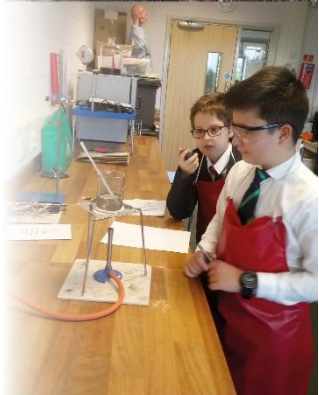


**Stratford upon Avon School
Year 7 Admission**

Parent Information

2020-2021



Stratford upon Avon School
Alcester Road, Stratford-upon-Avon,
Warwickshire CV37 9DH
E: staff@stratfordschool.co.uk
T: 01789 268 051



[@StraUponAvonSch](https://twitter.com/@StraUponAvonSch)

KEY DATES, 2020 - 21

Autumn		Spring		Summer	
2nd Sept	Autumn Term starts	4th Jan	Staff Training Day	19th Apr	Summer Terms starts
16th Sept	Tutor Evening	5th Jan	Spring Term starts	3rd May	Bank Holiday
25th Sept	Staff Training Day	12th Feb	Staff Training Day	31st May – 4th Jun	Half Term
26th – 30th Oct	Half Term	15th – 19th Feb	Half Term	25th Jun	Staff Training Day
21st Dec – 3rd Jan	Christmas Holidays	5th - 16th Apr	Easter Holidays	22nd Jul	Summer Holidays
4th Jan	Staff Training Day				

The up to date school calendar can be accessed at
<http://www.stratforduponavonschool.com/school-calendar>

CONTACTS

Role	Name	Email
Year 7 Progress Leader	Mr Turrell	pturrell@stratfordschool.co.uk
Attendance Support (01789 209296)	Mrs Wilkinson	jlwilkinson@stratfordschool.co.uk
SENCo	Mrs Clifford	aclifford@stratfordschool.co.uk

College	College Leader	Email
Rose	Mrs Attwood	aattwood@stratfordschool.co.uk
Globe	Mrs Smith	hellensmith@stratfordschool.co.uk
Fortune	Mrs Arrandale	aarrandale@stratfordschool.co.uk
Swan	Mrs Gribben	bgribben@stratfordschool.co.uk

Subject Department	Subject Leader	Email
Art	Mr Owen	cowen@stratfordschool.co.uk
English	Mrs Hill	shill@stratfordschool.co.uk
History	Mr Moore	bmoore@stratfordschool.co.uk
Geography	Mrs Stacey	cstacey@stratfordschool.co.uk
ICT & Business Studies	Mr Qureshi	aqureshi@stratfordschool.co.uk
Maths	Mr Cannings	rcannings@stratfordschool.co.uk
MFL	Mr Bolton	lbolton@stratfordschool.co.uk
Physical Education	Mr Wnuk	gwnuk@stratfordschool.co.uk
SPHERE	Mr Bolton	lbolton@stratfordschool.co.uk
Science	Dr Lerner	vlerner@stratfordschool.co.uk
Technology	Mrs Webber	rwebber@stratfordschool.co.uk
Performing Arts	Mrs Warren	hwarren@stratfordschool.co.uk

ATTENDANCE & ABSENCE

Students can achieve their social and academic potential by attending school regularly. As a parent / carer you have a legal duty to ensure your child receives an efficient full-time education (section 7 Education Act 1996). Failure to secure a child's regular attendance at school may be a criminal offence under Section 444(1) or 444(1A) of the act.

Unavoidable circumstances may occur requiring an absence from school. In this event please call the 24 hour absence line 01789 209296 by **9.00am** on each day of absence. Unexplained absences will be notified to parents/carers by SMS text and email messages.

Please make medical appointments wherever possible outside of school hours. If your child has a cough, cold or headache please consider sending them into school with throat lozenge or pain relief rather than allowing a whole day's absence missing 5 periods of learning as **'Every Day Counts'**. Students often feel able to manage their day in school once here.

Absences not reported to school or agreed by school will be recorded as **unauthorised absence**. Please note **holidays during term time** will be approved in exceptional circumstances only. Unauthorised leave of absence will be referred to Warwickshire County Council for consideration of a £120 fixed penalty notice per child per parent.

ATTENDANCE – THE BIGGER PICTURE

There is a clear and research-based link between attendance in school and achievement.

Whenever a young person misses school through illness, holiday or truancy they miss important learning opportunities.

It is extremely difficult to catch up on work missed and social development can be affected.

95% attendance = 9 school days missed per year

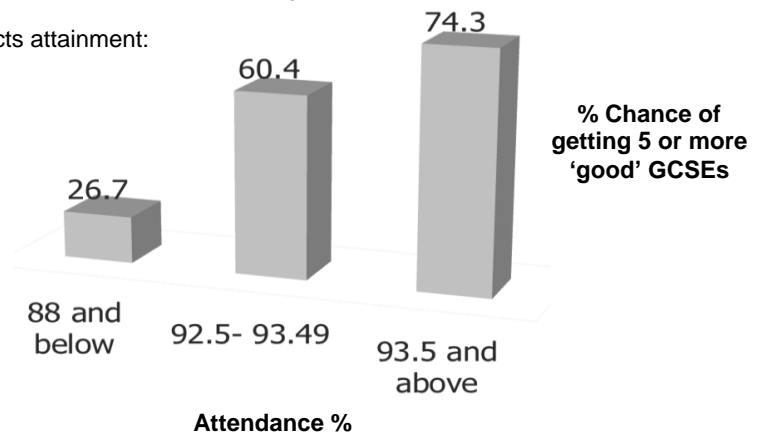
90% attendance = Half a day absent per week / 18 school days missed per year

85% attendance = 5 lessons missed per week

80% attendance = 1 full day absent per week / 24 lessons missed per month

17 days absent between Year 7 – 11 = 1 GCSE grade reduction.

How attendance affects attainment:



LEAVE OF ABSENCE DURING TERM TIME

The Supreme Court recently reached a decision in the case of *Platt v Isle of Wight Council* which has clarified the law on unauthorised leave, including holidays, during term time. The parents of children of compulsory school age are required to ensure that they attend school on a regular basis. The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under S444 of the Education Act 1996.

Head Teachers retain the ability to authorise leave in accordance with the Education (Pupil Registration) (England) Regulations 2006. When considering such requests for a leave of absence, the school are obliged to act within the law. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to the application. If the leave is granted, head teachers are able to determine the number of school days a child can be absent for.

It is for the Head Teacher to decide what is 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. The school can only consider Leave of Absence requests which are made by the 'resident' parent. Each application for a leave of absence will be considered on a case by case basis and on its own merits.

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s). All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council

It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).

Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

Fixed Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices.

Your child's progress academically as well as socially is our shared priority.

Warwickshire Secondary School pupils recorded 6,651 half day sessions of absence due to holiday in the Autumn/Spring term during academic year 2018/19. This is an increase of 602 on the previous year.

STUDENT EQUIPMENT

Students should ensure that they bring the correct equipment and subject books to school with them each day. A pencil case, pens, pencils, sharpener, eraser, 30 cm ruler, glue stick and colouring pencils are the basic essentials.

A scientific calculator (named) will also be required for Maths lessons.

STUDENT PLANNER

Students will be issued with a pocket planner on the first day of term. The planner is used by students to organise themselves; their required equipment, homework, and timetable.

Students are required to have their planner with them at all times.

Staff will use the planner to record positive and sometimes negative behaviours.

Form tutors and parents should check and counter sign the planner each week.

HOMEWORK & EXTENDED LEARNING

Students will be set homework, often well in advance of the submission date to allow students to organise their time effectively. Homework will also be uploaded onto the MCAS website.

Students are encouraged to use the school Independent Study Centre, which is supervised at break, lunchtime and after school.

Sometimes homework will take the form of longer tasks or projects, but the following schedule provides an indication of expectations. Other subjects will also set homework.

If you have any queries about homework please contact the relevant Subject leader or your child's tutor in the first instance.

Homework schedule Time Per Week (<i>Minutes</i>)	
Subject	<i>Year 7 & 8</i>
Maths	60
English	60
Science	60
History	30
Geography	30
MFL	30

BIOMETRIC CASH SYSTEM

We operate an automated biometric finger scanning recognition system for cashless catering, library services, print management and attendance management. A finger scan is registered and is translated to an alphanumeric code, which is logged in the system; the image is then discarded.

We are required by law to ask for consent from at least one parent/carer in order that this information can be processed to support the services offered to students. You have the right to object, or to subsequently withdraw your consent to the processing of this information at any time in writing. In addition, your child may object or refuse to allow their biometric information to be used even if you have given your consent.

We will not use the biometric information for any purpose other than providing services directly linked to biometric systems. We will store the biometric information collected securely in compliance with the Data Protection Act 1998 and the Protection of Freedoms Act 2012. The information will not be unlawfully disclosed to any other person. *Please note that on leaving school, or if for some other reason your child ceases to use the biometric system, their biometric data will be deleted.*

PARENTMAIL CASH SYSTEM

ParentMail is quick and easy to use. It can be used on tablets, phones, laptops etc and can be accessed either via the website or the app. You can store up to 5 payment methods, making it very quick and easy to top up at any time.

Activation details will be sent to enable you to setup your ParentMail account. Should you experience any difficulties, support is available through ParentMail direct or from the ParentMail Administrator at school. On request, you can set an individual student daily limit of your choice to include a school dinner and snacks throughout the day. You may monitor what your child is eating through the transaction section of ParentMail.

If you do not have internet access, you can contact the ParentMail administrator at school to arrange for a PayPoint card to be issued to you for use within local stores.

If a student does not have sufficient credit, they will not be refused a meal. Initially we will ask the student to speak to whoever pays into the ParentMail account and ask you to log onto the system to credit the account, as this is a very quick process. In the event this is not possible, the school will allow a loan to a limit of £5.00. The payer will be notified regarding the overdrawn balance and will be expected to repay the loan and re-credit the system. In the event of monies remaining outstanding, the schools debt procedures will be implemented and use of the catering services may be suspended. In specific cases of hardship, please contact the school.

ParentMail contact details parentmail@stratfordschool.co.uk

FREE SCHOOL MEALS

The catering system works exactly the same for all students, including those who are entitled to a free school meal. The allocated amount is entered into the system automatically each day and will only be accessible for the child to obtain a breakfast and a lunchtime meal (it is not available at break). Please note, any under-spend will not be added to the next day's balance. You can, if you wish, add extra cash to your child's balance via the ParentMail system to enable a greater daily spend than the allocated free meal allowance.

To apply for free school meals please visit www.warwickshire.gov.uk/freeschoolmeals

SCHOOL TRANSPORT

To apply for school transport please visit www.warwickshire.gov.uk/schooltransport

MCAS WEBSITE - ELECTRONIC PUPIL INFORMATION

Students and parents will both be issued with log in details for our 'My Child At School' website. This site provides up to date information on a range of student information, including: Attainment, Behaviour, Attendance, Homework, Parent's Evening booking appointments.

Within the first fortnight of the new school year, students will be issued the username and password details for both the parent and student accounts.

NORMAL SCHOOL DAY

8:45- 8:50	Move to Period 1
8:50 – 9:50	Period 1
9:50 – 10:50	Period 2
10:50 – 11:10	Break
11:10 – 12:10	Period 3
12:10 – 1:10	Period 4
1:10 – 1:50	Lunch
1:50 – 2:50	Period 5
2:50 – 3:10	Tutor Period / Assembly

Please note that the school may, on occasion, keep students behind at the end of the school day for up to 10 minutes without notifying parents.

EXTRA CURRICULAR ACTIVITIES

We offer an extensive range of extra-curricular opportunities for all our students in a breadth of areas including music, drama and sport. These range from lunchtime recreational clubs through to a programme of inter-school fixtures. We consider the range of activities to be very beneficial in playing an important role in the overall experience of school.

SCHOOL SPORT

We offer an extensive range of extra-curricular sporting opportunities at Stratford upon Avon School for all our students. These range from lunchtime recreational clubs through to a programme of inter-school fixtures after school and occasionally at weekends. Extra-curricular activities usually run from 15:30 - 16:30. We consider the range of activities to be very beneficial in playing an important role in the 'Physical Education Experience' at the school. A large number of students are involved in these activities and in previous academic years we have offered the following:

Football, Basketball, Netball, Hockey, Rugby, Cricket, Rounders, Gymnastics, Badminton, Tennis, Aerobics, Cross-country, Athletics, Swimming, Trampolining, Handball, Lacrosse, Volleyball, Table tennis, and Softball.

If your child is selected to represent the school in a fixture, you will be emailed a 'selection' letter for you to confirm availability to the PE Department.

The school minibus will usually take students to activities that take place off site. We will notify parents, via email, informing when and where the fixture will take place. All information is posted on the Fixtures Noticeboard (located within the Sports Hall), on the PE Twitter account @StratSchPE and emailed letters in advance of the fixture. Fixture letters will indicate the approximate finish time, or if away, the approximate time of return. Staff will take a mobile phone and first aid kits to away fixtures in case of emergencies.

On the rare occasion when staff transport students in their personal cars, we will obtain prior written permission.

Following practices or fixtures students may wait inside the Sports Hall where staff will be present until all students have left. Should students need to phone a parental contact, they can use the phone in the PE Department.

If students are asked to participate in an extra-curricular activity or represent the school at less than 24 hours' notice, we will ensure that a telephone call is made to obtain your prior permission. Specific consent forms may be sent to you for activities involving students travelling outside the local area or being away for an extended period of time.

During after school extra-curricular activities students are welcome to leave their uniform and bags in the changing rooms, all changing rooms are locked during these activities until 16:30. However, it is advised that valuables are left in the students lockers in the main school building.

SCHOOL UNIFORM

Our students are expected to be excellent ambassadors for the school both in behaviour and in appearance. Students are expected at all times to wear full school uniform. Any student not appropriately dressed will be required to change into the stated school uniform. New and clean school uniform is kept in the Attendance Support Room for this purpose.

- Names must be clearly marked on all garments
- Students are allowed to wear **one** piece of discreet jewellery and a **one** small pair of stud earrings. ***No facial or other body piercings are allowed***
- Hairstyles and hair accessories must be discreet and appropriate for school
- Make up, if worn, must be minimal
- **No** false nails
- All outdoor coats and school bags must be left in lockers on arrival at the school
- Appropriate school bags must be used, rucksack or satchel bag, handbags are **NOT** permitted.

GENERAL UNIFORM INFORMATION

Our policy on uniform is based on the premise that school uniform:

- plays a valuable role in contributing to the ethos of a school and setting an appropriate tone;
- provides a sense of pride in the school;
- identifies students of the school and engenders a sense of community and belonging;
- promotes equality amongst students;
- is practical, smart and affordable;

The individual's rights must be balanced against the community's best interests. Most religious requirements will be met within the schools uniform policy. It is possible that individual students may have a need to make some minor adaptations on the grounds of their religion. Adjustments made to conform to the requirement of mainstream religions e.g. head coverings are perfectly acceptable as long as this is in line with the student's stated religion. We will aim to satisfy the dress obligations of mainstream religious traditions only; the religion must be in line with that stated on the data-checking sheet. It should be noted that the school considers trousers to be a gender-neutral option. Any other requests for adjustments to the uniform requirements, including on religious or gender grounds, should be made in writing to the Headteacher by the parent/carer.

SCHOOL UNIFORM SUPPLIERS

The Governors have chosen a uniform which can be purchased from a variety of local stores. The list below gives some of the shops who stock the Stratford upon Avon School uniform.

- **Official Stratford upon Avon School Skirt with logo only.** These are available to order from Price & Buckland via www.pbuniform-online.co.uk/stratforduponavonschool .
- Skirts can also be purchased direct from National Schoolwear Centre, Alcester: 01789 400344.
- Schoolwear at Marks & Spencer Stores for shirts & trousers National Schoolwear Centre Alcester B49 5BX www.alcesternsc.co.uk for shirts, trousers, skirts, ties, blazers & jumpers: 01789 400344

NB: Blazer badges can only be purchased from school.

SKIRT UNIFORM

College tie (colour dependent upon allocated College).

White long or short-sleeved shirt with school tie. No polo shirts.

Mid-grey V necked jumper or buttoned cardigan (light weight) long sleeved or sleeveless if required, **NOT** sweatshirt.

Navy blue blazer with badge

(badges can be purchased from school or ready-badged blazers from suppliers).

Official Stratford upon Avon School skirt with logo only. These are available to order via Price & Buckland or purchase from the National Schoolwear Centre, Alcester.

Plain knee length socks in white, black, navy or grey **or tights** in black, navy, grey or natural. Ankle socks may be worn in the summer (not trainer socks).

Any student failing to wear the skirt uniform appropriately (i.e. too short) will be required to wear trousers.

Footwear must be flat, all black and suitable for all school activities. There should be no sports logos.

TROUSER UNIFORM

College tie (colour dependent upon allocated College).

White long or short-sleeved shirt with school tie. No polo shirts.

Mid-grey V necked jumper or buttoned cardigan (lightweight) – long sleeved or sleeveless if required, **NOT** sweatshirt.

Navy blue blazer with badge

(badges can be purchased from school or ready-badged blazers from suppliers).

Mid-dark grey trousers straight or bootleg styles. Skinny styles are **NOT** permitted. No corduroy, denim or lycra fabrics. Trousers must be worn at waist height.

Belt if worn must be black, brown, grey or navy, plain and able to fit through trouser loops.

Socks in grey, black navy or white.

Footwear must be flat, all black and suitable for all school activities. There should be no sports logos.

P.E. KIT

This is a compulsory kit and consists of a t-shirt, long sleeved top (both with embroidered school logos), shorts and socks, with an additional option of skorts instead of shorts. There are also a number of optional items available to purchase if required. It is advised that students arrange to print their surname on the back of their PE uniform and clearly label all their kit.

The PE Kit is available from:
Summit GB
Unit 9, Western Road Industrial Estate
Stratford Upon Avon
CV37 0AH

📞 01789 292911

✉️ info@summitgb.co.uk

MOBILE PHONES AND SOCIAL MEDIA

Mobile devices are now a feature of modern society and most of our students own one. They provide reassurance for parents and students, and have many useful applications. We accept that it is not realistic to prohibit devices from being brought to school, and that most of our students are sensible and mature and can be relied upon to follow guidelines consistently.

The decision to provide a mobile device to their children should be made by parents or carers, who also have the responsibility for insurance. The school cannot accept responsibility for any loss, damage or costs incurred when a device is brought to school.

Similarly, parents / carers should ensure that any apps installed do not lead to a breach of the terms of service e.g. minimum age requirements

In the case of emergency, parents should contact the school in the first instance and not their child directly. This ensures your child can be reached quickly and assisted appropriately. It also minimises disruption to lessons or other activities

Mobile devices should be switched off in lessons, form time, assemblies and detentions at all times unless students have been given specific permission by their teacher to use them for an educational purpose.

Students are permitted to use mobile devices outside of the building during their recreational time at break and lunchtime, and outside of normal school hours (8.50am – 3.10pm).

INFORMATION COMPUTER TECHNOLOGY (ICT)

The school strongly believe in the educational value of electronic services and recognise their potential to support the curriculum. The school provides ICT network services and equipment that promote the teaching and learning of all students.

Students are required to sign up to the schools Acceptable Use Policy. This along with additional ICT information is available to view on the school website www.stratforduponavonschool.com/School-Policies A paper copy is available upon request.

SCHOOL PHOTOGRAPHS AND IMAGERY

The new data protection laws state that we must seek positive consent for the use of personal data. Photographs are considered to be personal data.

School may wish to take photographs or film activities which involve students. They are used in displays in school, in publications, shared on social media, put on the school website and sometimes published by local media. Occasionally, we will also publish the students' first name and sometimes we would wish to publish the students' full name.

Photography/imagery will only be taken with the permission of the Headteacher, under appropriate supervision in line with the school's policy and in accordance with data protection legislation. There will not be any images associated with distressing or sensitive issues and the school will regularly review and delete unwanted material.

There will also be instances where copies of students' work may be taken for use in displays and other school publications including the school website.

HOME & SCHOOL AGREEMENT

Core Purpose

To prepare young people to play an active role in society, by providing them with the skills, attributes and qualifications to flourish in the future.

We will (The School)

- care for our students' safety and happiness and foster an approach of mutual respect;
- ensure that our students achieve their full potential as a valued member of the school community;
- provide a broad balanced curriculum and meet the needs of our students;
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility;
- contact you if there is a problem with attendance or punctuality;
- share with you, your child's successes and achievements;
- contact you promptly with any concerns that affect your child's behaviour or progress;
- arrange Parents' Evenings;
- provide access to computers, software, printers, documents and student email;
- keep you informed about school activities through the newsletter, school website and twitter.

We will (The Parents/Carers)

- see that my child goes to school regularly, on time and properly equipped;
- notify school of reasons for any absence;
- share with the school any concerns or problems that might affect my child's work or behaviour;
- support the school in allowing my child to access the school's ICT system;
- support the school's policies, rules and expectations particularly with respect to behaviour and uniform;
- support my child in all opportunities for learning at home;
- attend Parents' Evenings related to my child's progress;
- take an active interest in my child's life at the school;
- support my child in those additional activities designed by the school to broaden and deepen educational development.

I will (The Student)

- **Be punctual** attend regularly and on time to school and lessons;
- **Be polite**, helpful and respect others by following all school rules;
- **Be hardworking** and do all my class-work and homework. I can engage willingly in those additional activities designed by the school to broaden and deepen educational development;
- **Be considerate** respect the rights and opportunities of others;
- **Behave** follow the school's code of conduct;
- **Belong** be proud and contribute fully to school and my college. Wear the school uniform with pride and be tidy in appearance;
- **Have respect** for the all school equipment and follow the school's ICT Acceptable User Policy.

PARENT RESPONSIBILITY

A parent means (Section 576 of the Education Act 1996):

- All natural (biological) parents, whether they are married or not;
- Any person who has parental responsibility for a child or young person; and,
- Any person who has care of a child or young person i.e. lives with and looks after the child.

WHO HAS PARENT RESPONSIBILITY?

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. (The Children Act 1989)

A mother automatically has [parental responsibility](#) for her child from birth.

A father usually has parental responsibility if he's either:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

Births registered in England and Wales

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility.

They both keep parental responsibility if they later divorce.

Unmarried parents

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

Births registered in Scotland

A father has parental responsibility if he's married to the mother when the child is conceived, or marries her at any point afterwards.

An unmarried father has parental responsibility if he's named on the child's birth certificate (from 4 May 2006).

Births registered in Northern Ireland

A father has parental responsibility if he's married to the mother at the time of the child's birth.

If a father marries the mother after the child's birth, he has parental responsibility if he lives in Northern Ireland at the time of the marriage.

An unmarried father has parental responsibility if he's named, or becomes named, on the child's birth certificate (from 15 April 2002).

Births registered outside the UK

If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they're now living in.

People other than a child's natural (biological) parents can apply for parental responsibility. If you have any queries, you may find the answer in the Department for Education booklet *Understanding and Dealing With Issues Relating to Parental Responsibility*.

PRIVACY NOTICE

A copy of the Privacy Notice can be found on our website School Policies:
www.stratforduponavonschool.com Privacy Notice for Parents and Students.

A paper copy is available on request.