



**Cavendish School**

**WELCOME**

**AN INTRODUCTORY HANDBOOK**

**FOR STUDENTS AND PARENTS  
2014/2015**

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# Welcome to Cavendish School

I would like to take this opportunity to introduce myself and tell you how proud and privileged I feel to be Headteacher of Cavendish School.

As a parent of three children, and teacher for more than 25 years, I am fully aware of the pressures that a modern and up to date education can put on family life. That is why at Cavendish we believe teachers, parents and students are partners in learning. Only then can we jointly provide the best possible education, and make learning a vital part of every day life.

I believe passionately that anything and everything is possible as long as you want it badly enough. However, sometimes children need a helping hand and this is where you and the school, by working together, can help to inspire our young people to aim high.

Your child will be coming to Cavendish School at a really exciting time in our history. Over the last five years we have taken stock of the needs of our students and re-structured our work force and identified our priorities in order to meet those needs. We have three priorities for our School:

1. To continue to develop teaching and learning so that it becomes the highest quality possible, and realise that progress is the real indicator of success for school
2. To deliver outstanding learning in English and Maths
3. To reform the curriculum so that it is personalised, up to date and fully meets the needs of all our learners

This booklet contains a lot of information to try to ensure a smooth and happy start at Cavendish School. It also asks new students to show respect and take pride in themselves, their new school and their environment and to give their best effort every day. I am sure they will rise to the challenge!

The staff and I wish you and your child every success and we really look forward to working with you.

Kenny Fitzpatrick M.A.  
Headteacher

# **Information for Students and Parents**

# **Organisation**

In addition our website is a source of reference [www.cavendishschool.net](http://www.cavendishschool.net)

## Day-to-Day Frequently Asked Questions

**Q1** *What time should I arrive at school?*

A1 There is a Breakfast Club in the canteen with free tea and toast from 8.00-8.30 am. Otherwise you should arrive between 8.30 – 8.35 am. You are not allowed into the building before 8.30am, unless the weather is very poor or you are going to Breakfast Club. You should arrive wearing school uniform. The school day is from 8.40 am – 3.10pm. Students should use the entrances at the West and East end of the school and not the front entrance which is for visitors.

**Q2** *What if I need to leave the school premises during the day?*

A2 You will need a permission letter signed by your parent/carer and tutor and you must sign 'in' and 'out' at Attendance & Student Welfare.

**Q3** *What happens if I am late for registration?*

A3 You must report to your tutor if you arrive late during registration. However, if you arrive after 9.00am you must sign in at Attendance & Student Welfare. Lateness and absence must be supported by a written message of explanation from your parent/carer.

**Q4** *Do I have to stay at school during break and lunch times?*

A4 Yes and no. Students may NOT leave the premises at break time, but can go home for lunch on a regular basis (for the entire lunch period) with parental permission in writing. You will be issued with a card if you have this permission.

**Q5** *Where do I go if it is raining?*

A5 If it is wet or very cold you will be allowed to use the hall or allocated tutor rooms.

**Q6** *If someone needs to contact the school, whom do they call?*

A6 Your tutor should usually be the first person to contact either by telephone or letter. However, on the first day of absence your parents should contact Attendance & Student Welfare. The school will contact parents by text message/e-mail or phone. It is therefore vital that we have an e-mail address and contact number. If parents have an appointment at the school they should sign in at the main Reception Office and collect a visitor's badge. Your parent may be asked to provide ID at reception as part of our safeguarding procedure.

**Q7** *How can parents/carers contact the school?*

A7 Telephone:

Attendance & Student Welfare Office –01323 746508 (8.00 am – 4.30 pm)

(Voice-mail messaging outside of these hours)

School Reception for other enquiries – 01323 731340

Fax: 01323 739572

E-mail:

Attendance & Student Welfare: [studentwelfare@cavendish.e-sussex.sch.uk](mailto:studentwelfare@cavendish.e-sussex.sch.uk)

Other matters: [office@cavendish.e-sussex.sch.uk](mailto:office@cavendish.e-sussex.sch.uk)

School website: [www.cavendishschool.net](http://www.cavendishschool.net)

- Q8 Does the school need to know about any medical conditions?**  
A8 Yes. All conditions must be noted on the admission form filled in by parents. Changes in medical conditions must be passed via the form tutor to the school records.  
Any medicine you need to take during the school day should be handed in, together with a letter from your parents, to the Attendance & Student Welfare Office
- Q9 What happens if I'm ill and am not coming to school?**  
A9 An adult from home must contact the Attendance & Student Welfare Office as early as possible. When you then return to school you should bring a note of explanation signed by your parent/carer.
- Q10 What do I do if I feel unwell at school?**  
A10 Go to your teacher or tutor first – they will give you permission to go to the Attendance & Student Welfare Office where the medical room is located. You must **NEVER** go home without reporting to Attendance & Student Welfare first. We will encourage you to try to cope with the school day if you can. We do not normally have students resting in the medical room for long periods. The person supervising the medical room will make the decision whether your parents need to be contacted.  
**You must NEVER text or phone home without permission from Attendance & Student Welfare Assistants.**
- Q11 I am asthmatic. Can I keep my inhaler with me?**  
A11 Yes, but it is a good idea to have a spare one, clearly named and labelled and kept in the medical room by the Attendance & Student Welfare team.
- Q12 What if my family move house?**  
A12 Please notify the tutor immediately of any change of address, or phone numbers, or the addition of a mobile phone number (you can also e-mail the school via the website). It is vital that the school can contact parents/carers if necessary. **Please make sure we have your e-mail address.**
- Q13 Where do I go if I lose property?**  
A13 To avoid this in the first place you must make sure everything is clearly labelled with your name and tutor group. If you lose an item, check at Reception to see if it has been handed in—they will be able to advise you. Lost property is open at 11.00am each day. **DO NOT** bring valuable personal items into school—**including mobile phones**—we cannot take responsibility for them.
- Q14 Where can I keep my coat, books, equipment that I don't need for the day?**  
A14 You will have your own locker, organised and supervised by your tutor. There is a charge of £10 which will cover the five years you are here. Only bring into school what you need for the day (you'll have enough things as it is!) You will need a padlock for this. It would be useful to give your tutor a spare key!
- Q15 What can I eat at lunchtime?**  
A15 There is a cafeteria lunch service. The School operates a "Cashless Catering" system whereby you will be issued with a PIN number so that you can put money onto the system in order to buy your food and drink. You may also bring a packed lunch if you prefer. Food is also available from the canteen during break.

**Q16 What sort of equipment should I have for school?**

A16 You should always bring your Student Planner, reading book, calculator, and pencil case. Your pencil case should contain pens and pencils, ruler, rubber, pencil sharpener, coloured pencils, protractor and a pair of compasses. On certain days, depending on your timetable, you should bring the equipment needed for other subjects, such as PE kit or apron.

**Q17 What if I want to cycle to school?**

A17 First, wear a safety helmet. Bicycles should be left in the shelter at the side of the school. Remember, as with any piece of your property, you bring it to school at your own risk and you will need a secure padlock.

**Q18 Who should I talk to if I feel bullied?**

A18 You can talk to any member of staff you feel comfortable talking to. Your tutor is an obvious person to choose, but anyone will be happy to help you. Bullying is repeatedly saying or doing something which makes others feel threatened or uncomfortable. It is not a joke. Bullying is taken very seriously at Cavendish and all the staff try very hard to stamp it out. If you feel bullied, tell a member of staff. We will all do our very best to help you. Please do not text or phone home and tell your parent/carer-tell a member of staff, they can make any calls as necessary.

**Q19 Can I take holiday in term time?**

A19 The school cannot authorise holidays in school time. The higher your attendance, the better progress you will make.

**Q20 What happens if I get lost?**

A20 Don't worry about getting lost in the first week. It happens to most people and everyone is very friendly – so just ask!



**Q21 How will I get to know the school building?**

A21 The school has three main teaching areas; the main building has a ground and first floor and we have a block which houses the Technology area and Humanities teaching rooms. In the main building basement there is the canteen and two other teaching rooms.

**Q22 Will there be fire drills?**

A22 You will be given a tour of the building and will be shown the fire exits. It is important that you pay attention to this important health and safety information. Early in Term 1 there will be a fire drill and then at regular intervals throughout the year.

**Q23 Will I get to know the senior students?**

A23 At Cavendish the teachers have a group of senior students who help them to organise and run events. A Student Management Team is elected from School Council members representing each year.

**Q24 Will I be given a personal timetable?**

A24 The school operates on a two week timetable (weeks A & B). We suggest you fill in the blank timetable in the first week in your Student Planner.

**Q25** *How will I know about school holiday dates and the important events in the school year?*  
**A25** **The school calendar for 2014/15 is included for your information. Please note there are TWO inset Day in September. The first day of school this year is 9.00am Friday 5 September 2014.**

Throughout the school year, any further information will be published in the regular newsletter and on the school website.

**It is very important that you take any letters home to your family. Please ensure that we have your parents' e-mail address and mobile phone number as we do send most of our information electronically via Call Parent.**

**Q26** *What happens if my mobile/Ipod/MP3 or other valuables gets lost or stolen?*  
**A 26** You are responsible for any valuables. If you lose or lend them and they get broken, there is little the school can do. Theft and vandalism will be investigated but the school will **not** compensate for loss or damage. The best thing is NOT to bring them in!

## EMERGENCY ARRANGEMENTS: Adverse Weather Conditions and Other Emergencies

In recent years there have been occasions when severe weather conditions have prompted the decision to release students early. If this situation should arise, we will seek parental permission for students to return home. If parents cannot be contacted, staff will remain with students until the end of the school day.

Severe weather conditions, structural damage creating danger to students and staff, breakdown in energy services, or other emergencies may necessitate a decision not to open the school. In these circumstances our procedure is to notify parents through an announcement on the local radio stations on the school website and in the first instance by text or e-mail via Call Parent. Out of school office hours, the school answer phone message will also give details.

Contact information is as follows:

School office/ answerphone:	01323 731340	
School website:	<a href="http://www.cavendishschool.net">www.cavendishschool.net</a>	Facebook Cavendish School 

### EMERGENCY SCHOOL CLOSURE-RADIO STATION DETAILS

THESE RADIO STATIONS HAVE SIGNED UP TO BE CONTACTED BY ESCC IN THE EVENT OF AN EMERGENCY SCHOOL CLOSURE;

BBC RADIO SUSSEX	95.3FM,104.5FM,104.8FM	01273 320428
ARROW FM	107.8FM	01424 461177/401078
BRIGHT FM	106.4FM,106.8 FM	01444 248127
SOVEREIGN RADIO	107.5 FM	01323 442700
HEART FM	102.4,103.5	01273 316940
SEAHAVEN RADIO	96.3 FM	01323 891424
UCKFIELD FM	105.FM	01825 891105

## ATTENDANCE & STUDENT WELFARE TEAM

Your parents **must** ring us if you are going to be away ill, or if you have a medical appointment etc. Our office is open every day between 8.00am and 4.30pm. (There is also a voice-mail messaging system for Attendance & Student Welfare 01323 746508 to leave a message at any time.) You can also email us on [studentwelfare@cavendish.e-sussex.sch.uk](mailto:studentwelfare@cavendish.e-sussex.sch.uk)

You may need to come to our office if:

- You are late, have missed registration, and need to sign in the 'Late Book'
- You have to go out of school for an appointment and need to sign out
- You are feeling unwell and if you have the teacher's permission to come
- You need to take any medicine or pain-killers which we have to keep safe
- You are hurt and need first aid
- If you have any other questions you need help with

Don't forget, if we are not here there is always someone else to help you.

Attendance Officer - Mrs A Moore

## THE YEAR SYSTEM

You will come into daily contact with your tutor, regular contact with your Progress Leader, Guidance Leader and occasional contact with the Student Management Team.

During your first week at Cavendish, fill in this chart!

	Name
Form Tutor	
Progress Leader	
Guidance Leader	
Tutor Group name and Room	
Student Management Team Leader:	
My Sports Captains are:	
My House colour is:	

Each tutor group will vote for two form captains. They should help the Tutor with tasks which support the organisation of the tutor group. You will also be able to choose someone to represent the group on the Year Council and on the School Council. There are occasionally other jobs available for volunteers in the tutor group including a number of working parties. Try to get involved!

## Who are your subject teachers?

Write down all your subject teachers as you meet them, here. There may seem a lot compared to primary school but don't worry, you'll soon get to know them!

<b>ART</b>	
<b>CITIZENSHIP</b>	
<b>DANCE</b>	
<b>DRAMA</b>	
<b>ENGLISH</b>	
<b>GEOGRAPHY</b>	
<b>HISTORY</b>	
<b>INFORMATION COMMUNICATION TECHNOLOGY</b>	
<b>THEATRE PRACTICE</b>	
<b>PSHEE</b>	
<b>MATHEMATICS</b>	
<b>MODERN LANGUAGES</b>	
<b>MUSIC</b>	
<b>PHYSICAL EDUCATION</b>	
<b>RELIGIOUS EDUCATION</b>	
<b>SCIENCE</b>	
<b>TECHNOLOGY</b>	

# SCHOOL UNIFORM POLICY 2014-15

## YEARS 7 – 11

### Purpose

To promote inclusion and engagement with the school, students will be required to wear uniform items for day-to-day wear as well as in some subjects, such as PE.

### Guidance

- The uniform will be reviewed annually by the Headteacher, in consultation with Governors, students and parents. (Uniform requirements are itemised in Appendix 1).
- Full school uniform must be worn to and from school on school days, and on day-time visits, away sports fixtures and by students on duty at school functions. Uniform regulations may be relaxed on school trips at the discretion of the Headteacher.
- The decision to vary school uniform in the light of weather changes lies at the discretion of the Headteacher.
- All students must keep their hair tidy and of reasonable length. This should not be exceptionally short or long. Hair dyed in unnatural or varied colours is not permitted, nor are extravagant hairstyles.
- Normally, facial hair such as beards and moustaches are not permitted.
- Make-up is not allowed in Years 7-11, nor is coloured nail varnish.
- No jewellery or body piercing is allowed, apart from one plain stud or small ring in one or both ears. Jewellery that stretches the earlobe is not permitted.
- Students may not cover piercings that do not comply with the above with plasters or use sleepers. Parents who want their children to have facial piercings should have these done at the beginning of the summer holidays so that studs, rings, sleepers etc can be removed during the school day. The school takes the view that facial piercings can be dangerous and easily become infected.
- School will operate a hardship fund to help pay for uniform in cases of need in line with the school Financial Support Policy.
- Uniform requirements will be enforced by all staff.
- Students who consistently fail to wear full uniform may be sent home to change or isolated from their peers.
- Uniform for any individual may be modified in the light of cultural or disability issues or special needs, at the discretion of the Headteacher
- Progress Leaders will lead Form Tutors and other staff in the enforcement of standards.
- School actively discourages students from having tattoos. Should students have a tattoo they must not be visible.
- PE kit is also a requirement and details are published below

**N.B.** The policy aims to cover all aspects of uniform and standards of presentation for students. If an unforeseen issue arises the Headteacher has the right, in consultation with the Governors, to waive or introduce new expectations.

## Implementation

Students and parents will be notified of the uniform requirements via letters, newsletters, student planners, induction packs and the school website.

## Monitoring and Evaluation

- The school will conduct uniform checks to ensure compliance, and will report the statistics to Governors.
- There will be an annual review of supply arrangements and costs.
- The level of financial support provided will be reported to the Governors on an annual basis.

## Appendix 1

# SCHOOL UNIFORM

A high standard of personal appearance is expected of all students and anyone arriving at school in incorrect uniform may expect to be sent home to get changed or isolated from their peers until the issue is rectified.

The school leadership team and governors reserve the right to enforce school standards, monitor compliance and act as final decision makers of what is and is not acceptable uniform.

### General Personal Appearance

- The tie must be tied in such a way that the school logo is visible just below the knot.
- It is the school's expectation that when they are on the school site students wear their blazers at all times to identify them as part of the school.
- Natural hair colours only. Extreme hair colours and styles are not acceptable and hair accessories should be limited to plain clips or hair bands.
- Normally facial hair such as beards and moustaches are not permitted.
- Jewellery is limited to one plain stud in the lower earlobe, and a watch. No other form of piercing is acceptable; this includes piercings that stretch the earlobe.
- Students may not cover piercing that do not comply with the above with plasters or use sleepers. Parents who want their children to have facial piercings should have these done at the beginning of the summer holidays so that studs, rings, sleepers etc can be removed during the school day. The school takes the view that facial piercings can be dangerous and easily become infected.
- Coats, hoodies and cardigans may not be worn inside the school building.
- Shirts and blouses must be worn tucked in with the top button fastened.

**All items of school uniform and PE Kit must be clearly marked with the student's name and tutor group.**

## **School Uniform items:**

### **Blazer**

Royal Blue blazer with the \*Cavendish logo. \*\*

### **Jumper (optional)**

A plain navy blue V necked jumper may be worn **underneath** the blazer during the winter months. This is not a compulsory item of uniform and it is not acceptable for a jumper to be worn instead of the blazer.

### **Shirt**

Terms 1-4 Plain white shirt which buttons up to the neck with a school tie (see below).

Terms 5-6 White short sleeve polo shirt with the \*Cavendish logo.

### **Tie**

Plain navy tie with the \*Cavendish logo.

### **Skirt (Girls)**

Knee length black, in a plain, straight design that sits on the knee. Fashion skirts are not permitted and skirts must not be figure hugging.

### **Trousers (Boys and Girls)**

Plain black in standard full length cut. Black jeans, leggings and drain pipe figure hugging trousers are not acceptable.

### **Socks and Tights**

Plain black tights or socks. Flesh coloured or patterned tights or coloured socks are not acceptable.

### **Shoes**

Plain black, closed toe school style shoe with no studs or metal. Heels may not be higher than 2.5 cm. Fabric plimsoll type footwear is not permitted.

### **Aprons**

Two plain full length aprons for practical lessons e.g.: Food Technology, Design Technology and Art

\* **Uniform Items with a Cavendish logo can only be purchased through the school supplier – Blueprint Leisure.**

**Other plain uniform items can be purchased from high street stores.**

## **PE and Dance Uniform:**

### **Polo Shirt**

Pale blue shirt with the \*Cavendish logo.

### **Shorts**

Plain black \*sports shorts.

### **Socks**

Plain black knee high \*sports socks.

### **Dance T-shirt**

Plain black with the \*Cavendish logo.

### **Optional Items:**

**It is advisable for students to wear the following:**

### **PE Sweatshirt**

Black sweatshirt with the \*Cavendish logo.

### **PE Fleece**

Black fleece with the \*Cavendish logo.

### **Track suit trousers**

Plain black track suit bottoms (not leggings).

### **Other PE items available from any sports shop:**

- Football boots.
- Trainers (not plimsolls).
- Mouth guard for rugby and hockey.
- Shin pads for rugby and hockey.

**\* PE and Dance uniform items with a Cavendish logo can only be purchased through the school supplier – Blueprint Leisure**

NB: During PE lessons, hair must be tied back and jewellery including watches should be removed.

# Purchasing Uniform

**Uniform information is published on the school website with copies available in School Reception. Uniform items marked with a \* on the uniform list are available to purchase from the school supplier – Blueprint Leisure**

School uniform and PE kit will be available for purchase from our external suppliers with effect from 1 April 2014. The school will no longer be selling items directly with the exception of ties.\*

Blueprint Leisure has developed a website for us, and also have a unit that you can visit.

## Placing an Order

- Orders can be placed online at [www.cavendishuniform.co.uk](http://www.cavendishuniform.co.uk) through a website link
- Alternatively you can download an order form from the front page of the website
- Order forms are also available from school reception
- Downloaded order forms can be e-mailed, faxed or posted to Blueprint Leisure. Contact details below.

**E-mail** - [sales@blueprintleisure.com](mailto:sales@blueprintleisure.com)

**Phone** - 01323 440773

**Fax** - 01323 849244

### **Address:**

Fao: Claire

Blueprint Leisure Ltd

Unit 5, North Crescent

Diplocks Way

Hailsham

East Sussex

BN27 3JF

## Delivery Options

- Deliveries are charged at £2.95, and are usually delivered in 2-4 days.
- Orders can be collected direct free of charge from the address above:

Orders can be collected Monday - Friday between 9am and 5pm.

(Please telephone prior to collection so they can have order ready to collect)

Tel - 01323 440773

## Payment

For an order that is placed via order form, payment is required on delivery or collection

We also still have a small stock in school for purchase direct from us and will keep a permanent stock of ties for purchase at any time.

# **Additional Information for Students and Parents**

In addition our website is a source of reference [www.cavendishschool.net](http://www.cavendishschool.net)

# HOME SCHOOL AGREEMENT

Please read and sign this agreement. During the first week in September you will be asked to sign and return a copy of this Agreement

NAME \_\_\_\_\_ Tutor Group \_\_\_\_\_

**Students: I will**

- Come to school every day on time unless I have a valid reason
- Bring in the right books and equipment for each day
- Complete the tasks set for class and for independent study
- Use my Student Planner properly
- Follow the School Behaviour for Learning and Uniform Policies
- Strive to achieve my personal best
- Treat all members of the school community with courtesy and respect
- Conduct myself in a manner that safeguards my health and safety and that of others
- Maintain the quality of the school environment
- Uphold the good name and reputation of the school

Signature \_\_\_\_\_ Student

**Parents/Guardians: I will**

- Work with and support the school in the education of my child
- Help my child get the most out of school
- Make sure my child goes to school every day and ensure they are properly equipped
- Check homework tasks are completed and sign my child's Student Planner every week
- Support the school's code of conduct and dress code
- Let the school know of any issues that may affect my child's work, behaviour or attendance
- Treat all members of the school community with courtesy and respect

Signature(s) \_\_\_\_\_ Parent

**School: We will**

- Go beyond the requirements of the National Curriculum
- Meet, wherever possible the individual needs of the child
- Report regularly on your child's progress and provide information on attendance
- Encourage success and recognise effort and achievement in all areas of student life
- Set and mark homework tasks regularly to support the work undertaken in school
- Promote a safe and caring environment
- Develop clear lines of communication between home and school
- Enforce School Behaviour for Learning and Uniform Policies
- Check and sign the Student Planner regularly and acknowledge any notes written by parents
- Treat all members of the school community with courtesy and respect

## ATTENDANCE MATTERS

At Cavendish School we are justifiably proud of our students' high attendance at school. This has been achieved by the strong partnership between school, parents/carers and students.

Good attendance is important for many reasons, among these are:

- School work is easier to cope with
- Students feel more secure
- Work is more satisfying
- Better results are achieved

Of course there are occasions when a one off absence is unavoidable, such as illness or family crisis.

### What we would like you to do:

- On the **FIRST** day of absence and **EVERY** subsequent day, please telephone the Attendance and Student Welfare Office on 01323 746508 as early as possible and **before 9am**
- Or you can email the school on [studentwelfare@cavendish.e-sussex.sch.uk](mailto:studentwelfare@cavendish.e-sussex.sch.uk)
- Following an absence, please write a note or letter explaining the reason for the absence.

### What we intend to do:

If a student fails to get a registration mark at the beginning of the day and no explanation has been received, school will contact you that morning via Truancy Call. This is an automated system. We ask that all parents/carers respond to Truancy Call and make contact with us. Please note that tutor time starts at **8.40am** and as Truancy Call is based on this registration mark, we ask that all students register with their tutor first, before doing anything else.

If a student continues to remain absent and no reason is provided, the matter will be passed on to the Attendance Officer, who will contact parents/carers to arrange a meeting.

It is important that we **all** know if students do not arrive at school, staff have no way of knowing where they are and if they are safe. LET SCHOOL KNOW if your child will be absent and keep us informed.

### Lateness

We monitor lateness. Please be aware that after 9.10am the registers close and arrival after this time counts as an unauthorised absence. As punctuality is also important the Attendance Officer may contact you to follow up persistent lateness.

### Unauthorised Absence

Unexplained or unacceptable absence is classified as an unauthorised absence. Examples of this could be:

- Going to the hairdressers
- Looking after younger children or other relatives, or visiting them
- Going out to buy shoes!

Please help us to avoid this type of absence.

## **Holidays – We do not authorise holidays in term time**

From September 1<sup>st</sup> 2013 new guidance issued by the Department for Education applies to all absences in term-time. An absence during term-time, including a family holiday is not a right.

Any absence from school disrupts a child's learning. In addition, children returning from a term-time absence generally require additional time from teachers to catch up on the teaching they have missed. This can have an impact on the education of other students in their class.

Therefore, the Department for Education only allows Headteacher's discretion to authorise an absence if they feel there are **exceptional circumstances**.

## **What are exceptional circumstances?**

These have not been specifically defined by the Department for Education; it is therefore the Headteacher's discretion that will determine this.

Only a Headteacher can make that decision based on the information provided to them by you, not the Local Education Authority.

## **What circumstances are not exceptional?**

These include:

- The availability of cheap holidays
- An absence or holiday paid for, or booked, by someone else
- An overlap with the beginning/end of term
- A mix up in term dates

(This list is not exhaustive)

## **How do I request an absence?**

Please complete an absence request form , available from the Attendance and Welfare Office, which should be returned at **least 14 days** before the proposed absence. The Headteacher will then make the decision whether the absence is considered to be under an exceptional circumstance. If it is considered not to be an exceptional circumstance, it will be unauthorised and you will be advised.

If the unauthorised absence goes ahead, the school may request the Local Authority to issue a Penalty Notice. This involves a fine of **£60 per parent for each child**. If the fine is unpaid court action can follow.

## **What if you have any problems?**

- Please contact us, we are here to help
- Contact your child's Tutor, Progress Leader, or the Attendance Officer, Mrs A Moore

**At Cavendish, we monitor attendance regularly. We aim for a minimum of 95% attendance for every student. To put this in to context, attendance of 95% actually means that the student has had 2 weeks off for that year.**

## **First Aid and Health in School**

This information is designed to help answer some of the questions parents and students have concerning health and First Aid procedures in school.

- First Aid is literally just that; it is designed to help people who are suddenly unwell or who have had an accident. Our First Aiders all hold current certificates to cover the practise of First Aid in emergencies.
- If your child has an illness or complex medical needs that could affect them in school, we need to know about it. Please make sure that the school is informed and kept up to date, so that our records can reflect your child's needs. This can be crucial if a child has a problem in school and is being dealt with by someone who does not know them personally. Information should include any allergies that the child may have, particularly if he/she receives medication for it, or is likely to have a severe reaction
- If your child is receiving medication on a regular basis and needs to take it in school time, we are happy to keep a supply in a locked cupboard in the Attendance and Student Welfare office, provided that the parent/carer fills in and signs a consent form giving details of the medication and amounts to be administered. The medication must be in the original packaging, showing the correct dosage.
- For safety reasons the only medicines students should carry with them are inhalers, epipens and diabetes medication.
- When the weather is sunny and hot we recommend that students wear sunscreen and hats for outdoor activities. However, we cannot take responsibility for providing these items, it is up to parents/carers to supply them and encourage their use.
- It is also important that students remember to drink water regularly in hot weather. Students are allowed bottles of water in class. These should be clear with sports bottle tops.

### **Emergency Procedures**

When a child feels unwell in school he/she should obtain permission from a member of staff (in the form of a card) to go to the Attendance and Student Welfare office. It is NOT acceptable for a child to contact home; he/she must be assessed by a First Aider.

The First Aider will decide if the child is able to remain in school or if the situation requires that the child either goes home or to hospital.

If the incident is minor in nature and the child is to remain in school, he/she will receive appropriate treatment and return to class.

Parents will ONLY be contacted in this case if the child has an ongoing medical problem that parents are monitoring, or if the child insists he/she feels well, but the First Aider suspects otherwise.

If the situation requires further medical investigation, but it is non-urgent, the first person listed as contact on the child's record will be contacted and asked to collect the child from school. If this contact is unavailable, the next contact will be called.

It is absolutely vital that you inform us when you change address, telephone numbers (including mobiles), or job, otherwise we may be unable to contact you. It is surprising how few children actually know where their parents/carers work. First Aiders may recommend that the child see a doctor or go to hospital and it is up to the parent/carer which action they take.

If you or the emergency contacts listed are unavailable, the child will stay in the Medical Room until you become available. First Aiders will monitor the child's condition. Members of staff are not freely available to escort students to hospital and wait for the length of time usually required in order for the child to be treated. The hospital does not allow us to send children under 16 for treatment unless he/she is accompanied by an adult.

If the First Aider judges that the incident is serious, an ambulance will be called. In this case a member of staff will accompany the child to hospital to wait until that child's parents/carers arrive, unless the ambulance crew are willing to take the child. Parents/carers will be contacted as soon as possible and the child's basic details and medical information are printed and given to the ambulance staff.

Please note: Due to changes at the Eastbourne DGH, ambulances now take children to the Conquest Hospital in St Leonards on Sea.

If accidents happen out of school hours, it may not be possible to follow the normal procedure, but we will endeavour to see that the child receives the best care possible in those circumstances.

### **Signing Out**

Students who leave school when they are unwell need to sign out in the students signing out book in the Attendance and Student Welfare Office. The child will still need a note for Student Welfare on their return, explaining the length of the absence.

### **Medical Appointments**

Of course, all of us at some time need to make an appointment to see the doctor, dentist or orthodontist. Please can we ask that these appointments be made outside of school hours or in the school holidays.

# HOMWORK

## Homework policy

### Why do we set it?

As a school we firmly believe that homework develops and enhances social, personal and educational skills, because it gives exercise in independent and extended learning

We are committed to developing homework tasks that enhance learning, and are suitable for the needs of all our students.

### We believe homework:-

- **Supports independent learning skills**
- **Extends all students' learning**
- **Allows students to work in a way that suits their learning styles and develops their less dominant learning style**
- **Prepares students for life and career pathways beyond school**
- **Allows students to research and build up the skills required to do this**
- **Supports progress through practice in working to deadlines**
- **Challenges students**
- **Improves organisational skills**
- **Instils a sense of pride in their work**
- **Cements what students have been taught in lessons**
- **Inspires!**
- **Encourages an attitude of lifelong learning outside the classroom**
- **Lets all students enjoy learning, encouraging all to partake**
- **Encourages students to reflect**
- **Encourages family involvement, and allows parents to become more involved in their child's learning**
- **Gives students the responsibility for their learning**

### When do we set it?

Although flexibility is desirable, in order that homework should meet the needs of learning, students can expect:- Core subjects and languages will set homework on average once a week. Art, History and Geography will set homework on average once a fortnight.

The practical nature of other subjects means that homework will be set when appropriate. RE Homework will be set once a term. One piece of homework should take students approximately 30 minutes to complete, although this may be longer as students get older. Any subject's homework may have an extended deadline, and this homework will take longer to complete.

A Year 7 Homework timetable will be available on the school website in early September.

### Giving feedback on homework

All homework will be marked according to the criteria set out for the particular piece set. There will be times when this will include self/ peer assessment. Homework will be marked either with a National Curriculum level/ GCSE grade or equivalent and targets for improvement, or an ATL grade with comments. The marking of homework will follow the school's Feedback for Learning Policy.

### Variety of homework

Different styles of activity will be set as homework in order to meet the learning needs and styles of our students. This will also mean that we will differentiate our homework to meet the needs of different abilities.

### Coordinating and monitoring of homework

Subject teachers have the responsibility to ensure homework is set, completed and marked. There is an expectation that non-doers will be followed up. This may manifest itself in a number of ways:

- Ensuring homework is handed in next lesson
- Support after school at catch up clubs
- Detentions as appropriate
- A letter home

Curriculum leaders and learning directors have responsibility to monitor the quality and quantity of homework set.

### **The partnership role of parents/ carers**

Parents/ Carers have a vital role in ensuring their children benefit from homework. In the first instance they should sign planners weekly and use the planner to communicate with the school.

Students should have a suitable space where they can complete their homework. Parents/ Carers should feel confident in giving guidance to children regarding how homework should be tackled, as well as answering questions to support. It is important that parents/carers have high expectations about the quality of the homework being produced by their child.

The Learning Resource Centre is open after school every day until 4.30pm ( 4.00pm on Fridays) if students wish to complete homework in school. At home we recommend that between 4.30pm and 6.30pm social networking sites such as 'Facebook' are not allowed to be used at home. Although obviously this is not something we can enforce, if all parents followed this policy it would make it easier for students to concentrate on completing homework. Parents can explain that this is advice from the school aimed at supporting the family.

If parents have concerns about homework, in the first instance they should contact the subject teacher. If a parent is unhappy with the response they get they should contact the Curriculum Leader, and then the Director of Learning in question. If there is an issue with homework across subjects, then the Progress Leader should be contacted.

### **Signposting homework**

It is important that it is clear to all what is homework and what is classwork. With this in mind all homework should have 'Hw' written at the top of it in exercise books. Where it is on paper, this paper should be glued into exercise books and again clearly labelled as 'Hw'. Good practice would be to complete all homework tasks at the back of the exercise book, and classwork at the front.

### **The use of IT and homework**

The changing nature of society means that technology should be something that schools embrace. This means that a good deal of homework may be IT based. Where this is the case:-

- If work is printed out it must be named and labelled as homework and glued into exercise books.
- If work is emailed to staff and returned by email to the student having been marked, the student needs to store that homework in their own subject folders on the school system. Students can then email this home to show to parents as necessary. Alternatively, homework may be shared via google drive.
- Departments will identify certain pieces of homework to be hand written. At present, examinations are hand written and so students should practise this skill in different situations.
- If IT access is unavailable at home the LRC is open every night after school for students to use the IT facilities there.
- It is not acceptable for students simply to cut and paste in order to complete a homework. Students will be expected to read and summarise research homework in their own words.

### **The Virtual Learning Environment**

Increasingly, subject teachers are making homework available on the VLE. Instructions will be given by subject teachers.

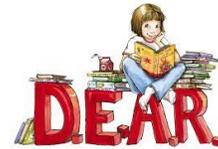
## Reading at Cavendish School

We are passionate about reading at Cavendish School and encourage all students to read widely throughout their time at school. If students read for pleasure they have more academic and social success in later life. Below are some of the ways that we promote reading at Cavendish School:



Accelerated Reader is a computer programme that enables teachers to monitor and manage students' independent reading and is used with years 7 and 8. Students pick books at their own level and read it at their own pace in their designated reading lessons and at home. When they have finished their books, students take a short quiz on the computer and this tells the teacher whether or not they have understood it and if they need to progress to the next level. Please see the next page for more detailed information on Accelerated Reader.

### Drop Everything and Read



At Cavendish School we all (staff and students) take part in Drop Everything (DEAR). This is where for twice a week for twenty minutes the whole school stops what they're doing, no matter what they're doing, picks up their books and reads. The timetable changes every half term so that no subject loses too much curriculum time. It is a brilliant initiative that has encouraged the whole school to read on a regular basis.

### Tutor Time Reading

Each week tutor groups have designated time to read for pleasure and students are expected to have a reading book with them at all times. Years 7 and 8 also read selected novels with their tutor as a group.

**Please ensure that your child has a reading book with them in school at all times!**

# SEX AND DRUGS EDUCATION

## SEX EDUCATION

This information has been created in response to a parental request to know what topics are covered in each year. We hope it proves to be useful in supporting discussion on personal development at home.

“A sex education programme should be treated as a positive opportunity for young people to understand and be in control of their emerging sexualities” *Sex Education Forum*

## SEX EDUCATION IN THE CURRICULUM

The sex education programme at Cavendish is cross curricular. We aim to provide students with accurate, factual and relevant information which is age appropriate and presented in such a way as to encourage students to consider not only the biological, but also the emotional, social, legal and moral aspects of sex and sexuality.

The SCIENCE curriculum includes the statutory coverage of growth and reproduction.

An awareness of sexuality and the range of sexual attitudes and behaviour in present day society are encountered in ENGLISH STUDIES in Key Stage 3 and 4.

Part of the RELIGIOUS EDUCATION curriculum examines social issues from the moral, ethical and religious points of view. Issues dealt with include abortion, sex before marriage and contraception.

Within LIFE SKILLS lessons (PSHEE) students in Years 7-11 explore issues surrounding puberty and their developing sexuality within the context of stable loving relationships. The focus is on responsible decision making in full knowledge of the facts about, and consequences of, sexual activity. Students are encouraged to develop effective communication and assertiveness skills. Students will understand the necessity of practising safer sex and will be aware of the range of sexually transmitted infections as well as where to go for advice. The types and availability of contraception will also be examined and their use explained.

Parents may withdraw their children from sex education lessons other than those within the science curriculum.

## DRUGS EDUCATION

As an educational establishment the school does not condone the misuse of drugs and alcohol, or the illegal supply of these substances by members of the school.

We are committed to enabling students to make healthy informed choices through the provision of accurate and appropriate information and the development of a range of personal skills.

## DRUGS EDUCATION IN THE CURRICULUM

As well as looking at the facts regarding drugs we examine risk taking behaviour and assertiveness in relation to issues connected with it.

Year 7 Key Stage 3

Our focus is on smoking and solvents with a general introduction to drugs.

### Year 8 and 9: Key Stage 3

In Years 8 & 9, we focus in more depth on issues regarding smoking and alcohol and begin to explore issues surrounding illegal drugs, especially cannabis.

### Years 10 and 11: Key Stage 4

The whole range of “illegal” and so called “legal” drugs is examined. We explore the physical, social and legal aspects of drug abuse.

#### **At Cavendish we do not...**

- Teach Sex Education within a moral vacuum. Our programme is based upon particular values. Namely the uniqueness of each individual and the right of each individual to make choices that are right for them. This includes the right to refrain from sexual activity until marriage. The value of stable family life is promoted within the context of love, rights and responsibilities.
- As a school we recognise that there is no case for being morally neutral, but neither can we as a school or as teachers be the conscience for our students. We endeavour to find ways of teaching that, whilst embracing the range of human experience, enable young people to perceive the best approaches to life and to know what is likely to produce joy, happiness and fulfilment amidst the range of moods, attitudes and beliefs about human relationships.

#### **DEALING WITH INCIDENTS**

It is the school policy to deal with all incidents on an individual basis with an emphasis upon communication with the family and the provision of support for all concerned.

Where there is evidence of law breaking eg selling drugs in school, we reserve the right to include the Police Liaison Officer in our deliberations.

# ICT-General Policy Statement

The Headteacher and Governors of The Cavendish School believe that the online safety of persons within the school is of paramount importance. The first requirement for maintaining high standards of safety is that everyone is vigilant and undertakes personal responsibility for their own safety and of others. In the special circumstances of a school it is also important that adults recognise their additional responsibility for modelling safe practice for young people.

We believe that health and safety standards will be maintained only with the co-operation of all staff, students and visitors to the school. We require all staff to comply fully with this policy. In addition we will ensure that all students, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Headteacher and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate. The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties. It is therefore important that all involved in delivering this policy maintain access to readily available evidence which supports good practice and so instils confidence in that practice. The policy will be reviewed annually and revised where necessary.

## Acceptable Use - Policy for Students

### Acceptable Use Policy Agreement

I understand that while I am a member of Cavendish School I must use technology in a responsible way.

#### For my own personal safety:

- I understand that my use of technology will be supervised and monitored.
- I will keep my password safe and will not use anyone else's (even with their permission).
- I will keep my own personal information safe as well as that of others.
- I will tell a trusted adult if anything makes me feel uncomfortable or upset when I see it online.

#### For the safety of others:

- I will not interfere with the way that others use their technology.
- I will be polite and responsible when I communicate with others.
- I will not take or share images of anyone without their permission.

#### For the safety of the school:

- I will not try to access anything illegal.
- I will not download anything that I do not have the right to use.
- I will only use my personal device if I have permission and use it within the agreed rules.
- I will not deliberately bypass any systems designed to keep the school safer.
- I will tell a responsible person if I find any damage or faults with technology, however this may have happened.
- I will not attempt to install programmes of any type on the devices belonging to the school, without permission.
- I will not use social networking, gaming and chat sites without the express permission of a member of staff.

# Use of digital and video images

The development of digital imaging technologies has created significant benefits, allowing users instant use of images that they have recorded themselves or downloaded from the internet. However, staff and students need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. The school will raise awareness about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should raise awareness among students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.
- Written permission from parents or carers will be obtained to allow images to be taken of their children and also allowing their use for legitimate activities or for publicity that reasonably celebrates success and promotes the work of the school.
- Parents / carers are allowed to take digital / video images of their children at school special events within the guidelines contained in the Parents / Carers Permission Form in the Supporting Policies.
- Staff and volunteers are allowed to take digital / video images, where appropriate, but must follow the school policies concerning the sharing, distribution and publication of those images. Those images should be taken, where possible, on the organisation's equipment, not the personal equipment of staff and volunteers.
- Care should be taken when taking digital / video images that young people are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- If photos are taken, their storage and use must not cause risk or embarrassment.
- Photographs published on the website or elsewhere that include young people will be selected carefully and will comply with good practice guidance on the use of such images.
- The full names of young people will not be used anywhere on a website, blog, or published article, particularly in association with photographs. Consideration should be given to media coverage and journalists should be made aware of this policy.

NB: The school will be asking students, parents and carers to sign a document confirming they have read and understood the policies, further details of which can be found on the school website.

# **Expectations and Standards**

**“Believing in Excellence”**

# EXPECTATIONS AND STANDARDS

Many people think of school as involving lots of rules and regulations. This is not really accurate and the rules that do exist are there to promote a simple aim; that the whole school community can work together in a safe, calm environment which allows all students to achieve the best possible education for them and allows others to do the same.

## THE CAVENDISH VISION “Believing in Excellence”

Cavendish School: an outstanding community school which is fully inclusive and has the highest educational standards built around a high performing core. We offer the highest quality learning and teaching expertise, with excellent examination results. All students are challenged to exceed their expected progress and meet ambitious and attainable targets.

We believe all our students should have the best possible life chances. Therefore, it is important for our learners to be:

- Respectful of themselves, others and their environment
- Functionally literate and numerate
- Technologically intelligent
- Independent, creative and enterprising learners
- Aspirational about their future
- Responsible citizens able to take their place in society by the time they leave our school

## REWARDS AND SANCTIONS

There are four simple expectations on every classroom wall which we expect all students to adhere to:

- 1 Respect all learning
- 2 Try my hardest
- 3 Co-operate with others
- 4 Use appropriate language

# POSITIVE BEHAVIOUR REWARDS

There is sufficient evidence that improving behaviour is intrinsically linked to the teacher supporting students in problem solving rather than adopting a punitive approach. Whilst there is a need for clearly structured sanctions in schools, focusing on positive behaviours in the classroom is vital in developing an ethos whereby helping students to overcome their difficulties and recognising positive contributions is key to learning.

At Cavendish School we believe that rewarding students plays an important role in engaging students with their learning. The reward system is designed to appeal to students in each stage of their career with us. To this aim we have established different strategies for each defined Key Stage.

## Key Stage 3 (Year 7/8)

**Students will be rewarded MERITS for the following:**

- Progress
- Academic Achievement
- Effort
- Outstanding Contribution

### **Students Exchange Merits for Prizes**

Students will be able to accrue merits over a period of time and exchange them for products. Posters outlining the catalogue of awards will be displayed in every classroom. Students will be able to 'purchase' their products online through the 'Cavendish School Rewards Shop'. Once merits have been exchanged for products the total merits for future purchases will be adjusted accordingly.

### **Celebration Assemblies**

Each year group will have a two termly celebration assembly where rewards will be given to top achievers in each year group for the following:

- Tutor Group Award – for the tutor group with the most merits
- Highest Merit Award - individual
- Progress – for the student that has made the most progress
- Attendance

### **Certificates**

Certificates will be given to students that have reached the benchmarked number of merits. These will be given out in assemblies as appropriate.

### **Reports Generated for Progress Leaders and Learning Directors**

The reports will be used to monitor students' achievement as individuals, tutor groups or classes within curriculum areas. Progress Leaders will regularly inform tutors of a student's individual merit totals which will then be shared with students (the posters displayed in each classroom are a reminder of how positive student behaviour will be rewarded).

# POSITIVE BEHAVIOUR REWARDS Cont.....

## Key Stage 4 (Year 9/10 and 11)

**Students will be rewarded POSTCARDS for the following:**

- Progress
- Academic Achievement
- Effort
- Outstanding Contribution

### **Celebration Assemblies**

Each year group will have a two termly celebration assembly where both POSTCARD awards and additional awards will be given to top achievers for the following:

- Tutor Group Award – for the tutor group with the most Postcards
- Individual Attendance Award
- Lottery Draw - Each postcard a student achieves will be placed into a 'lottery style' draw for the agreed prize for each year group. There will also be a runner up prize given in the draw. The more postcards achieved by students the more chance they have of winning.

### **Reports Generated for Progress Leaders and Learning Directors**

The reports will be used to monitor students' achievement as individuals, tutor groups or classes within curriculum areas or within year groups.

# SANCTIONS

## Behaviour for Learning Rules

Every room will display the 4 Classroom Rules.

I am expected to:

- Respect all learning
- Try my hardest
- Co-operate with others
- Use appropriate language

If you fail to follow the 4 classroom rules the following strategies will be employed by staff to encourage compliance and learning;

- Check that work is appropriate for you, it has been understood and provide you with any necessary support.
- Ask you to modify your behaviour
- Remind you of the consequences of non-compliance (moving seat, removal from room, detention, phoning home, referral to Curriculum Leader/Learning Director or Progress Leader etc.)
- Warn you that if your behaviour continues you will be moved.
- Move you
- Use the 'Four Level Warning System to support the above strategies

## The Four Level Warning System:

**Warning 1:** Name on the board

**Warning 2:** Tick next to the name – *verbal warning*

**Warning 3:** Tick next to name – SIMS point and detention.

**Warning 4:** Tick next to name – **Relocated** with *restorative practice*.

At 'Warning 2' the class teacher will decide on an appropriate sanction, which could be stay behind at break/lunch for a few minutes to discuss behaviour or a phone call home.

Reaching 'Warning 3' will mean a teacher detention after school (24 hour notice). This will be recorded in your planner and the behaviour will be recorded.

Receiving a 'Warning 4' with **relocation** means that you will be sent to another classroom.

*Restorative practice* will take place in the detention. This is the time where both student and teacher can discuss why warning three / four was reached, spending time focusing on solutions to positive learning in future lessons.

Following this first incident you will be welcomed back into the next lesson and given a fresh start. If in future lessons your behaviour does not change you will be RELOCATED to the Deputy Learning Director / Learning Director who will discuss further strategies with you ready for the following lesson.

## Tutor Involvement

Form Tutors will monitor the behaviour of members of the tutor group.

### **Progress Leader Involvement**

If the Learning Director has on-going concerns they will consult with the Progress Leader to determine the extent of the concerns. If more than one department is involved the Progress Leader will coordinate appropriate interventions. At this stage parents will be informed and all interventions and parental involvement will be logged onto SIMs.

The Progress Leader will;

- Liaise with Learning Support/Guidance and Welfare as appropriate
- Set up or review the Pupil Support Plan (PSP) at this stage

### **Leadership Involvement**

The Progress Leader will be the gatekeeper for Core Leadership involvement as appropriate.

### **Truancy During Lesson Time**

Students should only be out of lessons if they have a permission card issued by a member of staff. When a student is found in the corridor during lesson time without a permission card, members of staff should gently challenge the student and encourage them to return to their lesson. The member of staff should escort the student back to their lesson.

The class teacher will set a detention for truancy.

If the student refuses to comply with a request to return to their lesson, the member of staff will request an Emergency Call Out (ECO). The member of staff should record the non-compliance onto SIMs.

The colleague picking up the ECO will seek to return the student to their lesson. Failure to comply with this request, without a good reason could then lead to an isolation and incur the full range of sanctions.

A member of staff will contact parents/carers and advise them of what has happened and the consequences of non-compliance.

As well as the sanction, part of the isolation the student will have a brief meeting with Guidance to determine the reason for their failure to comply with the request to return to their lesson. A strategy will be drawn-up to ensure there is no repeat of this type of incident and a meeting with the class teacher arranged to discuss issues that may have led to the truancy if appropriate.

### **Emergency Call Out (ECO)**

Emergency Call Out is the removal of a student to a place of isolation by a member of staff other than the class teacher. It is intended as a 'cooling off' period following a serious breakdown in student behaviour. **It is not a punishment in itself.**

# DETENTIONS

**Teachers can set a detention for a range of reasons, including behaviour, truancy, not completing homework etc. For each of these, there is a stepped series of detentions should students not attend a detention.**

## Behaviour Detention

- Subject Teacher Detention: Behaviour – 30 mins. This detention runs after school, any night, staffed by the teacher giving the detention.
- Stage 2 Detention: Behaviour – 45 mins. This detention is for those failing to attend the Subject Teacher Detention: Behaviour or for serious behaviour issues that happen outside of lesson times as determined by Progress Leaders or SLT
- Head Teacher's Detention - 60mins. For non-attendance to Stage 2 detention or serious behaviour issues as determined by senior staff
- Non-attenders will have their Headteacher's detention re-scheduled for the following week, parents will be invited in to meet the Progress Leader/ SLT member attached to the year group and they will undertake community service.

## Homework/ Learning Detention

- Subject Teacher Detention: Homework- 30 mins after school, any night or lunchtime, staffed by teacher giving detention. If students do not attend the first detention the subject teacher will reset the detention and only then should it progress to Stage 2.
- Stage 2 Detention: Homework- 45 mins run by departments on a night or lunchtime of their choice as a follow up for student not attending
- If a student does not attend a Stage 2 detention parents will be invited in to meet the Learning Director or Curriculum Leader to discuss the issues, the student will also be placed on a homework monitoring report.
- Should the report highlight an issue with homework the Progress Leader for that year group will become involved

## Truancy Detention

- This is run at lunchtimes. Students will be taken to the detention room and if needed food will be brought to them.
- Refusal to attend truancy detentions will lead to a further level of sanction and parents will be invited into school.

## **Don't Carry the Risk!**

It is a criminal offence to have any form of weapon at school. In fact, simply having an offensive weapon in public is enough for a conviction. The police will be informed of any breach of this rule. Don't carry around the risk of this happening.

## **Aerosol sprays**

We have a number of students and teachers who are allergic to aerosol sprays. Use of them in changing rooms and classrooms causes them considerable distress. In the light of this and recent Health and Safety guidance relating to aerosol use, we have no alternative but to ban them in school. Students may, of course, continue to use stick or roll-on deodorants.

PS!

As a PS to this talk of sanctions and detentions, it is worth stressing that most of you will conduct yourself in a polite, studious, considerate and reasonable manner each and every day. If you are struggling with your learning or have issues or concerns talk to your teachers, tutors, progress leaders, guidance leaders or any of the leadership team. We are here to create opportunities for you to be successful. Let us **SUPPORT** you to find positive solutions so that your sanctions don't become the consequence of negative choices. We are proud of our students here at Cavendish School.