



# PROSPECTUS

## 2019 - 2020



# STRADBROKE HIGH SCHOOL

All members of our school community will be supported, nurtured and provided with opportunities to:

- Expand their horizons
- Achieve beyond their expectations
- Develop independence, resilience and confidence
- Make a positive contribution to society

John Axtell  
Headteacher

OFSTED 2018 SAID....

*"THIS IS A FRIENDLY, INCLUSIVE SCHOOL".*

Stradbroke High School  
Wilby Road  
STRADBROKE  
Eye  
Suffolk IP21 5JN

Tel: (01379) 384387  
Internet: [www.stradbrokehigh.co.uk](http://www.stradbrokehigh.co.uk)

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Age Range 11-16

The information and particulars contained in this prospectus relate to the school year indicated above and are correct at the time of publication. It should not be assumed that there will be no change affecting the relevant arrangements or some matter particularised - a) before the start of, or during, the school year in question or b) in relation to subsequent school years.

*The School will ensure that every student experiences learning opportunities that will allow them to excel in their personal and educational development.*

**We value:**

- **People** - Students, staff, governors, parents and carers can expect to be treated with respect, courtesy and kindness. The well-being of everyone in the school community is of great importance to us.
- **Achievement** - Hard work, commitment, perseverance and a willingness to succeed will be fostered, enabling students to reach their full potential
- **Attainment** - Every student will be given the care, support and guidance needed to fulfil their potential.

**Aim:**

We aim to be a centre of excellence for learning and teaching, where all students achieve the highest standards in their education, their personal development, their behaviour and conduct.

**Objectives:**

- Students will have access to a broad and flexible curriculum that provides opportunities, fulfils high expectations and sustains partnership and collaboration
- Each individual's skills, talents, knowledge and interests will be nurtured and developed
- Students will be supported and guided so that they are able to reach their potential. They will be provided with advice, care and guidance and prepared for their next stage in life as mature and thoughtful young adults
- Our Extended School will be at the centre of its community, offering opportunities to all learners and creating a focus for learning for life.

OFSTED 2018 SAID...

*“LEADERS AND GOVERNORS PROVIDE GOOD LEADERSHIP AND ARTICULATE A CLEAR VISION FOR THE NEXT STAGE OF THE SCHOOL’S DEVELOPMENT.*

*THE HEADTEACHER KNOWS THE SCHOOL WELL. HE HAS THE FULL SUPPORT OF THE TRUST, GOVERNORS AND STAFF”.*

LOCAL GOVERNING BODY

<b>Chair:</b>	
Mrs Karen Lynch : Chair of Governors	Community Governor
<b>Vice-Chair:</b>	
Mr Brian Goffee : Vice Chair of Governors	Community Governor
Mr John Axtell	Headteacher
Mrs Paula Higgins	Staff Governor
Mrs Beth Soule	Community Governor
Mrs Amanda Havers	Community Governor
Mrs Nicola Mewse	Community Governor

## STAFF NAMES AND RESPONSIBILITIES

### STAFF

Mr John Axtell*	Headteacher	Teaching Staff
Mrs Karen Millar *	Deputy Headteacher, SENDCo and Designated Safeguarding Lead	Teaching Staff
Mrs Helen Ball	Teacher of Mathematics	Teaching Staff
Miss Joanna Beale	Head of Physical Education, Teacher of IT	Teaching Staff
Mrs Claire Elliott*	Director of Achievement & Progress, Teacher of English and PSHE	Teaching Staff
Mrs Cathy Gladwell	Teacher of Food Preparation and Nutrition	Teaching Staff
Mr Paul Gionis	Head of DT	Teaching Staff
Mr Guy Hindley	Teacher of Business	Teaching Staff
Mrs Ruth Hurren*	Director of Teaching and Learning, Head of RE, PSHE, Gifted Talented coordinator	Teaching Staff
Mrs Rachael Keeble	Teacher of Drama	Teaching Staff
Miss Charlotte Ling	Teacher of Science, Head of House	Teaching Staff
Miss Rebecca Ling	Head of English	Teaching Staff
Celestine Luterbacher	Teacher of Science	Teaching Staff
Ms Stephanie Moss*	Head of History, Head of House, Stretch & Challenge coordinator	Teaching Staff
Mrs Helen Reed	Head of Science	Teaching Staff
Miss Sophie Redgrave	Teacher of Mathematics	Teaching Staff
Mrs Harriet Rowe	Teacher of English and KS3 coordinator	Teaching Staff
Mrs Julia Simmonds-Mead	Teacher of Art	Teaching Staff
Mrs Juliet Spears	Teacher of MFL	Teaching Staff
Mrs Rebecca Spence	Teacher of English, Cultural Activities Development Officer	Teaching Staff
Mr Andrew Taylor	Teacher of PE and Mathematics, Head of House	Teaching Staff
Mr Russell Thomas	Head of Geography, Assistant Head of House, DoE Co-ordinator	Teaching Staff
Mrs Dominique Vermorel	Head of MFL	Teaching Staff
Mr Jonathan Williams	Head of Music, Teacher of English, Assistant Head of House	Teaching Staff
Miss Claire Witmore	Head of Mathematics, Assistant Head of House	Teaching Staff
Mrs Carol Aldridge	Teaching Assistant	SEN
Mrs Sara Algar	Teaching Assistant	SEN
Mrs Sadie Ayre	Teaching Assistant	SEN
Mrs Nicola Carr	Teaching Assistant	SEN
Mrs Carol Carrington	Higher Level Teaching Assistant	SEN
Mrs Julie Heath	Teaching Assistant	SEN
Mrs Tracey Hills	Teaching Assistant	SEN
Mrs Cheryl Smith	Senior Teaching Assistant	SEN
Mrs Vicky Addis	Independent Careers Advisor	
Mrs Kaye Atkinson	Finance Assistant	Support Staff
Mrs Linda Clark	Finance Officer	Support Staff
Mr Karl Coleman	IT Network Manager	Support Staff
Mrs Helen Dixon	Bursar	Support Staff
Mrs Joanna Evenden	Science Technician	Support Staff
Mrs Paula Higgins	Exams Officer, Cover Organiser, Reprographics Supervisor	Support Staff
Mrs Gail Jackson	Catering Manager	Support Staff
Mr Adrian Kosla	School Caretaker	Support Staff
Mr Colin Madgett	DT Technician and Minibus Driver	Support Staff
Mrs Patricia Thompson	Reprographics Technician	Support Staff
Mrs Sandra Vincent	School Secretary	Support Staff
Mr Tom Vincent	Assistant Caretaker	Support Staff
Mrs Stephanie Whatling	Administrative Assistant, Reception, Work Experience Co-Ordinator	Support Staff
Mrs Carol Wyatt	Administrative Assistant, Lettings	Support Staff

\* denotes member of School Leadership Team

## SCHOOL TERM AND HOLIDAY DATES

### SCHOOL TERM AND HOLIDAY DATES

2018 / 2019

#### **AUTUMN TERM 2018**

Wednesday 5<sup>th</sup> September 2018 to Wednesday 19<sup>th</sup> December 2018

(Half Term: week commencing Monday 22<sup>nd</sup> October 2018)

NON STUDENT DAY: WEDNESDAY 5<sup>th</sup> SEPTEMBER 2018

NON STUDENT DAY: THURSDAY 6<sup>th</sup> SEPTEMBER 2018

#### **SPRING TERM 2019**

Wednesday 2<sup>nd</sup> January 2019 to Friday 5<sup>th</sup> April 2019

(Half Term: week commencing Monday 18<sup>th</sup> February 2019)

NON STUDENT DAY: WEDNESDAY 2<sup>nd</sup> JANUARY 2019 (disaggregated)

NON STUDENT DAY: THURSDAY 3<sup>rd</sup> JANUARY 2019

#### **SUMMER TERM 2019**

Tuesday 23<sup>rd</sup> April 2019 to Wednesday 24<sup>th</sup> July 2019

(Half Term week commencing Monday 27<sup>th</sup> May 2019)

NON STUDENT DAY: TUESDAY 23<sup>rd</sup> APRIL 2019

2019 / 2020

#### **AUTUMN TERM 2019**

Monday 2<sup>nd</sup> September 2019 to Thursday 19<sup>th</sup> December 2019

(Half Term: week commencing Monday 21<sup>st</sup> October 2019)

NON STUDENT DAY:

NON STUDENT DAY:

#### **SPRING TERM 2020**

Monday 6<sup>th</sup> January 2020 to Thursday 2<sup>nd</sup> April 2020

(Half Term: week commencing Monday 17<sup>th</sup> February 2020)

NON STUDENT DAY:

NON STUDENT DAY:

#### **SUMMER TERM 2020**

Monday 20<sup>th</sup> April 2020 to Wednesday 22<sup>nd</sup> July 2020

(Half Term week commencing Monday 25<sup>th</sup> May 2020)

NON STUDENT DAY:

## ADMISSIONS POLICY

The Local Governing Body of Stradbroke High School is the admission authority for the school as an Academy. This is delegated to Stradbroke High School by SET. This means that it is the Governing Body that sets and applies the Admissions policy; they choose to use SCC Admissions Policy. A copy of the application form and guidance are available on the school website [www.stradbrokehigh.co.uk](http://www.stradbrokehigh.co.uk) or from the school office.

## VISITING THE SCHOOL

To enable parents to find out all they need before deciding to send their child to us, we hold an Open Evening in the Autumn term. Parents are also very welcome to visit the school individually; please telephone to make an appointment. Such individual visits have no bearing on the allocation of a place at the school. There are 83 places in each year group.

## SIXTH FORM LINKS AND POST 16 DEVELOPMENTS

We have strong links with Wymondham College, Thomas Mills High School and Hartismere High School. Over the past three years, on average 50% of our students enrolled in sixth form for A level courses. Others go further afield to Ipswich, Norwich etc. for a full range of different educational establishments. Our Year 11 students visit the sixth forms for taster days and sixth form staff visit us to talk with students and parents. We know that transfer to post-16 education can be daunting for students; regular contact between school staff helps to ensure pastoral arrangements are in place to smooth the process.

## PRIMARY LINKS

We have excellent relationships with our feeder primary schools in the Stradbroke Pyramid. These schools are the primary schools in the villages of Fressingfield, Laxfield, Mendham, Stradbroke, Wilby and Worlingworth. We believe in providing a seamless education from 4 to 16. We will always seek to work well with any primary school with students transferring to us, ensuring that the best provision can be made for them.

Transferring from primary to high school is **not** a daunting process for our children because:

- Year 6 students from each primary school attend a residential educational visit together so they get to know students transferring from other schools. A member of staff from Stradbroke High School joins this trip
- There are strong links between teachers at all seven schools
- The headteachers or senior staff all meet regularly to plan joint curriculum activities
- There are special activities and taster days for Year 4, 5 and 6 students, including a Music Day and a Science and Technology Day; students know the High School well before they begin
- Year 6 students have an Intake day in July, where they meet their new form tutors and follow a timetable of lessons to give them a real taste of what it will be like to be at high school
- Throughout the year there are activities for Primary students to join in, such as Sports, Arts, English, Maths, Music and Languages
- Staff visit students and teachers to talk about their progress and transition to high school
- There are celebratory events for the whole community to attend at the High School; families feel part of school life

## THE SCHOOL CURRICULUM

At Stradbroke High School we aim for a curriculum with enduring values, which seeks to respond to the demands of contemporary life and work whilst providing a modern, world-class education.

We have sought to plan a broad and balanced curriculum, which caters to the needs of all our learners, preparing them for adult life and improving their opportunities for employment and their future economic well-being. We aim to provide our students with the necessary skills and qualifications to be responsible individuals who strive toward excellence for themselves, their peers and their community, so they can begin their working lives or higher education knowing that they can make a difference. Ultimately, these students will impart those ideals into the wider community, to the benefit of all.

OFSTED 2018 SAID...

*“PUPILS SAY THEY LIKE THE THREE ONE HUNDRED MINUTE LESSONS PROVIDED EACH DAY BECAUSE IT ENABLES THEM TO LEARN IN DEPTH AND SPEND TIME CONSOLIDATING THEIR LEARNING”.*

OFSTED 2018 SAID...

*“OUTCOMES IN 2017 REMAINED HIGH. PUPILS IN YEAR 11 MADE GOOD PROGRESS IN GCSE ENGLISH AND MATHEMATICS. THE PROPORTION OF THEM ATTAINING PASS GRADES IN BOTH SUBJECTS WAS WELL ABOVE AVERAGE. A MUCH HIGHER THAN AVERAGE PROPORTION OF PUPILS ALSO ATTAINED A HIGHER GRADE 5 OR ABOVE”.*



### Year 7, 8 & 9 Curriculum Subjects

English, Drama
Maths
Science
History
Philosophy & Ethics
PSHE
DT
Art
MFL (Including French and Spanish)
Music
Geography
PE
Drama

### Year 10 and Year 11 Core Curriculum: Subjects which all students follow

English
Maths
Science (dual or triple Award)
PE
PSHE

### Year 10 and 11 Option: Subjects (dependent on demand)

Art
Asdan
Business Studies
Drama
Food Preparation and Nutrition
French
Geography
DT
History
Life Skills
Music
PE
Religious Studies
Spanish

## INFORMATION AND COMMUNICATIONS TECHNOLOGY

Digital literacy is an essential skill for modern life and our school has excellent resources for use and teaching of ICT across all curriculum areas and an excellent ratio of computers to students (1 to 2). The school has an ongoing, rolling ICT replacement program that ensures that no ICT equipment is ever over 4 years old. The ICT support staff are dedicated to making sure that all ICT equipment is in working order at all times. Most faults are rectified within 30 minutes of being reported. The school has the following ICT resources to support teaching and learning:

- All classrooms are equipped with a computer, projector, visualizer, sound system and interactive whiteboard.
- 3 dedicated ICT suites, and 20 stations in the library.
- The DT department has a suite of 20 computers equipped with A3 and A4 scanners in the Graphics classroom. 15 wireless laptops are available for use in the DT-RM classroom.
- The humanities department has 25 wireless laptops.
- The music department has 5 Apple mac computers for music production.
- There are also suites of computers in the SSC department for use by small groups.
- The science department has a set of 20 wireless netbooks for lab-based research.
- The school hall is equipped with a projector, screen and audio system that is capable of showing presentations and films to large groups.
- Wi-Fi coverage is available throughout the school for use of staff and visitors by prior arrangement with the IT department.

## GIFTED AND TALENTED PROGRAMME

Gifted and Talented provision is an important part of life at Stradbroke High School. We are inclusive in how we categorise Gifted and Talented, so that we include those who are achieving at a high level, those with the potential to achieve highly, as well as those with a particular interest in a subject. Our aim is to stretch and challenge our most able students and to encourage and support them in achieving at the highest level.

All students identified as gifted and talented are set challenges both inside and outside of the classroom. This includes trips to Cambridge University to inspire students to aim for the very best they can achieve.

### **Opportunities we have provided in School**

- A script-writing club for year 10 students. Led by a local Film Director/Script-writer who has worked on a number of films and television shows
- We are developing a programme of subject Ambassadors who can take on responsibility within a subject, help to run clubs and take lessons in local primary schools
- Our talented musicians are very well catered for. They are encouraged to play in our orchestra, samba band, brass band, assemblies and concerts throughout the year. We will also be holding a Gifted and Talented performance evening where they can show case their musical talents to an audience.
- Trips to Universities including Cambridge.
- Extra-curricular Challenge Projects.

## SPECIAL EDUCATION NEEDS AND DISABILITY PROVISION

We have a large Department comprising one Special Educational Needs and Disability Coordinator (SENDCo), one Higher Level TA, one Senior TA and six part-time TAs. We have a range of assessment tools, enabling us to adapt specific programmes to meet the needs of all of our young people.

We offer daily lunchtime activities ranging from homework support, Art and Crafts to PE clubs.

We have a fully inclusive policy, and all students access all areas of the curriculum through differentiated schemes of work, many of which we have written ourselves, to run alongside those being studied in mainstream lessons. A range of Literacy and Numeracy interventions are also run to help support students.

We offer an alternative curriculum at KS4 for students who find some GCSE courses beyond their level of understanding. These include: Edexcel Entry Level for Maths; numerous AQA units, (which are schemes of work based on a variety of curriculum subjects for students who may be disappplied from the mainstream subject). We also offer the Asdan Award Scheme, with many students achieving Bronze and Silver Awards.

The SEN department is based in the SSC room which is open to all students to access help and support with classwork, homework and revision.

## VISITORS IN SCHOOL

We like to encourage as many outside speakers as possible to come in and talk to our students. Our MP, Dr Daniel Poulter, has come in on a number of occasions to talk to some students about political issues and medical ethics. We also have ex-students coming in to talk about their university experiences and we encourage links with industry wherever possible. Representatives of various professions have visited and spoken with students.

## VISITS

Trips and visits are an important part of our programme. We have taken a number of students to visit a variety of universities including the University of Essex and the University of Cambridge which we see as a great way to raise aspirations. We have attended a number of Science challenge days at various universities as well as a Philosophy day at Reading University. Each subject area also arranges opportunities for their gifted students such as art trips to London, Design Technology trips to Norwich University of Arts, Music trips to classical concerts, English trips to Poetry readings and Shakespeare performances, many Science and Maths challenge events and PE department trips to Wimbledon, Cricket 20/20 and Football development tours.

## AIM HIGHER

Aim Higher sessions are held weekly on Thursday evenings from 4 pm to 5.00 pm. These sessions are for Year 10 and 11 students to stay and work using the facilities and resources in school. Many rooms including the library and ICT suite are open and students are expected to study independently during the session. We have many staff willing and able to offer individual support with homework or revision near exam times and this is a valuable opportunity for students to keep on top of their GCSE workload.

OFSTED 2018 SAID...

*“THE SCHOOLS VERY SMALL SIZE MEANS THAT PUPILS ALL KNOW EACH OTHER AND THAT THEY ARE KNOWN WELL BY STAFF. THEY FEEL VERY SAFE, FREE FROM BULLYING AND LISTENED TO”.*

## ACTIVITY DAYS

On Activity Days we collapse our normal timetable and students take part in a whole day of deep-seated learning in a subject area or theme. That theme may be across two or more areas of the curriculum – for example teachers from Science and DT working together, a trip, a visiting speaker or maybe working with our primary schools.

Feedback from staff and students consistently shows us that these days are enjoyable and that sustained and deep learning takes place. Activity Days offer students the chance to focus upon a subject, or to work with staff and students they may not usually encounter.

We have been running this scheme for a number of years and each year we aim to extend and improve the range of activities that we make available to the students.

The following are examples of some previous activities:

- Cyber Future: KS3 students participated in computer based activities that reflected issues, innovations and inventions that can and will affect many aspects of their whole lives.
- Year 11 spent the day with the Maximise coaching organisation to develop motivation, goal setting and personal organisation required in order to manage exam revision.
- Finding my Ideal Career: KS4 students spent the day with 16 external agencies, especially chosen to help them understand the requirements of colleges and universities for admissions and employers' requirements for selection and recruitment in a wide range of occupations. For year 11 exclusively, this event included mock interviews with employers who provided constructive feedback. Other contributors included Adnams whose representatives ran a workshop on CV writing and interview technique.
- Year 9 students visited the University of Cambridge and University Campus Suffolk to find out about life as an undergraduate, courses that are available and to speak with lecturers about course content and practical issues such as student finance, budgeting and living away from home.
- Year 7 students visited Banham Zoo for a workshop on the jobs people do behind the scenes at the Zoo including administration, finance, personnel and catering, as well as zoo-keeping and animal welfare.
- Creative Collaboration: KS3 Students enjoyed a day of cross curricular activities to help develop transferable skills.
- Year 11 students had a day focusing on the science GCSE.
- A Taste of France and Spain: KS3 students enjoyed food based learning about language, culture and lifestyle in Spain and France.
- KS3 students took part in a 'Challenge Yourself' day with exposure to a range of external coaches and sports professionals, (including Olympic competitors ) as well as golf, handball, tennis, Meta-fit, Dance East and swimming.

## WORK EXPERIENCE

All Year 10 students spend time with employers within the Work Experience programme. Students choose the type of work they are interested in and then the school liaises with employers and students to secure a placement. The school maintains contact with a loyal group of local businesses who are prepared to offer their time to our students.

## TRIPS AND OFFSITE VISITS

Our students are provided with lots of opportunities to participate in trips. These include Foreign Residentials, Concert and Theatre productions, Sports Development and Team Building activities, Cultural visits across the curriculum, DoE Award Scheme. Almost daily sports fixtures are arranged with other schools throughout the school year.

## MUSIC LESSONS

The school offers a range of peripatetic Music lessons for just a nominal charge. These include drums, strings, brass, woodwind and piano.

## CHARGING FOR SCHOOL ACTIVITIES

Governors reserve the right to make a charge for:-

- Music Tuition
- Materials used in the production of an item which parents may wish to own
- Activities outside school hours deemed to be optional extras
- Voluntary contributions for trips and visits and cost of board and lodging of any residential visit
- Examination fees under special circumstances
- Revision guides
- Items that have been lost or damaged

Full details of the Charging and Remissions Policy are available from the school.

## PARENT PAY

The school offers an online payment system, 'ParentPay', for activities and resources (excluding school meals). Payments can be made securely 24/7.

## SCHOOL POLICIES

A full version of each policy is available on the school website or upon request from the school office.

OFSTED 2018 SAID...

*"INSPECTORS FOUND PUPILS RESPECTFUL TOWARDS STAFF AND EACH OTHER. THEY WEAR THEIR UNIFORM, PE KIT AND BADGES OF RESPONSIBILITY WITH PRIDE".*

## ATTENDANCE AND PENALTY NOTICE POLICY

Stradbroke High School is committed to providing an education of the highest quality for all its students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

The whole school community, students, parents and carers, teaching and support staff and School Governors have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

## ASSESSMENT, RECORDING AND HOMEWORK POLICY

Stradbroke High School prides itself on the quality of education it provides for its young people. Within that ethos, challenging students through assessment and keeping parents informed is important if they are to be pushed to achieve their full potential.

Homework is a fundamental part of learning and as such is seen as a vital aspect of school life.

All students are regularly assessed through class tests, mock examinations and practical assessment. These results are shared so ways to improve further are identified.

## ONLINE SAFETY POLICY

Online Safety depends on effective practice in each of the following areas:

- education for responsible ICT use by staff and students
- a comprehensive, agreed and implemented Online Policy
- secure, filtered broadband from Schools Choice
- a school network that is compliant with National Education Network standards and specifications.

*OFSTED 2018 SAID...*

*"PUPILS ENJOYMENT OF SCHOOL IS SHOWN IN THEIR REGULAR ATTENDANCE. THEIR BEHAVIOUR AND ATTITUDES ARE EXCEPTIONALLY GOOD".*

## SINGLE EQUALITIES POLICY

Stradbroke High School staff and Governors are committed to the promotion of equality. This involves tackling the barriers which could lead to unequal outcomes so that there is equality of access and that diversity within the school community is celebrated and valued.

It is our belief that equality at our school should permeate all aspects of school life, and is the responsibility of every member of the school and wider community. Every member of the school community should feel safe, secure, valued and of equal worth. At Stradbroke High School, equality is a key principle for treating all people the same, irrespective of their gender, ethnicity, disability, religious beliefs/faith tradition, sexual orientation, age or any other of the protected characteristics. (Single Equalities Act 2010).

Arrangements for the admission of students with disabilities is the same as for all students. The school has disabled toilets, a lift to allow access to the upstairs classrooms and all doors are wide enough to accommodate a wheelchair.

Our Single Equalities Policy covers all aspects of the work of the school, including students, staff, the governing body, parents, external bodies, contractors and visitors

## INTERVENTION POLICY

Intervention helps our students make up the shortfalls in their learning. Effective intervention enables them to make fast progress in the key areas of literacy and mathematics so that they can close learning gaps and meet or exceed expectations.

### **Tailored intervention support**

This includes:

- teaching in main lessons that meets students' specific learning needs
- additional programmes that are designed to accelerate learning in key aspects of English and mathematics
- opportunities to apply and consolidate new learning across the curriculum.

### **Priorities in intervention**

Intervention is action planned to improve the progress of targeted students who have been identified as underachieving and who are at risk of not fulfilling their potential. Intervention implies that these students will receive some additional or different provision at certain times, but effective intervention requires that the needs of these students are also met through tailored teaching in main lessons. The top priority is to provide intervention for a target group who:

- are below the level expected for their age
- have the potential to reach the expected level.

*OFSTED 2018 SAID...*

*"RECORDS CONFIRM BEHAVIOUR IS GOOD. ALL FORMS OF BULLYING ARE RARE".*

## STUDENT BEHAVIOUR AND DISCIPLINE POLICY

The Governing Body considers this Policy to be vital to the quality of teaching and learning in the school. In framing the practical measures which follow this statement, staff and students have been guided by these overarching principles:

- Students and adults have the right to be respected
- Discipline should be administered within a clear framework of rules and boundaries
- Good behaviour is best promoted through purposeful learning
- Unacceptable behaviour can be changed.



## SAFEGUARDING POLICY

The purpose of Stradbroke High School's safeguarding policy is to provide a secure framework for the school in safeguarding and promoting the welfare of those students who attend our school. The policy aims to ensure that:

- all our students are safe and protected from harm
- other elements of provision and policies are in place to enable students to feel safe and adopt safe practices
- staff, students, governors, visitors, volunteers and parents are aware of the expected behaviours' and the school's legal responsibilities in relation to its students.

We have a Designated Safeguarding Lead in school; Mrs Karen Millar (Deputy Headteacher)

Our school fully recognises the contribution it can make to protect children from harm and in supporting and promoting the welfare of all children who are registered students at our school. The key elements of our policy are prevention, protection and support.

Our policy applies to all students, staff, parents, governors, volunteers and visitors.

The regulations about reporting alleged abuse are now very strict; if a student makes an allegation we are required to pass it on to the relevant agencies. We will inform parents immediately of any action we take, unless there are special circumstances in which it is judged that the child's safety is at risk if parents are informed.

An information sheet detailing how to report concerns regarding Safeguarding issues is available from our reception.

All visitors to school are asked to sign in and out and wear a visitor's badge. Anyone without a badge will be challenged and may be asked to leave the school site.

## SEX AND RELATIONSHIPS POLICY

Stradbroke High School prides itself on the care, support and guidance it provides for its young people. Within that ethos, preparing students to understand the importance of sex and relationship education is vital if they are to lead safe and fulfilled lives.

At Stradbroke High School all students are provided with an extensive programme of Sex and Relationship Education (SRE), to help prepare them to be safe and healthy in their future relationships.

Sex and Relationship education is delivered formally through the curriculum in PSHE (Personal, Social, Health and Economic Education), Philosophy and Ethics and Science with additional support and guidance offered through a range of other services, including the school nurse.

OFSTED 2018 SAID...

*"MEETINGS WITH PUPILS FROM BOTH KEY STAGES, INCLUDING VOSH, THE VOICE OF STRADBROKE HIGH SCHOOL, CONFIRMED THAT THEY FIND SCHOOL SAFE AND STIMULATING".*

## SEN POLICY

The policy reflects the new SEN Code of Practice (2014), as well as the school's aims and objectives, teaching and learning policies and the National Curriculum inclusion statement:

- To create an environment that meets the special educational needs of each student
- To ensure that early identification, assessment and provision is made for a student with special educational needs
- To make clear the expectations of all partners in the process, including the governing body, teaching and support staff, parents and students
- To identify the roles and responsibilities of staff in providing for students' special educational needs
- To enable all students to have full access to all elements of the school curriculum and ensure that they have a voice in the process
- To encourage and nurture all students to become independent learners

## SCHOOL ORGANISATION AND ETHOS

Care, guidance and support systems are outstanding features of the school. The school achieves this by the attention it gives to students' pastoral needs. Adults know the students well because of the emphasis on building strong relationships. Safeguarding procedures are very well coordinated and reflect the strong links the school has with outside care agencies.

*OFSTED 2018 SAID...*

*"THEY MONITOR AND EVALUATE PROVISION, AND ENSURE THAT PUPILS RECEIVE HIGH QUALITY PASTORAL CARE, ARE KEPT SAFE AND ENGAGE FULLY IN SCHOOL LIFE. THIS IS CLEARLY EVIDENT IN THE SCHOOLS VERY POSITIVE ETHOS AND CULTURE OF CARE AND RESPECT FOR ONE ANOTHER".*

## REPORTS AND PARENTS' EVENINGS

To comply with DCSF statutory requirements we issue full annual reports in all subjects. Each report contains current as well as previous attainment information to allow parents to see how their child is progressing academically. Form tutors comment on overall progress and pastoral development.

In addition to the full reports issued annually, parents also receive a short report detailing progress, GCSE predictions and targets for improvement.

Parents' Evenings take place across the school year and are informal occasions at which parents can select the subject teachers whom they wish to see, or tutors can arrange to meet specific parents; we ask parents to make every effort to attend.

The Reports and Parents' Evenings are rotated during the school year, so that each term there is an opportunity for parents to receive a report, either written or verbal, on their child's progress.

## CONTACTING THE SCHOOL

Head of House, Mr Taylor (Waveney), Miss Ling (Blyth), and Ms Moss (Dove), together with your child's tutor, are the most important points of contact between school and home. If you have a problem, please do not hesitate to contact them.

Mr Axtell (Headteacher) and Mrs Millar (Deputy Headteacher) are also always pleased to see parents to discuss any questions or problems.

## COLLECTIVE WORSHIP

Acts of collective worship are non-denominational in character. They are an important part of our community life, when we celebrate success, examine current issues and provoke thought.

## BEHAVIOUR, RULES AND DISCIPLINE

We work hard to promote a positive, caring attitude amongst our students. This is done through many curriculum activities, as well as Assemblies, Personal Development lessons and relationships in general. Departures from the Behaviour and Learners' Codes are acted upon immediately. Form tutors play a vital role in the guidance and support of students in their tutor group.

We have a full range of rewards with which to promote and encourage students, both for good classroom work and good community behaviour. These rewards include merits, certificates and award assemblies.

Any disciplinary action will have regard to the circumstances of the misdemeanours, and the age and attitude of the student concerned. Discipline is tempered with counselling, to promote more positive and thoughtful attitudes.

We have a whole range of sanctions, including detention, extra work, and special monitoring reports. Whenever necessary we ask the parent/carer to help in solving problems, and we will always let parents/carers know when a serious situation arises. On the rare occasions, when it is appropriate, students may be excluded from school.

## VOICE OF STRADBROKE HIGH SCHOOL – Student Leadership

Every student has the opportunity to be a representative on VOSH. VOSH is organised by a senior member of staff. This body brings suggestions, criticisms and comments to the staff. In this way students' ideas and opinions can be a real part of the decision-making process. The Head Boy and Head Girl chair this group.

## TUTOR GROUPS

On entry to Year 7, students are placed in vertical tutor groups which each have around 25 students. The form tutor is responsible for each young person's general welfare. Whenever possible, tutors stay with their group for the five years of a student's school career, allowing a strong bond to develop between students, parents/carers and their tutor. This is an important part of our care, support and guidance of students. Each tutor group is attached to a House, overseen by a Head of House and supported by Assistant Head of House.

## PHOTOGRAPHS AND OTHER VISUAL IMAGES

On joining the school parents and students are asked whether or not they are willing to have their child photographed as/when appropriate (e.g. for press releases, for coursework, for displays). We also arrange for the school photographer to visit every year and photographs are offered to all parents at a reasonable price.

This request is compliant with GDPR 2018 legislation.

## HOMEWORK

All students will do homework, the amount varying according to their needs. Homework is to help them to work independently and to reinforce knowledge gained in the classroom. Parents are asked to take an interest in and to encourage children to do homework, but if they find that work set is taking a longer or shorter time than it should, please notify us. As students move towards the end of Key Stage 3 and into Key Stage 4 the amount of work at home will increase. Each student has a planner and a homework timetable. Work set will be written in the planner and parents are asked to play their part by looking regularly at the planner and signing it weekly. It will be checked by tutors on a regular basis. Planners are also used as a means of communication between parents and teachers.

## SCHOOL TRANSPORT

The responsibility for ensuring that children attend school regularly rests with you as parents, but the Education Authority has a duty to help with providing transport. The school accepts responsibility for behaviour on buses, and takes action if poor behaviour is reported. Students are welcome to cycle to school, although their safety on the way to and from school is the responsibility of parents. Students wishing to cycle to school are encouraged to pass their cycling proficiency test. We are obliged to state that cycles are left on our property at the owner's risk; this also applies to cars and other vehicles. If Year 11 students wish to come to school by moped they must have a permission document and sign up to a code of conduct before they can come to school on their moped. This code of conduct demands the highest standards of safety from riders.

## ABSENCE

We publish student attendance statistics each year. In so doing we distinguish between authorised and unauthorised absence. Authorised absence is absence authorised by the school; parents or guardians may not authorise absence. We will normally authorise the following categories of absence: illness, medical and dental appointments, family bereavements and special occasions, days of religious observance, interviews for a job or school, work experience and educational visits.

We will not authorise the following categories of absence: shopping during school hours, minding the house, looking after brothers or sisters. Parents must contact the school by phone or note, giving reasons for absence, on each day of absence. This should be in advance if the absence is known, or on the first day of unplanned absence. Where no note is received, a reminder will be sent. If still no explanation is received the absence will be classified as unauthorised. Fixed Penalty notices can now be issued for certain unauthorised absences. Parents may apply to school in **exceptional circumstances** for permission to take an annual family holiday. We would urge parents to take holidays outside term time - all absence from school disrupts a student's education. Parents must complete the **exceptional circumstances** Application Form at least one month in advance. The likelihood of this request being authorised is slim due to the tightening of Government legislation around school attendance. The school works closely with our Educational Welfare Officer who regularly attends school to check on student attendance.

## WEATHER CONDITIONS

Occasionally weather conditions arise which make it necessary to close the school early in the interests of the safety of the students. It is essential that each student knows what to do on returning home in such an emergency: families normally make arrangements to leave a key with a neighbour, or for a student to go to a nearby friend's house to await parents' returning home. When we close early we do not allow students to phone home, unless there is an important reason for doing so. Should parents require information, please dial the school number and choose the school Information option. If possible we will endeavour to text/email parents/carers with information of any school closures.

If it is necessary to close the school due to severe weather conditions please listen to BBC Radio Suffolk or any other local radio station. Notice of the school closure will also be placed (by 7am) on the school website: [www.stradbrokehigh.co.uk](http://www.stradbrokehigh.co.uk) / and on Suffolk County Council website:

<http://www.suffolk.gov.uk/EducationAndLearning/Schools/ProceduresForSchoolClosures.htm>.

## MOBILE PHONES AND OTHER ELECTRONIC DEVICES

**Students must not bring mobile phones to school. However, if they are essential for out of school reasons, mobile phones must be left in the school office during the day for safe keeping, but can be collected before the student goes home at the end of the day.**

If a student is found in possession of a mobile phone in school they will be punished and the phone will be confiscated. Parents will be asked to collect the phone. Staff will always have phones for emergency use and to keep in contact with school. Students are discouraged from bringing MP3 players, iPods and electronic games into school. They are not insured and it is not necessary to have them in school. This includes cameras and other electronic devices that can record images and/or sound. It is our duty to protect all our students and this includes images of them being published on social networking sites. As a result, **cameras or any device that can record images are not allowed in school for safeguarding reasons.**

## LOST PROPERTY

Any potential difficulty with lost property is easily avoided if all items are marked with the owner's name. Any items found are dealt with by Mrs Thompson in the Reprographics Room.

## ACCIDENTS

Routine First Aid in the course of the school day will be dealt with by members of staff, but in an emergency medical advice will be sought. Parents will be notified as quickly as possible and so it is important that parents provide a telephone number where they can be contacted during the day.

## MEDICAL MATTERS

A personal details form is given to all new students to enable parents to inform the school about any particular health circumstance. Perhaps even more valuable is a personal meeting between parents and staff; parents are invited to contact us whenever there is a health matter to discuss. School staff will only administer medicines to students if they have written parental permission with precise details of timings and dosage. In these circumstances parents still have continuing responsibility for their child's well-being.

In line with GDPR 2018 legislation this information is classed as sensitive and will be treated as such based on our privacy notice.

## SCHOOL UNIFORM

### GIRLS

- School Blazer, navy blue with School logo embroidered on pocket
- School Tie
- White blouse, stiff collar, traditional shirt style
- School Jumper, navy blue with School logo embroidered on chest (optional)
- Black straight or 'A' line skirt, one rear vent, no pleats. No more than 3" above or below the knee (not stretch jersey material)
- Black trousers, classic style, straight leg (no jeans, jeggings, leggings, stretch material, jersey or skinny trousers)
- Black flat shoes with covered toes (no boots)
- Black or natural socks or tights

### BOYS

- School Blazer, navy blue with School logo embroidered on pocket
- School Tie
- White shirt, stiff collar, traditional shirt style
- School Jumper, navy blue with School logo embroidered on chest (optional)
- Black trousers, classic style, straight leg (not jean style)
- Black shoes

### PE KIT

- PE sports polo shirt, navy blue with sky blue flash –unisex with embroidered School logo
- PE shorts or skort to match navy blue polo shirt with sky blue flash
- Micro fleece with embroidered School logo (optional)
- Base Layer Navy or Black (optional)
- Blue sports socks with sky blue turn-down
- Training shoes
- Football boots

### GENERAL UNIFORM GUIDELINES

- No makeup allowed
- No student will be allowed in school who, in the Headteacher's judgement, has an inappropriate hair style or colour (natural colours only)
- If a student comes to school without the regulation uniform they should have a note from their parents stating the reason for this, which should be signed by the form tutor and countersigned by the Deputy Headteacher or Head of House.

### JEWELLERY

- One ring
- One chain or discreet necklace worn inside the shirt/blouse
- One pair of small studs or sleepers (for lower ear lobe only)
- Jewellery must be removed in certain lessons for safety reasons. Any other visible body piercing, including tongue studs, must be carried out so that the wound has healed in the holidays to allow removal of the stud for safety reasons.

Our uniform is available from our supplier, Birds of Dereham – [www.schoolwear-uk.com](http://www.schoolwear-uk.com)

## THE SCHOOL DAY

We follow a ten-day timetable which consists of three lessons per day.

### **Week 1 & Week 2:**

9.00 - 9.15	Registration/Assembly/Tutor Period
9.15 - 10.55	Period 1
10.55 - 11.15	Break
11.15 - 12.55	Period 2
12.55 - 2.00	Lunch
2.00 - 2.05	Registration
2.05 - 3.45	Period 3

## Equipment for the School Day

In order that lessons proceed as smoothly as possible, students should check before coming to school that they have: a pen, a pencil, a small metric ruler (15cm or 30cm), a pencil eraser, some coloured pencils, a pair of compasses and a protractor. Advice on the use of calculators will be given to students in the first weeks of term. Students are expected to take very good care of their own exercise and text books.

## Lunchtimes

### Mid-day Meal

A mid-day meal of a high standard is cooked each day in the school kitchens and is available for all students. A menu with prices is prominently displayed. Our meals comply with the new government standards and we do not have vending machines on our premises. Students may bring in packed lunches or may go home for lunch if they live close to school (if written permission is received).

### Free School Meals

If you receive benefits your child may be entitled to free school meals.

Please apply on the Suffolk County Council website: [www.suffolk.gov.uk/freeschoolmeals](http://www.suffolk.gov.uk/freeschoolmeals)

## VILLAGE EXEATS

With the exception of those students who go home daily for lunch, no student may leave the school premises between 9.00am and 3.45pm without written permission; such permission will be granted only at the request of parents. Verbal messages conveyed by students are clearly open to abuse and will not be accepted. Parents who request this permission must be prepared to accept responsibility for their child for the full lunch period. When students are dropped at school, either by parents or school transport, they must immediately enter the premises and remain on site at all times.

## ACTIVITIES AND CLUBS

- Many activities and clubs take place at lunchtimes and others after school. Subjects across the curriculum offer clubs including: Amplifier project, Christian Chill Zone, DT club, French club, rock bands, drama and music rehearsals. As well as the Library, other classrooms are open at lunchtime for work or social activities. Many staff run lunchtime or after school clinics to help students on an individual basis. There is also a homework club for Year 7.
- PE Clubs are an integral part of school life. Student participation in this wide variety of extra-curricular activities is regularly high.
- Aim Higher after school on Thursdays is available to KS4 students to enhance their learning in all subject areas.

## **DUKE OF EDINBURGH AWARD**



The Duke of Edinburgh's Award has been offered at Bronze level for a number of years at the school.

Students are invited to enrol in the Bronze Award towards the end of Year 9, with a view to starting their training and carrying out their expeditions in Year 10 and completing the Bronze by the end of Year 10. There are weekly training sessions including campcraft, navigation and First Aid.

The Duke of Edinburgh Award Scheme was launched in 1956 with the purpose of broadening the experience of young people. Doing their DofE can be a life-changing adventure for your child. On the way, they will follow their own exciting and challenging programme of activities to help them reach their full potential. They will learn new skills, help others, have fun, make new friends and gain a great sense of achievement. Employers, colleges and universities recognise the value of Duke of Edinburgh's Awards and what they say about Award holders.

For young people a DofE programme is a real adventure from beginning to end. It does not matter who they are or where they are from. They just need to be aged between 14 and 24 and to realise there is more to life than sitting on a sofa, playing computer games, watching life pass them by!



## FACILITIES AVAILABLE TO THE COMMUNITY

Our links with the local villages are long established. The sports facilities, which include a floodlit multi-use games area and sports hall, are available for hire up to 5 days a week and are currently used by several local clubs for badminton, football, and cricket. Multi sports days are held during the day in the holidays.

The main hall and some classrooms are also available for hire during weekday evenings.

Adult Leisure & Learning courses are held at the school. Enrolment takes place early each term. Please contact the school for further details.