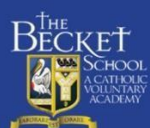




Follow us @TheBecketSchool



The Becket School
The Becket Way, Wilford Lane,
West Bridgford, Nottingham NG2 7QY

Telephone 0115 9824280
email mail@becketonline.co.uk

The Becket School is part of the Our Lady of Lourdes Multi Catholic Academy Trust

Parent Handbook

www.becketonline.co.uk

Headteacher: Paul Greig

Message from the Head

It is a privilege to be the Headteacher of The Becket School and to lead an inspiring, dedicated community within the traditions of our shared Catholic faith.

As a Catholic school we recognise the uniqueness and worth of each individual and that each of us has a valuable role to play in The Becket. Students, staff, families, governors – all work together seeking the very best and giving their best.

Each individual child is important to us and our expectation is that all our students will develop and grow as young people as they make their journey as part of our community.

We understand that as a parent or family member this is an important moment and a major step in the life of each young person. This new beginning is exciting and full of hope with the opportunity to try different subjects, be inspired by new teachers and make new friends.

What makes The Becket special is the real sense of community that you can see and sense as you walk around the school. There are very good relationships between staff and students and we aim to work in partnership with our parents and families. The quality of teaching is strong and our staff are talented, caring and dedicated. We also have high expectations for all our students and this is one of the main factors behind our excellent reputation both in our local community and beyond into the East Midlands Region.

I am delighted to recommend The Becket School to you and look forward to welcoming you into our special community.



Paul Greig
The Becket School Headteacher

Mission Statement

‘Laborare est Orare’ – ‘To Work is to Pray’

As missionary disciples of The Becket community we will follow Jesus as our role model to ...

- **Work hard** at our Catholic faith, our school subjects and our relationships, embracing the opportunities offered to us.
- **Be kind**, treating others as you would wish to be treated and recognising that everyone is made in the image of God.
- **Do the right thing** by helping each other encounter Jesus through practicing Gospel Values within our school, local and global community.

Our mission is to work in partnership with parents and carers to provide an outstanding Catholic education for all our young people.

This means:

- Inspiring and motivating young people to achieve their full potential academically, spiritually, socially and in a full range of extra-curricular activities.
- Helping young people to grow in the love and knowledge of Jesus Christ.
- Developing in young people a deep knowledge and understanding of the Catholic faith.
- Practising gospel values, such as forgiveness and helping those in need, within our school community and in society as a whole.

The Becket School Prayer

As a school we thank you for giving us Jesus Christ – our role model. May we follow the Gospel Values in ‘The Becket Way’ to grow in his likeness.

We pray that we work hard in all that we do – our faith, our school work and our relationships, embracing the opportunities offered to us. Each individual child is important to us and our expectation is that all our students will develop and grow as young people as they make their journey as part of our community.

We understand that as a parent or family member this is an important moment and a major step

in the life of each young person. This new beginning is exciting and full of hope with the opportunity to try different subjects, be inspired by new teachers and make new friends.

Encourage us to do the right thing. Let us help one another encounter Christ through practising the Gospel values. This is our Mission.

May we remember that To Work is to Pray.

Amen

Communication

4

Electronic Communication

To help us communicate with you more effectively we regularly send out school updates via email and very occasionally via text message. Please ensure we have your latest email address and mobile number as this guarantees you will receive all communication relevant to your child.

The Web

Our school website, www.becketonline.co.uk is a fantastic source of information. In addition to regular news updates we also provide a detailed school calendar and publish the dates for upcoming school holidays.

We embrace Social Media and regularly update parents and students via our Twitter page @TheBecketSchool.

Letters Home

Parents are advised to make a weekly check to see if the school has sent any correspondence home. We may communicate via notes in student diaries, the school website, letters sent via students or by email direct to your chosen account. 'The Becket Despatch', our regular newsletter, is issued once per term.

Parent Consultations

We are aware of the crucial importance of close contact between home and school. Consequently, an evening is set aside for each year group to allow parents to discuss their children's progress with academic staff. These evenings take place remotely and complement written reports, progress reviews and visits by appointment.

The Becket Student Planner

The Becket Student Planner has importance in many aspects of school life, providing:

- A regular home/school communication.
- A record of homework set.
- Information of importance to student and parents.
- A Liturgical prayer structure in the hope that families might use it at home.

Please make sure that you read your child's planner and sign it every week.

Students' Academic Achievement

5

Academic Structure

Year 7 is taught almost exclusively as mixed-ability across the entire range; students with special educational needs at both ends of the ability spectrum are given particular attention. Year 8 is mainly taught in half-year bands with an element of ability setting in many subjects. Students study both French and German in Year 7, then choose either French or German to specialise in at the end of the year. The vast majority of students then continue to study their chosen language to GCSE level.

From Year 9 to Year 11 Students Enter Key Stage 4

The school will guide each student through the option process in Year 8 in order to ensure the best choice of curriculum. Students will study their chosen subjects throughout Years 9, 10 and 11.

The curriculum for Years 9, 10 and 11 has been devised to provide a flexible programme which at once recognises the varying talents and aspirations of our students and the importance of a sound educational foundation for future careers or further study after Year 11.

We are proud of the reputation which the school has gained for producing well qualified young people who have followed a broad curriculum through to post 16.

We are fortunate in having an exceptionally strong Sixth Form. Its value extends far beyond the Becket Sixth itself. The student is offered a range of courses rarely equalled in schools of our size. Students can take three or four subjects at A level, as well as additional courses such as EPQ and Core Mathematics possible in addition to compulsory Religious Education.

A good proportion of Year 12 come from other schools, attracted by the courses we can offer and by our academic achievements.

Through the Sixth Form we prepare many of our students for Higher Education, apprenticeships or the world of work. Each year, some of our students are successful in gaining places at Oxford and Cambridge, while a number go on to study Medicine.

Every effort is made to ensure that we provide our students with a sound Christian education. We know that we are the inheritors of a tradition but we cannot rely on the past in facing change. Parents are encouraged to take an interest in the school's curriculum by discussions with the teaching staff at Parents' Meetings or by calling into the school to meet, by appointment, with the Deputy or Assistant Headteachers.

Subjects Offered During Years 7 and 8 The subjects studied in Years 7 and 8 are: Religious Education; English; Mathematics; French; German; Science; Geography; History; Music; Art; Design and Technology; Food Preparation and Nutrition; Physical Education and Drama. RSE and PSHCE are also covered in accordance with guidelines laid down by the Governing Body and statutory requirements.

Subjects on Offer in GCSE and Taken Throughout Key Stage 4: Art and Design; Biology; Chemistry; Drama; English Language; English Literature; French; Geography; German; History; Mathematics; Music; Physics; Physical Education; Religious Studies; Resistant Materials; Science; Computing; Food Preparation and Nutrition. RSE and PSHCE are also covered in accordance with guidelines laid down by the Governing Body and statutory requirements.

Modern Foreign Home Language GCSEs are also offered to students. The School also runs a number of Vocational courses and BTECs are offered in some subjects.

Further details and information, including the examination board for each subject, can be found on the school website.

Subjects on Offer to Sixth Form Students:

Advanced Level GCE:

Art & Design; Biology; Business; Chemistry; Computing; Core Mathematics; Design and Technology; Drama & Theatre Studies; Economics; English Language; English Literature; French; Geography; German; History; Mathematics; Further Mathematics; Music; Physics; Psychology; Religious Studies; Sociology; Sports Science; Extended Project.

Further details and information, including the examination board for each subject, can be found on the school website.

University Entrance and Other Examinations:

The School is a centre for the BMAT, HAT, PAT and STEP papers required by some Cambridge University Colleges and by other Universities for certain courses. The opportunity to re-sit GCSEs in Mathematics and English is also available to Sixth Formers.

Examinations

We are conscious of the importance of qualifications and we seek to prepare students for a range of public examinations. Internal school examinations are held not less than once each year for each Year Group. These are supplemented by a series of tests, termly and half-termly, given by individual subject teachers.

All students take public examinations leading to the General Certificate of Secondary Education or equivalent. These public examinations are generally taken at the end of Year 11. Controlled assessments play a part in some GCSEs and this is spread over Years 10 and 11. In the Sixth Form, there is a full range of A Level examinations.

Homework

Tasks vary according to the student's age and the curriculum

being followed. As a school we value the importance of homework, not only does it extend a student's knowledge and skill but also helps develop the habits of private study, underlining the fact that education is not confined to the classroom.

Details of the homework are recorded in the student's homework diary which parents are asked to inspect and sign once each week. Parents are also invited to comment, if they wish, in the homework diary on their children's work and progress. It is especially important that students from Year 7 learn that, for success in public examinations, completing homework when it is set is important.

In preparing for their Key Stage 4 (GCSE and Vocational) examinations, students must continue to do homework as a matter of routine and recognise that examination course work is only a part of what is required of them in their work outside school.

Student Reports

Parents/Carers receive termly Progress Reviews with information on their son/daughter's progress for that term, via the Go4 Schools platform, in the following areas:

Attitude Grades: reflecting the attitude to learning, behaviour in class and effort displayed in lessons and homework demonstrated during that term.

Current Attainment: reflecting each subject teacher's judgement of the current standard of work produced during that term. This will be based on recent assessments and quality of classwork and homework.

Teacher Projected End of Course Level/Grade: reflecting the grade or level that subject teachers believe will be achieved if current levels of attendance, effort and attainment are maintained.

Target Grade / Learner Stage Target Grade (KS3):

The Minimum Target Grades/ stages for each subject reflect the level of attainment that each student is expected to achieve by the end of Year 7/8/ Key Stage 4 / Year 12/13. Please note, these grades are targets for students to aim for, and not a prediction of what they will achieve.

Progress Reviews also include **Learner Targets**, which provide subject-specific formative advice on how individual students may progress to a higher level of achievement in each of their subjects.

Parents/Carers will also receive an **Annual Pastoral Report** from their son/daughter's Form Tutor together with a summative report of progress for that academic year in each of their subjects.

If Parents/Carers have any queries regarding any aspects of their son/daughter's Progress Reports or annual Pastoral Reports, they may contact their son/daughter's Progress Leader at school.

The Learning Resource Centre (LRC)

All students have access to the LRC throughout the school day, including lunchtime and this is a well-used, busy area. All students are automatically members when they join the school. The LRC is well resourced having in excess of 14,000 resources. Resources support all areas of the curriculum. There is a separate careers collection and there are plenty of fiction books to choose from.

Reading is actively promoted through regular class visits to the LRC and projects such as The Carnegie Shadowing Scheme where students read and review the best children's fiction and vote for their favourite.

The LRC has a number of desktop, laptop and tablet computers which are available to students throughout the school day and prove very popular at lunchtimes. All PCs are connected to the school network and have Internet access.

The LRC catalogue, known as The Reading Cloud, is available to all students via the school portal so that they can search for the items that they require.

In addition, students are able to borrow eBooks from our eBook library, EPlatform. The eBook library includes popular and best-selling fiction titles for children and young people. It offers students access to books every day of the year, including during the school holidays.

Students come to the LRC for homework, reading, selecting resources, using the PCs, to access careers information and for quiet study. The Sixth Form use the LRC heavily throughout the school day for independent study.

The librarian works closely with the teaching staff to develop research activities to support the curriculum offered at Key Stage 3, 4 and 5. In Year 7 all students take part in an Induction Programme to enable them to become confident users of the resources on offer to them. Career Guidance

Careers Guidance

The Careers Team has an important role to play in the school's aim in encouraging our youngsters to look to their future. The team works to provide a programme of careers awareness and guidance which helps ensure that our students make choices that are well informed. Our programme of guidance includes:

- Careers/PSHCE lessons: appropriate for students from Years 7 to 13.
- Participation in a number of University Outreach Programmes such as the Brilliant Club Scholars Programme in Year 9, Progress2Uni in Year 10 and HE+ in Year 12.
- Individual help and guidance: the school places great emphasis on this aspect of careers and guidance work with one to one guidance from an independent careers advisor for selected students in Year 9 and Year 10 and the option for all Year 11 students to have an individual meeting.
- All students also have the opportunity to create their own CV and take part in a mock interview in Year 10.
- All our Year 10 students experience the world of work undertaking a week long work experience opportunity during enrichment week in June. Our Work Experience Co-ordinator also supports our Sixth Form students if they require work experience placements.
- In the Sixth Form, specialist advice is an integral part of the Sixth Form experience. Assistance is given with all University applications and those seeking apprenticeships.
- A wide variety of careers resources and information about Higher Education is available in the Learning Resource Centre. Following an introductory session all Year 12 students are given access to Unifrog; an interactive Careers and Higher Education database.
- Attendance at the annual UCAS Higher Education Fair for all Year 12 students.
- An in-house one day, structured Careers Fair for Year 12 students - featuring speakers from a wide variety of career sectors, companies and Universities.

Students' Spiritual & Social Welfare

8

Academic Structure

Careful thought has been given to the structure for both academic and pastoral care so that the school can respond to the needs of its members. The students are divided into year groups, each being the responsibility of a Progress Leader. The year group is divided into tutor groups, each cared for by a Form Tutor so that no student will lack a sense of 'belonging'. The Leader of Learning in Special Educational Needs has external specialist support provided by the Local Authority.

Since close and easy contact between parents and school is an important aspect of pastoral care, parents are able to phone key staff if they suspect that their child is experiencing learning difficulties or encountering problems of adjusting to secondary school life.

The Deputy Headteacher

The Deputy Headteacher, as the day-to-day leader of operations in school, is primarily concerned with overall school leadership, organisation and discipline. That is not to say that students do not have direct personal contact with the Deputy Headteacher, either in the classroom or around the school generally.

As previously stated, most queries/incidents will be dealt with most effectively by the Form Tutors, Progress Leaders, Subject Specialists or Assistant Headteachers, who's personal knowledge of the student makes a discussion with them more appropriate. However in some cases, it may be necessary for the Deputy Head to meet with parents or speak with them by telephone. Meetings will be by appointment only.

Assistant Headteachers

Assistant Headteachers also have an overall school role in terms of leadership, organisation and discipline. There will be an Assistant

Headteacher with oversight of a particular Key Stage. The Assistant Headteacher will ensure the smooth operation of that phase.

Whilst in most instances contact with regard to student matters would be most appropriate with Tutors, Subject Specialists or Progress Leaders, the Assistant Headteacher will be available for contact to address broader issues within the relevant Key Stage. Meetings will be by appointment only.

The Assistant Headteachers, along with the Head, the Deputy, the Designated Safeguarding Lead and the Head's P.A. complete the School's Senior Leadership Team.

Progress Leader

Progress Leader co-ordinates the pastoral and academic progress care of each year group and leads a team of six Form Tutors. Any issues that cannot be resolved by the Form Tutor will be referred to the Progress Leader. The role of Progress Leader is crucial for the maintenance of standards of social behaviour within the school and for consistent team work in support of our students.

The Form Tutor

The Form Tutor is central to the student's pattern of relationships with staff, and should know each child better than any other member of staff. The Form Tutor is therefore the first teacher to approach with problems other than emergencies.

Parents should be aware that even in the first year, a student may have to work with as many as 12 or 13 other teachers in the course of the week. The Form Tutor is the member of staff who inspects Students' Diaries and will be the first one to see any comments by parents written in these diaries.

Special Educational Needs Co-Ordinator (SENCO)

The SENCo oversees the day to day operation of the SEND policy and co-ordinates provision for students with Special Educational Needs. The SENCo also works in an advisory capacity with other academic departments. They are the principal link between the school and certain specialists working within the various support and welfare agencies.

In some cases the SENCo advises parents directly about the teaching and learning strategies appropriate for their child. The school encourages parents to contact the SENCo if they wish to discuss any particular issues concerning their child.

Special Teaching Arrangements

One of the school's senior staff is responsible for coordinating the support provided to students who have learning difficulties, and for advising staff and parents on the most appropriate ways of helping them. The aim of the school's policy is to respond to individual need as flexibly as possible. Every effort is made to ensure that students with special needs are taught in classes with their peers and that support is given to both staff and students.

Students who are identified as requiring additional support in literacy and numeracy attend our Direct Instruction programme, which focus on building essential skills that enable them to achieve their very best across the curriculum. A small group of students also access our Progress Units literacy intervention scheme.

School Nurse

The School Nurse's role includes health education and health surveillance of students. They arrange and encourage take up of vaccinations. The nurse liaises with the Community Paediatrician, (child health doctor). They provides a link to other areas of healthcare including hospitals and individual health professionals. They liaise with the teaching staff as part of the school's pastoral support programme.

School Chaplain

The Catholic school is based on an educational philosophy in which faith, culture and life are brought into harmony. Through the Chaplaincy, the Church seeks to help young people to find their personal vocation in faith and life in ways that are meaningful and inspiring to them.

The school is served by the priests of our feeder parishes, who celebrate Mass, the Sacrament of Reconciliation and who generally support and show interest in their young parishioners. The school chaplaincy team works full time across our family of schools and is available to guide and befriend students and to interact with parishes and parents.

The Damascus Centre

This is a caring and nurturing Learning Support Unit within the school. It is the base for our team of Learning Engagement Officers and offers support to young people who may be struggling in a variety of different areas. The Engagement officers offer short courses to support groups of students and also one to one mentoring. Parents will be consulted before a student is referred through to the Damascus Centre.

The House System

The House System is an integral part of our schools spiritual identity. Under the name of "Be Inspirational" the House System looks to create an active and vibrant community across the different years. Each House will have the opportunity to take part in inter house activities, celebrate a House mass as well as compete for the House Shield at the end of the year.

The House System is not all about competition, it's about celebrating spiritual identity and the activities throughout the year are designed not just to bring students closer to victory, but closer to each other and closer to God. Each student wears a badge in their house colour and these are sent out in the post to students once forms have been allocated so that they can wear them on their very first day. Each of the form groups, of which there are six in each year of the school, has been given a Patron's name. The Patrons we have chosen for our Forms and Houses are:

St Bernadette Soubirous of Lourdes – Purple

Bernadette was a young girl who many had written off because of her age and background. She had a vision of Mary, the mother of Jesus but many did not believe her. Eventually her persistence and courage inspired her parish priest to take her seriously and her vision was recognised as an important message to the world. Bernadette inspires us to never give up and to be true and honest to our faith.

9

Edmund Campion – Red

St Edmund Campion was an intelligent man. He worked hard throughout school and university and earned the respect of his friends and teachers. He was also true to his faith. He became a Catholic priest, even though it was illegal at the time and died for what he believed. St Edmund Campion inspires us to work hard and to not lose sight of what we believe in.

Nicholas Garlick – Orange

Blessed Nicholas Garlick was a Catholic priest when Queen Elizabeth was in power. It became illegal to practice Catholicism but Nicholas disobeyed the law and continued to serve the terrified Catholic community. He was caught and executed in Derby for his faith. Blessed Nicholas inspires us to do what is right, not what is easy.

Patrick - Green

St Patrick was a missionary who took the message of Jesus to the people of Ireland, of which he is the Patron Saint. He was an example in the words and message that he preached. St Patrick inspires us to be an example to others and to be proud to share our faith.

Robert Ludlam – Blue

Blessed Robert Ludlum was a priest during the time of Queen Elizabeth, when it was illegal to be Catholic. Robert was known to be a kind and gentle man but that did not mean he was not brave and strong. He died for refusing to deny his faith. Blessed Robert inspires us to be gentle and kind to others but also to be strong in the face of adversity.

St Teresa of Lisieux and Robert (of Lisieux) - Yellow

St Teresa was from Liseux in France, where she is co patron. She died aged only 24 through illness but never complained and showed great strength. Her writings survived to carry her message to millions. She is one of only three women to be a “Doctor of the church.” She was humble and never wanted praise, encouraging others to do the little things well. Teresa inspires us to do everything we can, however small, to help others and to be strong when times are tough.

Rewards

Weekly Reward Postcards: Every school week each member of staff is invited to select two students who have shown superb commitment to school life, made considerable progress, achieved at the highest level or gone that ‘extra mile’. These students will receive a reward postcard from that member of staff and this is also recorded on students’ individual files on the school information management system.

Achievement Points: These are given to students in lessons and in other school activities. These are then collated towards bronze, silver, gold and platinum awards for points earned.

Achievement Assemblies: These are held at the end of each term. In each school Year 12 students will be selected by their Progress Leader in consultation with other staff. To gain a School Achievement Award, students need to show endeavour and effort to the whole school community. This may be shown for example, by being an active member of the Year or School Council, helping others with Mass or Parent Evenings, being an active member of a sports team, school production, choir or musical group, being an effective Peer Councillor or School Prefect.

Presentation of Examination Certificates: This important event is to celebrate individual success in the public examinations. The GCSE and A Level certificates are presented to students at a special awards evening, which is held close to the Christmas holidays. Families are invited to share this evening with staff.

Progress Leaders’ Prizes: These are awarded annually to one student in each school year.

Annual Awards’ Evening: This is a most prestigious evening event where students from Years 7 - 10 and Year 12 and their parents are invited to attend a celebration of achievement and endeavour. This event is held in the final week of the academic year.

Discipline

The Becket takes very seriously its role to develop a sense of discipline in our young people. Self-discipline, adherence to rules, work ethic, respect and good standards of behaviour are all attributes that will help our young people succeed in life; as such, our aim is to support and challenge our young people to have very high expectations of themselves. We believe that all students are capable of meeting these expectations.

Our aim is to establish a warm, caring, respectful and happy place where students can learn and reach their full potential. Students and staff alike should feel confident in their working environment and their classrooms should be places where learning can flourish. This is why school rules exist; they are there to ensure that students are safe, happy and able to learn without distraction. Everyone must follow these rules so that everyone is supporting the learning of each other.

We publish our behavior system on our website and it is based on the best practice seen in different schools. It is also based on the principle that, once students know the rules and consequences, they can make the right choices for themselves and others. Our role as adults is to teach not just subject content, but also the nature of discipline. When young people thrive at school and at home, it is usually because the boundaries are very clear and there are clear consequences if they stray beyond them.

The Becket Way: When students join the school we teach them explicitly about ‘The Becket Way’ (you can read about these lessons further on our website). Students attend a number of lessons over two days about how we live out our Gospel values in school: Work Hard. Be Kind. Do The Right Thing. We teach students about our role as staff in shaping their habits and character, about the purpose of rewards and consequences, about good manners, about how to be safe and respectful around the school, about the importance of self-control and discipline, about how to react when they feel something is unfair, about the importance of gratitude and kindness, about the dangers of ‘banter’, about the importance of memory and knowledge..... and so much more! It is really important to us that students understand our expectations of them and our aspirations for them as people and as learners.

In the classroom: As the professionals and experts in the room, it is right that teachers are the authority in the room. We want our students to flourish because our passionate and expert teachers can share their knowledge and skills with them. This means that teachers have high expectations in terms of listening, courtesy and hard work. Teachers may remind students of these expectations if they feel there is a need or issue students formal warnings.

Removal: It is not fair that some students’ learning suffers because a small minority make the choice to have bad manners, to disrupt the class or to undermine the authority of the teachers. In these circumstances, teachers will ask for students to be removed by the Senior Leadership Team. We won’t allow low-level disruption to slow down students’ learning. Students causing disruption will be supported by our incredible pastoral team to recognize their mistakes and be supported to understand and live out ‘The Becket Way’ before they rejoin lessons.

Conduct Cards: All students are issued with a ‘conduct card’ which staff will sign in order to challenge bad habits such as poor uniform, poor punctuality and poor conduct around school (e.g. play fighting, littering etc). We acknowledge that all students make mistakes so students are allowed four signatures on their cards before being issued a detention on their fifth signature.

Same Day Detention: Detention is one of several sanctions which the school uses in order to challenge bad habits. These are issued for complete conduct cards, lack of homework/equipment, and for five or more formal warnings is one week. The research suggests this is most effective when used consistently and immediately so that the behavior and the consequence can be linked. We run 30 minute same day detentions after school. We know that students may not always be able to attend these at short notice so we offer an alternative 60 minute detention the following day as a choice. We incentivize the same day detention by making it a shorter time period because we know it is more likely to be effective.

Saturday Detention: In order to avoid a situation where students become desensitized to detentions, we run a two hour Saturday detention every four weeks for students with four or more detentions during that period. This also allows us to address the persistent poor behavior without the need to issue fixed-term exclusions. Since their introduction, we have extremely strong evidence to show the improved behavior across the school and over 50% reduction in same day detentions.

The Reflection Centre: Students may be placed in the quiet isolation room by a Senior or Progress Leader. This is a serious sanction, where students who fail to meet the standards, conduct and respect expected at The Becket School are removed from normal lessons. This period of isolation will be for a set length of time. Each time a student is placed in the Reflection Centre the family will receive notification of the reason for the isolation and the length of time.

Exclusion: This is the most serious sanction, and can take the form of fixed term or permanent exclusion. Each of these types of exclusion has special procedures and conditions connected with it. Permanent exclusion is a last resort.

Only in the most serious breaches of discipline could permanent exclusion be incurred without prior warning.

Various internal restrictions on movement for example at break or lunchtimes, full or internal exclusion, where a student follows a complete programme in isolation from normal groups, can be applied at the discretion of a senior member of staff which will take place with the child and parent or guardian on the day they return to school after the exclusion period. This will involve the child being placed on a specific programme which will be closely monitored. During the meeting the parents and child will have an opportunity to discuss and agree this provision. This will then be formally documented. The contents of this document will include the following:

- The child's special needs.
- Agreed intervention which may include requests for external agency intervention such as counselling provision.
- Clear targets for the child to meet, which will be monitored through a pastoral support

Target Cards

These cards are designed to emphasise positive achievement as a means to help students modify either their approach to work or their behaviour.

Emphasising The Positive

Each of the cards is designed to provide clear, short term targets, which will have been agreed in discussion with the student. The aim is to modify behaviour, by convincing the student that change is possible and rewarding. When targets are met, the achievement should be acknowledged in an appropriate way. Parents are asked to inspect, discuss and sign the card daily.



Day to Day Routines

14

General Rules for All Students

1. Students must wear the uniform laid down in this Handbook.
2. Students are not allowed to have jewellery, make-up, body decoration or extreme hair-styles, including sculptured hair (one small plain spherical stud is allowed in each ear lobe for those students with pierced ears).
Any student whose appearance is considered inappropriate may be sent home, at the discretion of the Headteacher.
3. Students must not bring into school any object, and must not act in any way, which might endanger members of the school community.
4. Students must not bring mobile phones, smart watches or electrical equipment (e.g. iPods) into school. (The sixth form are permitted mobile phones but have to ensure that they are switched off during lessons).
5. Students who are chosen to take part in a school activity must honour that commitment both inside and outside school hours. Part-time jobs or other similar activities require the written permission of the Headteacher.
6. Students must not leave the premises during normal school hours without the permission of a member of staff. Occasions of illness or injury should be reported to a member of staff. Students leaving the premises during the school day must sign out at Student Reception.
7. Smoking is not allowed in school and students are forbidden to have matches, cigarettes or e-cigarettes in their possession.
8. Food must be eaten in school only in those areas, and at those times, designated for the consumption of food.
9. Students must not drive or ride a vehicle to or from school without staff permission and such vehicles are brought into school at the owner's risk.
10. Students must accept responsibility for looking after their own property. All equipment and clothing should be marked with the owner's name.
11. Around the school students are expected to behave in a considerate and courteous manner. Movement in the school should always be prompt, orderly and quiet. (Running is forbidden).
12. On staircases students must keep strictly to the left hand side.
13. Students must walk in a courteous manner in the corridors and on the stairs and keep to the LEFT wherever possible.
14. Ball games are not allowed anywhere in school excluding the MUGA and the Astro Turf area.
15. If students are waiting for a lesson to start, they must queue in an orderly fashion outside the classroom until the teacher arrives. The details of where to wait will be explained to students by tutors or class teachers.
16. There is no playfighting allowed in school

Personal Property

The School is unable to accept responsibility for a student's personal belongings which are left, lost or stolen on school premises. However, all help possible will be given to the student in recovering the articles, so long as the following procedure is adopted:

1. Mark all clothing and personal belongings with the owner's name.
2. Do not bring into school any inappropriate literature or equipment, i.e. radios, mobile phones, iPods, electronic games, records, etc, without permission.
3. Do not wear jewellery or make-up to school.
4. If for any reason money or valuables are brought into school, they are to be given for safe keeping to the teacher in charge.
5. Loss of property is to be reported to the Form Tutor or the teacher in charge without delay.
6. Those who find lost property must hand it at once to a member of staff.
7. Lost property is stored in the school office. The property is kept for approximately 5 weeks.

Parents can make a contribution to the school community by insisting that their children observe these points.

15

School Uniform

Students are required to wear school uniform at school and coming to and going from school, on all school visits and at all official school functions unless special permission is given to the contrary. There is no uniform for Sixth Formers, but they are expected to conform to a code of dress.

Item	Description	Notes & Exclusions
Tie	School tie.	Tied in a single knot with 6 or more stripes showing.
Blazer	Black Blazer	To be worn at all times, only removed with staff permission. Sleeves to be kept long.
Badges	A school and house badge are to be worn on the blazer.	The only other badges permitted on a blazer are those given out by school e.g. Achievement, commendations.
Shirt	White traditional school shirt with formal collar. Long or short sleeves.	No three-quarter sleeves allowed. No tailored shirts. Top button to be done up at all times. Must be tucked into skirt or trousers at all times including breaks and lunches.
Skirt	Branded mid grey, waist- high, knee-length, tailored- straight. Plain school wear material, same as school trouser material (not stretchy tube style).	Belts should not be worn with the skirt. No more than 4cm gap between knee and hem length. Skirts should not be rolled up.
Trousers	Branded mid grey, waist high. Moderate style. Plain material. No patterns or decorations.	No side "leg" pockets. No patterns or decorations. A belt is useful to ensure trousers stay on the waist.
Jumper	Plain mid grey V neck. Long sleeves.	Cardigans are not permitted. Jumpers should not be tucked into skirt or trousers.
Socks	Plain black or grey	No white socks for boys or girls. These must cover the ankle, no trainer socks are allowed. No pop socks. No long socks. No socks with frill or extra design.
Tights	Plain black or grey colour.	No skin coloured tights. No patterns.
Shoes	Black, traditional school shoes. Preferably with a strap, laces or buckle.	No boots. Slip on shoes may only be worn if they cover the top of the foot giving protection to the whole foot.
Coat	Plain, black, no patterns.	No hoodies - these will be confiscated. A small discreet logo on the black coat will be permitted.
Scarf, hat, gloves	Black and plain.	
Earrings	One small discreet silver or gold stud in each ear.	Spherical studs only (no other shape), no stone within the stud, no other facial, tongue or body piercings.

Item	Description	Notes & Exclusions
Hair bobbles/ Alice bands	To be black or silver and discreet.	
School bags	A black rucksack or other school bag of appropriate size for school.	No small rucksacks, no paper-type shopping bags or plastic bags. No handbag-style bags. A small discreet logo will be permitted.
Hair styles	Must be conventional, smart and traditional haircut.	Tram lines/patterns shaved into the hair are not allowed, including zero level shaving (Buzz cuts) - students lose breaks until hair grows. Any extreme hair design is not permitted. No hair colour which is not natural-looking.
NOT ALLOWED	Make-up, nail varnish, coloured hair that looks unnatural, false nails, tattoos, facial piercings, tongue piercings, body piercing, false eyelashes, tram lines in hair and eyebrows, hair beads.	

School Uniform Suppliers

Big Fish Schoolwear Tel: 0115 970 5762

www.bigfishschoolwear.co.uk

Once on the website you will need to login to The Becket School's uniform page. Login details are: Username = becket Password = pelican6

Some essential Items for Students to Bring to School Every Day

- Planner – signed by parents
 - Conduct Card
 - PE Kit (if timetabled)
 - Food ingredients (if timetabled)
 - Scientific calculator
 - a pen, (black/blue) plus a spare
 - a pencil, plus a spare
 - a rubber
 - a ruler
 - various coloured pencils
 - jotter or notebook
- ☐ Mathematics
 - ☐ Geometry set including compasses, set square, protractor and ruler.
 - ☐ Reading
 - ☐ A reading book to read during silently during Registration.
 - ☐ General
 - ☐ Articles of an expensive nature, excessive amounts of money and articles of a dangerous nature must not be brought to school

Girls Uniform



Boys Uniform



Becket House Badge

The Becket House Badge is to be sewn to the inner blazer pocket, as shown, so the house colour is clearly visible



Girls PE Kit:

Compulsory:

Girls fit navy Becket polo, Navy Becket skort and Navy Becket socks, trainers with non-marking soles.



Optional:

Navy Becket track pant, Navy Becket leggings, Navy Becket hoody, Navy Mid-layer



Boys PE Kit:

Compulsory:

Navy Becket polo, Navy Becket short and Navy Becket socks, trainers with non-marking soles



Optional:

Navy Becket track pant, Navy Becket hoody, Navy Mid-layer, Navy Becket reversible top



The School Day

8.40 am	Registration
9.00 am	Movement Time
9.05 am	Period 1
10.05 am	Break
10.20 am	Period 2
11.20 am	Period 3
12.20 pm	Lunch
1.05 pm	Period 4
2.05 pm	Period 5
3.05 pm	School Ends

Attendance

The Becket School promotes excellent attendance and regularly rewards students who achieve an excellent attendance record. We believe that good attendance is linked to academic success, student attainment and student achievement. The school monitors student attendance and we want to work together with you to help ensure excellent attendance and punctuality for your child.

The Director of Inclusion, Progress Leaders, Attendance Officers and the Local Authority all work in cohesion to promote and achieve excellent attendance for each student at The Becket School. Persistent lateness and irregular attendance have a serious effect on a student's work at school, causing loss of valuable time and resulting in poor academic performance.

Please consider the following:

- If you missed 10 days in a school year your attendance rate would be 94.7%.
- 20% absence is the equivalent of missing one whole school year out of the five in Secondary Education.
- Research shows that attendance below 95% can result in a drop in a GCSE grade (DCSF).

Therefore, the following rules should be carefully observed.

1. Students are to be punctual.
2. Every student returning from absence, no matter how short, must bring to the Form Tutor on the day of return a signed and dated letter from the parent stating reasons for absence. If a child is absent, we require a telephone call to the school office by 8.30am on the first day of absence, followed by a dated and signed note of explanation upon their return. If a child is absent for more than three days, a further call with an update would be appreciated. The school operates an attendance policy that is consistently applied across Our Lady of Lourdes Catholic Multi Academy Trust.
3. As part of the Our Lady of Lourdes Catholic Multi Academy Trust, we do not authorise leave during term time. Leave is only authorised for exceptional circumstances and at the discretion of the Headteacher. Please read the Our Lady of Lourdes Catholic Multi Academy Trust that can be found on our website if you require further information.
4. Requests for permission to attend appointments at hospital, dentist or doctor during school hours must be supported by an appointment card or a letter from parents to be shown to the Progress Leader or Form Tutor. When this has been seen, the Form Tutor will issue an EXEAT form, to be taken to the office on leaving. Without this, students will not be allowed to leave the premises. We expect students to be met at Reception by a parent unless written permission is given by the parent to allow the child to leave alone.
5. Immediate notice must be sent to the Progress Leader of any serious or contagious illness occurring in the household of a student. In this instance a student should not attend school until a medical certificate has been submitted indicating that he/she may do so with safety to other students.
6. The school should be kept informed during the period of a prolonged absence.

If a student is late for school and arrives between 8:50 and 9:00 am their Conduct card will be signed. If they arrive after 9:00 am, they will be placed in after school detention. The school will decide whether lateness is authorised or not. If a student is late they must enter through the main entrance and sign in at Student Reception.

School Meals

The school operates a cashless system in the Dining Room. Students are able to obtain a wide choice of healthy meals. The school encourages parents to re-charge student accounts online. A cafeteria and hot snack facility is available not only at lunch time but also at breakfast time and during morning break.

Free Meals

Students entitled to free meals are able to obtain these in the Dining Room to the value of the current set meal. If they take items totalling more than that they will be charged via the biometric cashless system providing there is sufficient credit on their account. If not, the extra item(s) must be returned. Free School Meal applications are dealt with by:

Parent and Student Services
Access to Services
Children and Young People's Services
Meadow House
Littleworth
Mansfield
Nottinghamshire
NG18 2TA

For initial enquiries on free school meals and to request an application form, parents can call 0300 500 8080 or apply online www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk

School Transport

Students resident in the county requesting travel assistance should complete Form TA1 available online at www.nottinghamshire.gov.uk/schooltravel-under16 and return it direct to: The Becket School, The Becket Way, Wilford Lane, West Bridgford, Nottingham, NG2 7QY, together with a passport size photograph.

Students resident in the city should contact The Transport Team, Children and Families, Loxley House, Station Street, Nottingham, NG2 3NG. Telephone 0115 87 65049 / 0115 915 5555 or email transport.team@nottinghamcity.gov.uk regarding arrangements for school transport being offered by the City of Nottingham.

School Buses

Drivers cannot always see if the entire space at the back of a bus is clear when reversing. A child's life may be in danger if he/she is too close to the bus. Please communicate the following rules to your child:

1. Good conduct is expected from every student and quiet polite behaviour is to be observed on the buses at all times. Students who do not behave properly when travelling on the school bus, at the discretion of the Headteacher, may be banned from using the service.
2. Students must never cross behind or in front of the school buses.
3. Students must never approach the school buses as they enter or when they are moving out of the parking area.
4. At the end of the school day those students travelling on the school buses MUST queue in the correct bus group, in the place appointed and enter the bus when instructed to do so by a member of staff.
5. On arrival in the morning students must only alight from buses in the designated bus lay-bys.
6. On alighting from a bus students will proceed through the wet weather lobby to the hard surface area on the inner circle.

Please note: students resident in the county can currently travel on a school bus with a travel pass (purchased in advance. It is proposed that students resident in the city will need a travel pass (payable in advance) to use a bus.

If any student mislays their travel pass they will need to pay the cost set by the local authority. Students who have lost their pass must report it to the appropriate travel authority and school. The school can then issue a five day temporary pass, after we have received confirmation of the lost pass from the local authority.

Free Travel

To find out if you are eligible for free travel please access the following:

Nottinghamshire County Council website
www.nottinghamshire.gov.uk
 (Traffic & Travel link; Buses; Concessionary fares; School Travel & Passes)

Nottingham City Council website
www.nottinghamcity.gov.uk
 (Education & learning link; Schools & Colleges; School Transport in Nottingham City)

Discounted Travel only available to students resident in the County

If your child resides in the county and does not qualify for free travel you may be able to purchase a termly or annual Season Pass from Nottinghamshire Transport Services, Communities Department, Trent Bridge House, Fox Road, West Bridgford, Nottingham NG2 6BJ. Telephone 0300 500 80 80. The cost of the pass will be based on the usual daily fare between home and school and will include a discount.

Discounted Travel available to students resident in the city

For details of any discounted travel available to students resident in the city please contact:
 The Transport Team, Children and Families, LH Box 6, Loxley House, Station Street, Nottingham, NG2 3NG.
 Telephone 0115 87 65049 or 0115 915 5555 or email to transport.team@nottinghamcity.gov.uk

Parking

The School Buses will always park in the designated lay-bys on the school site.

No parents should drive their vehicles onto the school site. Parents should not drive up to the turning circle on The Becket Way. The turning circle must be kept clear for when the school buses enter and depart.

Please do not use the visitor car park to drop off/ collect students.



Extra-curricular Experiences

Extra-curricular Activities

The school has a varied menu of activities on offer all year round. The school benefits from a full size all weather court and a sports hall as well as an activity hall, and also has the use of a number of off-site facilities. As a result, a wide variety of sports clubs are available. Major team games are football, rugby, cricket, hockey, netball and softball. These are supplemented by other activities including basketball, squash, badminton, and volleyball. The school now also offers the Duke of Edinburgh's Award scheme to students in Years 9, 12 and 13.

The school offers study support sessions after school and during lunch periods, as well as a multitude of other engaging clubs and activities for all students at all levels of ability. Most of the activities are free as they are provided by staff on a voluntary basis, however the school asks a nominal contribution from time to time to ensure sustainability of certain clubs. The activities on offer change from term to term in order to suit student needs. The school also offers some activities during the holiday periods and holds a Summer Transition Scheme for the new Year 7 intake.

Voluntary Clubs, Societies, and Teams

The school has strong links with local organisations and often hosts events on behalf of the community. The challenge of voluntary community service is encouraged and students are to be found helping out at community events, in hospitals, neighbouring primary schools, homes for the disabled and so on.

The school believes that students should experience at least one residential course whilst at school and consequently groups are taken regularly to The Briars, which is the Nottingham

Diocesan residential youth centre at Crich, for periods of up to a week. There are also residential field courses for interested students to other parts of the country. All Year 7 students have a short residential experience, usually before the Advent mid-term.

The school has partnerships with the Humboldt Gymnasium, a German school in Karlsruhe and is in the process of creating a link with a partner school in France.

There is a strong tradition of theatre, drama, music and debating and there are some theatre visits.

Year 8 students will get the opportunity to go on a trip abroad once travel restrictions allow it. The aim of this trip will be to broaden students' cultural and linguistic awareness.

Visits are organised to Normandy and Berlin with the purpose of widening students' knowledge of French and German language and culture. These visits are open to Years 10 and 11.

Music at The Becket School

We have a lively and exciting Music Department at The Becket School with a wide variety of activities available to students in and out of the classroom. Students who play an instrument or sing are encouraged to join one or more of our ensembles, which rehearse weekly and perform regularly at our own school concerts and external functions. So if you want to sing a solo or maybe just play second triangle in the school band then we have a place for you!

We have a varied and interesting music curriculum, which covers topics such as Reggae Music, Ukulele skills, Instruments of the Orchestra, Rhythm and Pulse, Protest Songs and Blues amongst many others. Students are also taught how to use a range of music technology programmes in our computer suite. Students have the opportunity to perform, compose and appraise a wide range of music, which allows them to improve and increase their knowledge in the subject. This continues into our GCSE and A level provision, which opens up even more possibilities for students to improve their performance, critical listening and composition skills.

At The Becket School we are pleased to offer a wide range of musical tuition opportunities to all students within the school and within our feeder primaries so that there is continuity from Key Stage 2 to 3. Our instrumentalists and vocalists benefit from expert tuition provided by both the Our Lady of Lourdes Music service and the Inspire service across all the instrumental families.

Every student has the chance to take up instrumental or singing lessons and get involved with the extra-curricular musical life of the school. All students in receipt of school instrumental lessons are expected to take part in at least one extra-curricular activity. Over recent years the extra-curricular musical programme has developed greatly. We have added more ensembles for the students to participate in, hopefully catering for all tastes.

The extra-curricular programme now breaks down into ability levels helping all students to access the different styles of musical ensembles at their level. The extra-curricular ensembles at The Becket School now include:

- String Quartet – Senior players
- Flexband - Grades 1 –3 all instruments
- Concert Orchestra - Grade 4 onwards
- Rock School - Open to all guitarists, keyboard players, drummers and vocalists
- Big Band - Grade 5 onwards - by invitation
- Music technology club - Open to all
- Vocal group- Open to all singers
- GCSE ensemble groups

There is also an annual Musical production each year that students can act or play in, as well as regular trips to the West End and a Musical Tour in the summer term.

The school provides a subsidy towards the cost of instrumental tuition. Students entitled to Free School Meals can receive free instrumental music tuition. Music provision at The Becket School has grown enormously over the last few years and with the help of the enthusiasm of the students it continues to go from strength to strength, which is something we are very proud of. There are numerous opportunities to take part in performances in the local community, attend concerts and master classes.

The Music department organises Trinity and Rock School Music examinations each term at the school. If you are interested in your child taking an examination please contact the department.



Sporting Aims and Provisions for Sport

The Physical Education Department, with the valuable support of a number of other members of staff, aims to provide opportunities for all students who wish to achieve in sport and competition and the chance to reach their full potential by participation in both curricular and extra-curricular activities.

The Physical Education Department aims to provide the foundations from which students can develop knowledge, understanding and positive attitudes to participation in sport. We aim to encourage students to improve their standards of performance through teaching, coaching and training to achieve excellence in their chosen sport.

In core PE lessons students follow a varied Curriculum Programme of Study for Key Stage 3 and Key Stage 4. The curriculum is designed to be enjoyable, but at the same time develop and stimulate the students; physically, socially, emotionally and cognitively. It aims to provide an equal opportunity of learning experiences in games, gymnastics, dance, athletics, outdoor education and athletics. Students will be encouraged to take on different roles and enjoy physical activity as performers, spectators and referees / umpires/ officials.

Students will also be able to develop skill in physical activities; make and apply decisions; develop their physical and mental capacities; evaluate and improve their performances; make informed choices about healthy, active lifestyles.

Students take part in a variety of activities: invasion games e.g. football, basketball, netball, rugby, handball, hockey; net games e.g. volleyball, tennis; striking and fielding games e.g. rounders, softball and cricket; gymnastics; dance; athletics. Through these activities students will experience outwitting opponents; accurate replication of skills and sequences; communicating ideas, concepts and emotions; performing at maximum levels; solving problems; exercising safely and effectively. In addition to this in Key Stage 4 students can choose to study GCSE Physical Education.

In the Sixth Form students may choose to study for an A Level in Physical Education. There is also the opportunity to become a Sports Leader through the Sport leaders UK - Level 2 in Year 10 and Community Sports Leader Award in the Sixth Form.

Competitive Sport and Extra-curricular Provision

Students have the opportunity to continue to develop their individual interests and talents by participating in a variety of sports which are organised by members of staff both at lunchtimes and after school. These include football, cricket, athletics, hockey, tennis, basketball, netball, gymnastics, volleyball, handball, dance, cheerleading and table tennis.

All of these activities are open to all students and it is usually from these that teams are selected to represent the school in competitive fixtures against other schools in the area. The school is involved in fixtures in a variety of sports of both a friendly nature and in organised competitions.

Students have been selected for representative teams at City, County, Midland and National level.

Sports Links

The Physical Education Department has regular contact with Coaching Development Officers from a variety of sports and recognises the importance of further developing these links both within and extra to the curriculum.

Students are encouraged to take up their chosen sports outside school hours in local sports clubs and contact is made to foster these links.

Facilities

The school offers state of the art facilities including a sports hall, activity hall, an all weather pitch, 6 tennis courts, sports pitches, AV studio, drama studio and ICT suites.

In addition to the PE specialists, other members of staff have either PE teaching qualifications or coaching/instructor qualifications in activities such as basketball, volleyball, netball and hockey.



Parental Support

Parental Support

The school is supporting the education of your child. However, the formal educational process will only be successful with close co-operation between home and school.

You can best help the school by:

- Monitoring your child's homework and signing the Student Planner.
- Attending school events (consultation evenings, information evenings etc.) whenever you can.
- Ensuring that your child's dress and appearance come up to the high standards of the school and conform to school uniform regulations.
- Ensuring that your child comes to school punctually and avoiding the taking of holidays during term time.
- Providing an absence note at the end of any time off for sickness and signing return slips attached to newsletters etc.
- Supporting the school's sanctions, including detention, and making arrangements for your child's safe return home. (The great majority of our students never receive an after-school detention).
- All parents enter into a Home/School Partnership Agreement.

E Communication

To help us communicate with you more effectively we regularly send out school updates via email and very occasionally via text message. Please ensure we have your latest email address and mobile number as this guarantees you will receive all communication relevant to your child.

Go4schools

At any time of the day you are able to log into our 'live' parent portal at go4schools which gives you access to their timetable, current grades, attendance and behaviour points. There is also an accompanying app which will alert you instantly to any reward or behaviour points given during the day so that we can work together to maximise their social, emotional and academic development.

The Web

Our school website, www.becketonline.co.uk is a fantastic source of information. In addition to regular news updates, we publish every letter that is sent home to parents. These are organised by year group so you can quickly access any communication relevant to your child. We know it is important to give you opportunity to plan ahead and we therefore provide a detailed school calendar and publish the dates for upcoming school holidays.

Understanding what your child is currently studying in school enables you to better support their learning. We provide details of the different learning areas covered by each subject and organise this information in a clear and concise manner to make it easier for you to find the relevant information.

Direct contact between families and our staff is something which we recognise as important.

We therefore provide you with the facility to facility to contact any member of staff in the school through the use of a simple online form.

School Governors

The school has a supportive and committed Local Governing Body, which contributes wholly to the school, driving improvement and raising standards.

The Local Governing Body is made up of Foundation Governors, Community Governors, Parent Governors, Staff Governors and a Headteacher Governor.

The role of The Becket School Governor is to:

- Be proactive.
- Work strategically.
- Work closely with the school.
- Regularly review and evaluate to ensure requirements are always fulfilled.

The Local Governing Body of the school holds regular committee meetings and a full Governing Body meeting each term.



Safeguarding, Policies & Complaints Procedures

Safeguarding

The school recognises that the safety, welfare and care of children are paramount. We are therefore committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

The school has a Child Protection Policy. A copy of this is available on the School website. If you have any concerns about the safety or welfare of a child please inform the school office. The school office will then contact the school's designated Child Protection Officer immediately.

Policies

The school has adopted the following policies:

- ☐ Governors' Policy on Charging and Remissions
- ☐ Relationships and Sex Education Policy
- ☐ Child Protection Policy
- ☐ Anti Bullying Policy
- ☐ Admissions Policy
- ☐ Special Educational Needs Policy
- ☐ Complaints Policy

If you require a copy of any of the policies above, these are available to download from the school website.

Complaints Procedure

There is a procedure agreed by the governing body for dealing with any complaints about the school curriculum and other related issues. A copy of the full complaints procedure is available to download from the school website.

The procedure provides:

1. That there should normally be a preliminary informal discussion with the appropriate school staff, to see whether the complaint can be resolved without recourse to the formal procedures.
2. That if the complaint has not been resolved as above, the school will follow the formal procedures laid out in the School Complaints Policy.
3. That, if the complaint still cannot be resolved, the complainant should write to the Chair of the Local Governing Body.

In placing your child in this school you are expressing your trust in us. This is a responsibility which we take very seriously.

