. Please be aware that teachers spend the majority of their time teaching and it may not be possible to respond to your call or email the same day. We will try to get back to you within 48 hours. Details of subject leaders' email addresses are found later in this booklet.

Equipment

It is vital that students arrive at school fully equipped and ready to learn. An equipment list can be found in the students' planner and the timetable in the planner will help you identify when PE kit is needed. Students often need support with personal organisation and checking the bag the night before is a useful routine. If a student regularly fails to bring equipment and/or PE kit etc., then he/she will be issued with a detention for wasting learning time. Students are expected to place their equipment/pencil case and planner on the desk at the start of every lesson.

The school shop is open before school and at break time. Students are able to buy a selection of stationery such as calculators, geometry sets, pens, rulers, headphones, sketching pencils etc. in addition to revision guides. The shop does not aim to make any profit, but is able to buy in bulk, which often leads to cheaper prices.

Email

We use email to keep in contact with parents/carers. Please ensure you keep your listed email up to date on our records.

Emergencies

We would aim to contact you immediately if there was an emergency in school. Please ensure you keep contact details especially work telephone numbers and mobile numbers held with us, up to date.

Independent Study

Regular study tasks will be set for all students to support the work done in lessons and to promote independent learning (See Independent Study Policy on the website). Independent study tasks (ISTs) are set weekly in English, languages, maths and science and fortnightly in other subjects. In Key Stage 4, the amount of independent study tasks will depend on the courses chosen. All independent study tasks should be noted in the students' planner and parents are asked to sign the planner every week. Each task will also appear on 'Satchel:One' which can be easily viewed by parents and students through the school website. Students are able to use school facilities after school to complete their independent study tasks and are encouraged to do so. The Independent Study Zone is open to all students and takes place Monday-Friday from 3-4pm. Students with additional needs are also invited to attend Study Support after school in the SEND department where support is provided by Learning Support Assistants.

Jewellery

Jewellery is not appropriate in school. A simple pair of studs in the ear lobes may be worn, but must be removed for PE lessons. Other body piercing must be removed before arriving at school. Failure to do so will result in withdrawal from lessons.

Learning Communities

On arrival at Maidenhill all students are placed in one of our four Learning Communities: Doverow, Frocester, Haresfield or Rodborough. Each community consists of students of all ages and abilities and is led by a Learning Community Leader:

Doverow – Mrs S Kendry (skendry@maidenhill.gloucs.sch.uk)

Frocester – Mr G Bastow (gbastow@maidenhill.gloucs.sch.uk)

Haresfield – Mrs P Ward (pward@maidenhill.gloucs.sch.uk)

Rodborough – Mr R Lloyd (rlloyd@maidenhill.gloucs.sch.uk)

The Learning Community Leader, supported by a team of tutors, is responsible for the welfare and guidance of the students. Each Learning Community also has two student leaders who work closely with staff.

Letters

Letters are emailed home regularly. Letters are also posted on the website and are often accompanied by a text message to alert you to the fact that a letter has been emailed.

Lunch

Students may bring a packed lunch or buy food from the canteen at break and lunchtime. A hot meal is always available including a vegetarian option, as well as a variety of sandwiches and baguettes. Students are expected to stay on the school site unless we have received written notification that the student will be going home for lunch. Letters should be addressed to the Learning Community Leader who will then issue a Lunch Pass. Energy drinks are not appropriate in school and students should therefore not bring them in. We operate a cashless system through 'ParentPay', so parents need to ensure credit is available. Please be aware there is sometimes a delay of up to 24 hours before credit shows on the system; you will need to plan ahead. Any questions regarding ParentPay should be directed to the finance office.

Maidenhill Friends (PTA)

Maidenhill Friends is a good way for parents to be involved in the school and get to know other parents. The funds that are raised benefit all of our students. We welcome your involvement and support and would ask you to contact Mrs P Ward, Learning Community Leader on: pward@maidenhill.gloucs.co.uk in the first instance if you would like to be involved, even if in just a small capacity.

Medical Matters

If your son/daughter has a chronic condition, it is vital that school and home work together to support the student so that he/she can take a full and active part in school life. Full information will need to be shared with school and an Individual Health Care Plan (IHCP) will need to be agreed between parents and school. Please contact your son/daughter's Learning Community Leader in the first instance. A copy of our policy, Supporting Students with Medical Needs, is on the website.

Medication should not be kept by the student, as in the wrong hands it can be dangerous. This includes medication such as paracetamol and ibuprofen. This is to safeguard all students. The exceptions to this rule are blue inhalers, diabetic equipment and epi-pens. Both the use of diabetic equipment and epi-pens should form part of the IHCP. If your son/daughter is asthmatic, please ensure you let us know and complete the Asthma Care Plan and Declaration, which is available on the school website or from reception. Please ensure your son/daughter always has the blue inhaler with them in school.

All medication whether for short-term or longer-term conditions must be handed in to reception. It is the parent's responsibility to ensure medication is in date, labelled and in the original pharmaceutical container. Instructions for administration, dosage and storage should be supplied using the form 'Parental consent for school to administer medicine', which is available via the website or reception. It is the student's responsibility to present at reception at the appropriate time to take medication. Medication, such as paracetamol, may be kept in the school office for occasional purposes. When any medication is given out, an email or text will be sent home to the primary contact alerting them to the time it was given.

Mobile Phones/Devices

Mobiles are not needed in school as students can always use the school phone at Reception if they urgently need to contact you. If students choose to bring their mobiles or other electronic equipment into school, they do so at their own risk and school cannot accept any responsibility for loss or damage. Mobile phones may only be used outside and only during lunch and break times. They must be switched off and put in bags during lessons and lesson changeovers. If mobiles are seen or heard at any time other than outside at break/lunch time, they will be confiscated until the end of the day. Under no circumstances should they ever be used to take images or videos of staff or students. If a device is confiscated a second time, their parent has to collect it after school.

Parents' Evenings

Details of dates are found in the curriculum guides which appear on the school website at the beginning of each year. We strongly encourage you to attend. The partnership between home and school is vital to your son/daughter's success at school. There will be a Year 7 Tutor Evening in the autumn when your son/daughter's tutor will be available to discuss how your son/daughter has settled into life at Maidenhill. You will be able to give us information to help us support and challenge your son/daughter. All year groups will have a Parents' Evening when you will be able to discuss your son/daughter's progress with his/her subject teachers. All events will be bookable by our online booking system 'SchoolCloud'. Some events may be held virtually via the same system. There is clear evidence that the children of parents/carers who are involved in school and independent study have the greatest chance of success. Please do come to Parents' Evening! We strongly recommend that parents/carers bring students with them to Parents' Evenings, so they can be part of the discussion.

PE Kit

A full list of PE kit is in the students' planner and also on the school website. Students are expected to participate in PE lessons unless there is medical advice saying otherwise, in which case a signed letter from home will be required. Students who forget their kit will be lent appropriate clothing and will be expected to participate. Repeatedly forgetting kit will lead to a detention.

Planners

Students are expected to use the planner as a reference book as well as a diary for independent study tasks. It is also a means of communication between home and school. Parents are requested to sign the planner once a week and are welcome to write messages to the tutor in them. There is information about the school contained in the planner as well as being a point of reference. Students must have their planner with them every day and should have their planner out in every lesson so that merits and tasks can be recorded and information referred to.

Policies

All school policies are available on the school website. A hard copy of any policy can be requested at any time from office staff.

Punctuality

All students should be on site by 8.40am and in their tutor group/assembly by 8.45am. Punctuality is a life skill and students are expected to be punctual to lessons. Failure to be punctual will incur a detention.

Relationship and Sex Education

Relationship education, relationships and sex education (RSE) and health education (HE) are viewed as an integral part of the health education content within the school's Learning for Life and Philosophy & Ethics programmes. Students are encouraged to develop an understanding of their own and others' sexuality, so enabling them to develop a pattern of healthy sexual behaviour towards themselves and others by helping them make sensible and informed decisions about themselves. We aim to help and support young people through their physical, emotional and moral development. This is achieved through various units covered across students' time at Maidenhill. At times external speakers may be used to educate our young people.

Parents have the right to withdraw their son/daughter from the school's sex education programme and can do so by writing directly to the Head Teacher. This does not apply to lessons that are part of the science national curriculum. (See also Relationship and Sex Education policy).

Religious Education

Religious Education is a compulsory part of the National Curriculum in both Key Stage 3 and 4. At Maidenhill the course covers many world religions as well as issues of morality and spirituality. In Key Stage 4 all students follow a course in Philosophy and Ethics that includes viewing issues from different religious standpoints. Some students choose to work towards a GCSE in Religious Studies. Parents have the right to withdraw their son/daughter from RE for religious reasons but must write directly to the Head Teacher.

Reports and Reviews

You will receive information about your son/daughter's progress three times a year, giving grades for organisation, attitude to learning and attitude to independent study. Once a year, you will receive a full report. We strongly encourage you to follow up any grades/comments with your son/daughter's subject teachers in the first instance. Further information can be obtained from your son/daughter's Learning Community Leader or the relevant subject leader.

Rewards

Students will receive reward points for a wide range of positive attitudes e.g. learning, attendance, student of the term, academic progress. Our mantra of "Be kind, Work hard and Look smart" forms the basis of our reward system. Students can use their points to 'purchase' rewards each term. By using the Rewards App, students can see how many points they have received and also reserve items in the Rewards Shop for collection in school.

Safeguarding Children

Parents/carers should be aware that the school will take any reasonable action necessary to ensure the safety of its students. In cases where the school has reason to be concerned that a student may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow safeguarding procedures and inform the relevant agencies of their concern. Our Safeguarding Policy can be requested or viewed on the website.

Smoking/Vaping/E-Cigarettes

Smoking of any sort is strictly forbidden for anyone on the school site and for students on the way to and from school and/or in school uniform. This includes cigarette substitutes such as e-cigarettes.

Special Educational Needs and Disabilities

As far as possible, students with special educational needs and/or disabilities are integrated into the mainstream curriculum. We recognise that some students need more support. These students are registered on the school's SEND register and their learning is reviewed regularly. We make every effort to ensure that any registered student is supported in their learning as far as is reasonably practicable. Our learning support team works alongside teachers across the curriculum to develop appropriate learning strategies and resources for students on the SEND register.

Sports Fixtures

There are many and varied opportunities for students to get involved in sports both within and beyond lessons. Students are encouraged to look carefully at their own health and fitness and to this end, a number of clubs and activities are organised to enable as many students of different abilities and interests to get involved. Your son/daughter will keep you up to date when fixtures are taking place and we request your support in ensuring their safe return home when a match is played after school.

Subject Teachers/Leaders

If you have any questions or concerns about the progress your son/daughter is making in a particular subject, please do make contact with the relevant subject teacher as they can more often than not help both you and your son/daughter. Alternatively, you might want to contact the subject leader who oversees the work in that curriculum area. It is often easier to make contact via email in the first instance.

Subject	Subject Leader	Subject Leader Email Address
Art, Design and Nutrition	Miss L Bullion	lbullion@maidenhill.gloucs.sch.uk
Computing and ICT	Mr C Bargh	cbargh@maidenhill.gloucs.sch.uk
English	Mrs A Melendez	amelendez@maidenhill.gloucs.sch.uk
Humanities	Mrs M Tardivel	mtardivel@maidenhill.gloucs.sch.uk
Learning for Life/Ethics and Philosophy	Mr Ciaran Porter	cporter@maidenhill.gloucs.sch.uk
Maths	Mr B Robinson	brobinson@maidenhill.gloucs.sch.uk
Modern Languages	Miss L Fowke	lfowke@maidenhill.gloucs.sch.uk
PE	Miss S Dobler	sdobler@maidenhill.gloucs.sch.uk
Performing Arts	Mrs D Ball	dball@maidenhill.gloucs.sch.uk
Science	Miss H Webster	hwebster@maidenhill.gloucs.sch.uk

Text Messages

We often text parents to tell them about key events or give reminders. Please help us to keep our records up to date by informing us of any changes to your mobile or other contact numbers.

Timetable

We run a two-week timetable. The calendar in the students' planner identifies whether we are currently on week 1 or 2. A copy of the 'school planner' is on the website. Students have a copy of their timetable in their planner.

Transport

Several buses carry students to and from school each day. Those who live in the catchment area but more than three miles away are sometimes eligible to a free bus pass, available from the Gloucestershire local authority. Those who have to pay must pay the appropriate bus/coach company. We expect our school standards to extend to bus travel too and we expect courtesy and consideration to be shown to drivers and other bus users. Students who behave in a manner that would distract the driver will have their right to use the bus withdrawn for a fixed period. Many buses are now fitted with CCTV to ensure the safety of those using the bus. Concerns about buses can be made to school, but in most cases it is the responsibility of the transport company itself.

If you are bringing your son/daughter by car, please observe the road markings and park away from the pick-up area reserved for the buses. Please note that the front car park is not an area for dropping off students, except those taxis transporting students with specific needs when it forms part of their support plan. Students who are cycling to school must ensure their bicycle is roadworthy and we strongly encourage parents to be vigilant with regard to the use of cycle helmets. Cycle permits should be acquired from the Learning Community Leader. All bicycles brought to school should be locked up and placed in the cycle shed.

Tutor Groups

On arrival students are placed in a mixed-aged tutor group under the leadership and guidance of a tutor. The name of the tutor group consists of 3 letters. The first letter denotes the Learning Community for that tutor group and the final two letters are the initials of the tutor (e.g. **HDK** denotes 'Haresfield – Miss **D** Kedward'). The tutor is often both the student's and the parent's first port of call for any questions or concerns, as it is often the tutor who knows the student best.

Uniform

Our uniform is very simple, smart and straightforward. We expect students to be in full uniform and for it to be worn correctly at all times. Failure to do so may result in a student being withdrawn from lessons until appropriate uniform is worn. A full uniform list is written in the students' planner and can also be accessed on the website. If you are in any doubt about the appropriateness of items of clothing/shoes, please check with us first before spending lots of money! All items should be clearly labeled with the student's name. Please also be aware that unnatural hair colour is not acceptable in school.

Visits and Trips

During your son/daughter's time at Maidenhill, there will be various visits and experiences on offer to him/her. All visits are organised following Gloucestershire local authority health and safety guidelines. Details of visits will be sent home by letter and parents'/carers' permission will always be sought. We are unable to take a student out on a visit unless we have parental permission and emergency contact and current medical details. We hope that our students will benefit from the variety of activities on offer.

We have high expectations regarding students' behaviour, attitude to learning, attendance and punctuality. A place on a visit organised by school is a privilege and students/parents need to understand that if a student makes poor choices regarding behaviour/attitude, or if their attendance is poor without good reason, they may not be allocated a place. In addition, should the school have concerns about any of the above prior to the visit taking place or if a student receives a late detention in a six week window prior to the visit, their place may be withdrawn. If a student's place were to be withdrawn, there would be no reimbursement of any payments made.

Payments for visits, trips and activities is done via 'ParentPay' and more information can be obtained by contacting our finance office.

Website

Maidenhill is a vibrant school and our website reflects the busy life of our school. There is a great deal of information for parents including copies of letters, term dates and other points of reference. Make sure you take a look regularly: www.maidenhill.gloucs.sch.uk