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Dear Parents, Carers and Future Year 7 Students

**A Very Warm Welcome to Newent Community School and Sixth Form Centre**

This Guide is designed to give you some important information about the school; but first of all, I would like to take this opportunity to welcome you and your child to Newent Community School and Sixth Form Centre.

At Newent Community School and Sixth Form Centre we are committed to the pursuit of the highest possible academic, personal and moral standards, to ensure our students develop into conscientious, caring individuals with lively, enquiring minds and the highest aspirations. This commitment is underpinned by a strong belief in hard work and a culture of care, respect and support for others. As an academy community, we are committed to the values we wish to instil in our students: we encourage and develop responsibility, leadership, teamwork, integrity, respect and resilience. We expect the highest standards in behaviour and in attitudes to learning, and we challenge and support each and every one of our students to achieve their very best.

All of our staff and Governors have high aspirations for our children and we aim to provide a high quality, relevant, broad and balanced education for all our students that focuses on individual, personal and academic achievement. Whilst academic success is vitally important for all our students to help enhance their life chances in the future, we believe that school is also about nurturing confident young learners who are resilient, tolerant of others, proud of their own achievements and determined to be the best they possibly can be. Our dedicated teaching and support staff work tirelessly to help make this happen.

We realise the importance of effective parental partnerships at Newent Community School and Sixth Form Centre and the impact these positive relationships have on students' learning. For this reason, we are really appreciative of the support and commitment from our parents. We believe that by working successfully with parents and carers, together we can help create a generation of happy, confident and successful people. Our dedicated and committed pastoral team work tirelessly to ensure that your child has access to the help and guidance that is needed to keep them on track, overcome any barriers to their learning and help plan for their future.

Thank you for taking time to read the information provided in this guide. We appreciate there will be a lot of change to get used to when your child moves to Secondary School, however, it is important to know that we will be working together for the good of your child. If you have any problems, do not hesitate to get in touch with your child's tutor. The sooner we know about a problem, the sooner it can be addressed. We are striving for a happy and fulfilling progression through the School.

Together with all of the staff at Newent Community School and Sixth Form Centre, I look forward to working with you over the next seven years to secure success for your child.

Yours sincerely

**Mrs Dawn Burke**  
**Principal**





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**KEY STAFF**

You will have a lot of new staff names to learn but here are some key staff that you may need to contact:

**SENIOR STAFF**

Principal	Mrs D Burke
Vice Principal (Curriculum)	Mr R Phillips
Vice Principal (Inclusion)	Mr R Nicklin
Business Leader	Mrs N Dagada-Khan
Assistant Principal (Diversity and Wellbeing)	Miss L Brown
Assistant Principal (Achievement and Progress)	Miss K Gordelier
Assistant Principal (Learning and Teaching)	Mr M Santos

**SIXTH FORM**

Assistant Principal (Head of Sixth Form)	Mr I McCarthy
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**HOUSE STAFF****Collingwood**

Head of House	Ms E Harvey
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**Mountbatten**

Head of House	Mrs V Taylor
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**Nelson**

Head of House	Ms C Dufour
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**STUDENT SUPPORT STAFF**

Attendance Welfare Officer	Mrs A Davis
Medical and Student Welfare Officer	Mrs L Jevons
SAFE Officer – Team Leader	Mrs A George
SAFE Officer	Mr Z Careless

**OTHER KEY STAFF**

SEND - Inclusion Lead	Ms K Steger
Data Manager / Student Records	Mrs V Roberts

If you have any problems do not hesitate to contact your child's tutor in the first instance. The **School telephone number is 01531 820550**. Be prepared for the tutor not to be available immediately. Reception will always take a message and the tutor will get back to you as soon as he/she is free to do so.



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## **SCHOOL UNIFORM AND APPEARANCE**

### **YEAR 7 - 2024 / 2025**

**The aim of our high standards in school uniform is to foster an identity and pride in being a member of Newent Community School and Sixth Form Centre and to give your child a neat and tidy appearance.**

#### **MAIN SCHOOL**

##### **General Rules:**

- The school blazer should be worn at all times.\*\* The school jumper cannot be worn in place of the blazer.
- All items must be clearly marked with the owner's name.
- Watches are acceptable but necklaces, bracelets and rings may not be worn.
- Body and face piercings are not allowed. A small, plain, single stud earring may be worn in each lobe, **which must be removed for Physical Education lessons**. Ear bars and 'stretchers' are not allowed.
- Make-up, including false eyelashes and nails, is not allowed.
- Hairstyles should be tidy and inconspicuous.
- No extreme styles or unnatural hair colours are allowed.
- Coats must be plain. No other jumpers, cardigans, hoodies or sweatshirts are allowed.
- Hats should not be worn around school.
- T shirts and vests should not be visible under and hanging below shirts.
- Apron or other suitable protective clothing for Art, HE and Science.

##### **Boys:**

- Boys Badged Bottle Green Contemporary Jacket (Blazer –Trutex ABB BOT) \*\*
- Bottle green long-sleeved V-neck jumper with the School and House badge – optional - (pre-embroidered by nominated suppliers). \*\*
- Black formal tailored trousers of reasonable width and length. **Trouser hems should hang to a length no more than 2 cms above the floor for safety of movement around the site**. Patterned trousers, fashion trousers with a logo, jeans, leggings and corduroys are NOT school uniform. \*\*
- White formal collared shirt that can be tucked in (long or short sleeves). There should not be a gap between the bottom of the shirt and the trousers.
- Appropriate House School tie. \*
- Plain dark socks.
- A functional plain black belt may be worn to hold up trousers.
- Black flat-heeled plain shoe with an instep.

##### **Girls:**

- Girls Badged Bottle Green Contemporary Jacket (Blazer –Trutex AGB BOT) \*\*
- Bottle green long-sleeved V-neck jumper with the School and House badge – optional - (pre-embroidered by nominated suppliers). \*\*
- Black plain tailored skirt – **Trutex Senior Two Pocket Skirt (GKS-BLK)** with school logo. **The skirt should be no shorter than 5 cms above the top of the knee when the student is standing.** \*\*
- Black formal tailored trousers of reasonable width and length – **Trutex Senior Girls Trouser** or **Senior Girls two pocket trouser**. **Trouser hems should hang to a length no more than 2 cms above the floor for safety of movement around the site.** \*\*
- White formal collared shirt that can be tucked in (long or short sleeves). There should not be a gap between the bottom of the shirt and the trousers/skirt.
- Appropriate House School tie. \*
- Plain white socks, dark socks or black tights.
- A functional plain black belt may be worn to hold up the skirt. No wide belts or fashion belts.
- Black flat-heeled plain shoe with an instep.



Shirts must be able to remain tucked in.



No leggings, no jeggings, no jeans.



No colours, no boots, no heels, no logos.

<b>BOYS' PE KIT</b>	<b>GIRLS' PE KIT</b>
<p><b>Indoor</b>            Green short-sleeved polo shirt pre-embroidered with the school logo **            White shorts            White sports socks            Training shoes with non-marking sole</p>	<p><b>Indoor</b>            Plain black shorts / black skorts            Black leggings pre-printed with NCS **            Green short-sleeved polo shirt pre-embroidered with the school logo **            White sports socks            Training shoes with non-marking soles</p>
<p><b>Outdoor</b>            Black Shorts            Reversible rugby shirt **            Plain green football / rugby socks **            Football boots            Shin pads</p>	<p><b>Outdoor</b>            Plain black shorts / black skorts            Black short-sleeved polo shirt with the school logo **            Plain green hockey socks            Trainers            Shin pads</p>
<p><b>Swimming</b>            Swimming trunks / shorts            Towel</p>	<p><b>Swimming</b>            Swimming costume            Towel</p>
<p><b>Optional</b>            Plain sweatshirt            Plain Black Tracksuit            Gum shield            Goggles            Swimming Cap            Newent Community School Hoodie **</p>	<p><b>Optional</b>            Plain Black sweatshirt            Plain Black tracksuit bottoms            Gum shield            Goggles            Swimming Cap            Newent Community School Hoodie **</p>

**Suppliers**

Currently, the school works in partnership with two nominated suppliers of its school uniform. All school specific and pre-embroidered items can be purchased from these two suppliers.

- Gooch Sports  
2 Church Street, Newent, Gloucestershire GL18 1PP  
Telephone number - 01531 821084
- Monkhouse Schoolwear (formerly Trutex Gloucester)  
99 Northgate Street, Gloucester, GL1 2AA  
Telephone number - 01452 413339

Items listed above marked with \* are available to be purchased via the School's Online Shop and collected from the School's Finance Office. These may also be available from our nominated suppliers.

Items listed above marked with \*\* are only available from our nominated suppliers.

### School Uniform Grant

Secondary School Uniform Grants may be paid to parents/carers whose children are eligible for free school meals and transferring to secondary education, ie into Year 7, in September 2024. An Application Form is available within the New Intake Pack.

### Pre-loved Uniform Shop

In addition, and to support our families, the school a "pre-loved uniform" online shop.



**A Big Cheer For Another School Year!**

Get this year's kit from your school's Uniform shop. Support the school and be greener!

<https://www.uniformd.co.uk>

 **UNIFORMD**

Please visit the website shown above and search for Newent Community School. All of our current items are listed, along with sizes and prices. You can use the website to select your items and pay for your choices online. Please could we need to draw your attention to the following terms and conditions:

- All items are heavily discounted, even if they look like new. This is a way we can help all families afford branded uniform, which we know can be expensive.
- All items have been laundered but have since been stored so we would suggest washing before wearing.
- All items have been checked and we have only listed clothing which we think is an acceptable quality.
- All items are listed as very good condition, and although most items are as new, it is 2nd hand so some may need the odd button replacing or seam stitching. It is nothing more than general wear and tear.



- Some sizes are approximate, as different makers use different sizing guides. We have taken care to ensure all items are listed as accurately as possible. Please note that the actual size of the garment will be listed in the description of the item.
- It is very difficult to identify the gender of some trousers and shirts. We have listed as we feel appropriate.
- We do not give refunds on pre-loved uniform but are happy to swap sizes if the item does not fit and an alternative is available in stock.
- Once you buy uniform, we will receive an email from UniformD and give the item(s) to your child to bring home, unless you indicate otherwise. We will try to do this as quickly as we can but please bear with us as it may take up to one week to complete the whole process.
- All items listed default to 'most recently added to website'. You will have to use your own criteria to search, however, when looking through all items, we have found it easier to browse through the uniform when the filter is set as 'sorting alphabetical (A-Z)'.

## **GETTING STARTED**

### ***First Day of Autumn Term – Wednesday 4<sup>th</sup> September 2024***

On this day only Year 7, Year 10 and the Sixth Form will be in school.

1. If your child is entitled to free transport, make sure that you have applied to Shire Hall for the bus pass which will be sent directly to your home address. Please see the sheet entitled Home to School Transport in the New Intake Pack for information on applying for your bus pass.
2. On arrival your child should go to the Main School Hall.
3. Remember to come properly equipped: pen, eraser, pencils, ruler, dictionary, compasses, etc. plus the New Intake Student Guide.
4. If you wish your child to return home for lunch, please refer to page 13.
5. At break and lunchtimes rooms are made available for Year 7 to use in inclement weather.
6. **Please ensure that all clothing and equipment is clearly marked with your child's name.**

## **THE HOUSE SYSTEM**

The School is divided into three Houses, Collingwood (blue), Mountbatten (red) and Nelson (green).

It is expected that you will get to know your child's tutor, as they are your first line of contact, should there be a problem, which you think school should know about. You will have an opportunity to meet your child's tutor at the New Intake Evening in June and again in October. This allows an exchange of information about how your child is settling in, and provides the foundation for co-operation over the next five years.

## **THE HOUSE TEAM**

There is also a management team for the Pastoral system. The list of these staff may be found on page 3.

## **HEAD OF HOUSE**

The Head of House oversees the day-to-day running of the House. They organise rewards and sanctions, assemblies, House sports teams, extra-curricular House activities, assemblies and many, many other things too numerous to mention!



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## **ATTENDANCE WELFARE OFFICER**

The Attendance Welfare Officer assists the House Staff in supporting good student attendance through administration of the school's attendance record system. Student absences should be reported to the Attendance Welfare Officer on the morning of the each day of the absence either by telephone on 01531 828927, please leave a message on the answerphone, or alternatively by email using [attendance@newent.gloucs.sch.uk](mailto:attendance@newent.gloucs.sch.uk). A text message will be sent for parents / carers if additional information is required. For further information please see School's Attendance Policy on the website.

## **SAFE TEAM**

The Safeguarding and Attendance for Education (SAFE) Team, led by Mrs George, assist the House staff in supporting good attendance and good pupil behaviour through intervention work with individuals and groups of students.

## **TEACHING GROUP**

Students will be set for Mathematics, Science and Languages. Initially, assessment data from the Primary Schools will be used to determine the placement of students into these sets. Setting is regularly reviewed using internal assessment data and adjusted where appropriate. All other subjects are taught in mixed ability groups in Year 7.

## **PARTNERSHIP**

In order that your child gets the most out of school, the partnership between you and us is central. We are all working to the same end - the complete development of your child.

Many of you will have consciously chosen to send your child to Newent Community School and Sixth Form Centre because of the standards maintained here; but we cannot do it without you. There are so many ways in which you can support us, thus making your child's transition to, and passage through, secondary school an enjoyable and successful experience.

## **UNIFORM**

This is an important area, which helps to set the standards. You have a list, but this does not always ensure that uniform is worn correctly. You can help by checking that your child leaves home wearing uniform correctly. This includes jewellery, limited to a watch and a single stud in each lobe; no rings or necklaces, which can present a health and safety concern.

***You are able to purchase a school tie through the school's online shop in preparation for September after you have been notified of which House your child has been allocated. Confirmation of which house and tutorial group your child has been allocated will be provided at the New Intake Evening to be held on Thursday 13<sup>th</sup> June 2024.*** Any tie purchase through the school's online shop will be given to your son/daughter either on the New Intake Day in July or on their first day in September.

The school tie will be available for purchase at any time during the year direct from Finance Office through our online school shop. Alternatively, the tie may be available from the School's nominated suppliers.

## **ATTENDANCE**

In this school we encourage students to take increasing responsibility for their punctuality, attendance, work and health. Please refer to the Home School Agreement contained in the New Intake Pack. This is important training for adult life. However, there is always help available from tutors, support staff and the Medical and Student Welfare Officer.





Parents / carers are asked to undertake to do the following:

- Encourage good attendance
- If your child is unavoidably absent please telephone the school on the first, and each subsequent, day of absence. The Attendance Welfare Officer's Direct Line is 01531 828927.
- Absence calls made to the main switchboard will be transferred to the Attendance Welfare Officer. (If the line is busy, please leave a message on the Attendance answer phone).
- When your child returns to school, they should bring a note confirming the absence, which will allow us to authorise it.

The school will undertake to do the following:

- If we do not hear from you before or at the beginning of school on the first day of absence, we will try to contact you either by text or by phone.

## **ABSENCE**

We ask that you do not book absence during term time as missed work adds to the pressure on students as they endeavour to keep up with their courses.

All absence will be considered on a case by case basis according to the criteria set out in the School's Attendance Policy.

Parents / Carers are asked to undertake to do the following:

NOT to take their children out of school during term time. Holidays during term time will not be authorised. Absence requests should be made on the 'Request for Leave of Absence Form' which can be requested from the school's Attendance Welfare Officer, and is also available on the school website. This form clearly outlines the circumstances under which the Principal may grant request for absence.

## **'SACHEL ONE' (ONLINE PLANNER AND COMMUNICATION SYSTEM)**

Instead of a traditional school diary we use an online student planner and communication system called Satchel One. It is accessible via a web browser or on any Android or Apple mobile device. You will be provided with a code to set up your account at the start of September.

Satchel One is designed to boost your child's performance at school. It enables you to better support your child with their home learning and monitor their performance and attendance at school.

In addition, we use it as the primary means of communication with home. Messages and letters are provided to both parent/carers and students via Satchel One.

## **HOME LEARNING**

The school uses a range of assignments and pieces of work to be completed at home. Where 'traditional' home learning is more appropriate to promoting student learning, students will have home learning of about 25 minutes each for each subject.

## **AN INTRODUCTION TO OUR ONLINE SHOP**

We are pleased to introduce the Newent Community School [Online Shop](#). This is an online shop that allows parents to purchase a number of items such as ties, calculators, lockers, house subs, pencil cases and revision books. A flyer is included in the pack to assist you with making purchases in the coming weeks. Orders are



placed and paid for online just as you would any other online Shop. Students collect any purchased items direct from the Finance Office.

You don't need to have a ParentPay Account to use the shop, however, parents will need to use ParentPay for a number of other items such as trips, transport to school etc. Details of your ParentPay account will be provided at the New Intake Evening in June.

## HOUSE SUBSCRIPTIONS

Newent Community School and Sixth Form Centre has a long tradition of a successful house system. Every student will be eligible to receive House Points as soon as they start at the School. At set points, certificates will be produced and presented as well as merit awards, commendations and badges which recognise the contribution made. These are presented during a House Assembly.

To assist in the delivery of the activities e.g. Swimming Gala, Tutorial Quiz, Sports Day etc, specific equipment and materials are required.

All students are involved in the House structure and as a result the School asks for a contribution towards these activities through a House Subscription. This contribution, of £10.00, covers the student for their entire time at the School from Year 7 to Year 11. This will allow us to purchase any small item that might serve to make school seem a little more special. Whilst this is a voluntary contribution, it is sincerely hoped that you will support the role the House plays within the School.

For ease of administration, we ask for this to be paid for the five years of compulsory education as each student enters Year 7. ***Parents / carers are able to make payment for "House Subscriptions" through the school's online shop after you have been notified of which House your child has been allocated.***

***Confirmation of which house and tutorial group your child has been allocated will be provided at the New Intake Evening to be held on Thursday 13<sup>th</sup> June 2024.***

## LOCKER RENTAL

Students have the option to rent a locker for their use during the academic year. Renting a locker is hugely popular and they are allocated on a first come, first served basis. We have lockers located around the entire site in corridors and communal areas and, where possible, we try to allocate a locker near a student's tutor group.

The total cost of renting a locker in the first year is £10.00. This comprises of a £5.00 deposit and a £5.00 rental fee. Your deposit is returned when your child leaves the school or ceases to need the locker, provided the key is returned and no damage has been caused.

***New lockers can be purchased via the school's online shop.*** If the locker is required for the following academic year, a further £5.00 rental fee will be due annually each September via the online shop.

## HELPING YOUR CHILD SETTLE IN

However much your child is looking forward to the move to Newent Community School and Sixth Form Centre, there are often nagging worries, which they may keep to themselves. There are a number of ways that you can help them to get by in the first few weeks.

- ☺ One way is to read this handbook from cover to cover, and even if you do not remember every small detail, you will have some idea of where to look for answers to their queries.



- ☺ Spend some time with your child virtually walking around our building using the virtual tour that is available on our website. This tour will allow your child to feel they already know the school before they join us in September.
- ☺ Make sure that they have pens, pencils, erasers, rulers, coloured pencils, a dictionary. They should also have basic items of mathematical equipment: compasses, angle measurer, reasonably priced scientific calculator.

It might be useful for your child to know that it is possible to buy standard stationery items including scientific calculators and pencil cases through the School's online shop.

Make sure all your child's clothing and equipment is clearly named. It should be sewn into clothing and labelled onto equipment such as calculators and rulers. All students have very similar uniform and equipment; if lost, it is very difficult to return or find unless it is clearly labelled.

- ☺ Help your child to be organised. Ask for a copy of their timetable, and keep it on prominent display - on the fridge in the kitchen! They may find the timetable a little confusing at first, as we operate a two-week timetable, so it is important that they know whether it is Week 1 or Week 2. We recommend that you go through the bag-packing routine with them each night, helping them to bring the correct books and equipment to school. You will probably only need to do this for a week or two, then gradually leave them to organise themselves. This will pay dividends as you watch them develop good organisational habits.
- ☺ Check that Satchel One, the online student planner, is accessed each night in the early days. They will probably have home learning and independent learning tasks each night from the first day. Try to develop a time that is set aside for home learning each night. The hour either side of tea seems favourite in most households! Remember that all information will come to both yourselves and your child via Satchel One. You wouldn't want to miss out on an exciting trip, visit or extra-curricular activity!
- ☺ Many text books cost in the region of £12 to £15, so encourage your child to protect and care for them, as the school will request payment for any texts that have not been well looked after.
- ☺ If your child has had a Food and Textiles lesson, ask if there are any ingredients that they need for next time.

### **BUDDIES**

In September your child will be introduced to an older student in their house group. This older student will be there to help your child through the first few weeks. Your child can ask questions they may not wish to ask their tutor, confide problems and generally receive advice on how to manage life in the new school.

Our experience has shown us that the "buddy" system has been beneficial to both older and younger students. The older students treat their role seriously, becoming very protective of their charges during the first few weeks at Newent. They know when to pass on problems to the tutor, and because they, too, have had the experience of being "new", they can empathise with a younger child who is unsure of new surroundings.

### **REWARDS**

At various times during the next five years your child will have Interim Reports and Full Reports. Achievement and Attitude to Learning (AtL) is recorded on the Interim Reports in a simple and effective way so the parents, students and staff have a clear idea of current progress. After an Interim Report or a Full Report, a member of the House Team will follow up effort grades and see all students who are excelling or giving cause for concern.

### **COMMENDATIONS**

A student gaining a significant number of good effort grades will gain an Encouragement or a Commendation. Parents will be notified of these awards by letter.



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## **MERITS**

At the end of the academic year, a student who has gained a Commendation on all three occasions, or an encouragement and two commendations will receive our most prestigious reward, a Merit. This comes in the form of a letter to you and a Merit Badge.

## **HOUSE POINTS**

House Points are awarded for many things including taking part in a performance, concert and sporting activities. They are electronically recorded so that both tutorial and individuals can be rewarded for their efforts. There are individual and tutorials house point awards, and recognition of House Point achievements at half term, term, and year intervals.

## **SANCTIONS**

Each term students are issued with an R2L (Readiness to Learn) card. If students do not meet the basic expectations regarding equipment, uniform or punctuality, their R2L card will be signed by a member of staff. Five 'signatures' will lead to an after school detention being issued.

## **LEARNING BEHAVIOURS**

There is a school Code of Conduct so that everything is, as far as is possible, clear to everyone. The Code of Conduct can be summarised in 'The Four Key Messages' as set out below:

- Start Well and End Well
- Talk Respect
- Move with Courtesy
- Active Listening

## **CONSEQUENCES**

Staff have a range of good systems in place to manage behaviour, such as: well planned, differentiated, engaging and challenging lessons; establishing clear expectations; using seating plans, praising good behaviour and discretely managing other behaviours; time out; restorative approaches; warnings; verbal reprimands; Shadow Timetable (removal to another classroom); Subject Report; subject staff detentions and contacting parents.

The Conduct Log will be monitored for patterns in low level disruption. Parents can access behaviour information on Satchel One. If a student has a significant number of reports on the conduct log these will be investigated and may lead to further action by Pastoral Staff and Senior Leadership Team [e.g. parents informed, after-school detention, Report Card, etc] and may lead to a My Plan being implemented for such students.

## **READY TO LEARN**

We operate our Ready to Learn system where students are issued with two warnings for disruptive behaviour. If they do not correct their behaviour at this point, they are removed from the classroom environment for the equivalent of one school day. This system is consistently applied throughout the school from year 7 to year 11.

## **AFTER SCHOOL DETENTION**

After school detentions are reserved for more serious misdemeanours, such as blatant rudeness to a member of staff, persistent non-co-operation with Staff or failing to turn up to lunch or break time detentions or



continued disruption of lessons. Parents / carers are given at least 48 hours' notice of an After-school Detention.

Your support in the event of an after-school detention is invaluable, as it is given for a serious offence, and it is important that your child sees that parents and school are united and that the poor behaviour is not condoned. Accepting admission to Newent and completing the Home-School Agreement indicates co-operation with students' attendance at After-school Detention if required.

We encourage parents to observe their child's behaviour by checking the house points and conduct log on Satchel One.

## **SUSPENSION**

We hope this sanction will never apply to your child. It is used rarely, for very serious offences such as persistent flouting of the school rules, stealing, or violent and unacceptable behaviour of any kind. A child will not be permitted to re-enter school until the parents have agreed to meet the Principal or the Head of House to discuss the future of the student. In extreme cases, a child may be permanently excluded.

## **LUNCH ARRANGEMENTS**

By keeping our catering in-house, we are able to ensure that the students and staff receive high quality, nutritious school dinners that are extremely good value. To make things as simple as possible for our parents to manage, we have an electronic payment system. This system removes the need for students to bring money to school. It also means that a student's food and drink can only be purchased from Meet 'n' Eat - where you can be assured of the quality and nutritional value.

All new students are issued with a Cashless Fob, free of charge, when they join the school. The fobs will be issued on the first day of school before break. ***Cash is not accepted in Meet n Eat, parents and carers are able to add money onto the student's cashless fob using ParentPay.*** Please ask your child to speak to a member of staff if they have any concerns.

If a fob is lost, all your child needs to do is to notify the Finance Office and the fob will be hot listed to prevent any further spending. A new Fob will be issued at a cost of £2.25 which will be deducted from the money available on your child's lunch account. The balance from the lost Fob will be transferred to the new one.

In order to ensure a speedy service for all students and maximise their time, please ensure they have their fob with them at all times. Please note that cashless fob are unable to be used if your child's lunch account is not in credit.

School meals are also a great way to ensure your child gets a healthy, tasty meal at lunchtime. However, if you wish your child to bring a packed lunch, they may eat this in Meet 'n' Eat. If you have any questions regarding Meet 'n' Eat or the Fob system, please contact the Finance Office via [finance@newent.gloucs.sch.uk](mailto:finance@newent.gloucs.sch.uk).

## **SUPPORTING YOUR CHILD - FREE SCHOOL MEALS**

The school is eligible for Pupil Premium funding for each student who is registered for Free School Meals (FSM). This funding is used in a variety of ways to help support students. However, we are unable to access this funding unless Parents apply for Free School Meals.

So, if your child is eligible for free school meals, even if you prefer to give them packed lunches, it is important to apply and bring in extra income for the school.



If your child is currently receiving free school meals at their Primary School when they transfer to their secondary school in September, you may not need to reapply. Entitlement may transfer automatically to Newent unless your financial circumstances change; if so you will be notified if they are no longer entitled.

Children on free school meals can still choose to have packed lunches brought from home every day, or can choose to have a school meal only on days when they like the menu choices. Signing up for free school meals does not mean your child has to have school meals every day.

Gloucestershire County Council's Access to Learning Team has launched a new portal to enable Parents and Carers to apply online for Free School Meals. The portal is quick, easy and efficient compared to the traditional paper based system.

For any queries regarding this or the process of applying, please contact by telephone on 01452 425434 or via email using [freeschoolmeals@gloucestershire.gov.uk](mailto:freeschoolmeals@gloucestershire.gov.uk). For more information, or to make an application please visit: <https://www.gloucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/apply-for-free-school-meals/>.

If you need any further help with this process or do not have internet access please call into school and we would be happy to guide you through the procedure. An information sheet is available on our website.

We currently provide FSM students with a daily £2.65 'credit' on their cashless fob to use lunchtime. You could save yourself up to £503.50 per year. The process at the till point is the same for all students – Free School Meal students are not identified in any way. *Free school meals are operated through the Cashless Fob system although it is impossible to differentiate a free school meal Cashless Fob to any other.*

## HOME LUNCH PASS

*Students in Years 7 – 11 are expected to stay on the School site for the whole of the school day.*

The primary reason that students should stay on site is for their personal safety. However, by being at school during lunchtime it also means that they can access the enrichment activities provided at this time, socialise with peers or use the Library / ICT rooms for personal study.

In addition, parents can be assured that their child can eat well at this school. Students can obtain hot and cold food, drinks and snacks from the school's dining hall 'Meet n Eat' or they can bring a packed lunch to school.

Under **exceptional circumstances** the Principal may grant a **Home Lunch Pass**.

## AN INTRODUCTION TO THE PARENTPAY ONLINE PAYMENT SERVICE - [www.parentpay.com](http://www.parentpay.com)

What does ParentPay do?

- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows the merging of accounts if you have more than one child at school

How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting as payments are immediate
- payments for many of the larger trips can be made by instalments up to the due date



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How does ParentPay help our school?

- keeps accurate records of payments made to every service for every student
- offers a more efficient payment collection process

What can I use Parent Pay for?

- Topping up your child's cashless fob, it allows them to have breakfast, break time snacks and lunch if needed
- School Trips are available through this method of payment
- Transport to School

Our only method of accepting payment is through ParentPay. We will issue you an activation letter to enable you to setup your ParentPay account at the New Intake Parents' Evening in June. The activation letter will contain a personal activation username and password to enable you to login to ParentPay. During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child at school.

### **LOST PROPERTY**

With a school of over 900 students, you can imagine that the problem of lost property is a real one!

Every item of your child's uniform, kit and equipment should be named. This is a daunting task, but well worth it, when you realise how many items are "lost" during one day.

*Named items seldom reach Lost Property, as it is possible to return them directly to their owners.*

Unnamed lost property is sent to The Library, but often it will not reach there until the next day, so it is important that your child enquires at The Library and retraces their steps to previous lessons, in order to track down small items, such as pens, pencil cases etc.

Sadly, there are huge amounts of unclaimed, unnamed property, and eventually this has to be sold or passed to a charity, so make sure that this does not happen to anything belonging to your child. Don't forget to name new items bought as replacements, as your child grows!

Many children's first reaction to losing something is, "it has been stolen". It is more likely that another student has picked up the wrong item and the problem can be easily resolved.

Items of value should not be brought into School, but if this is unavoidable money and watches should be kept with the student at all times. Bags should be placed in your locker, if you have opted to hire one, where possible. During PE lessons valuables are collected and locked away by staff. Impress on your child never to leave such items in their bags, if they are to be unattended.

Property lost on the School bus requires your child to speak to the bus driver in the first instance, but if this is unsuccessful you will need to contact the bus company, so please ensure that you know which company runs your child's bus route.

### **MOBILE PHONES, MP3 PLAYERS AND IPODS ETC**

Students can always ask to contact home if there is an emergency. If parents/carers need to make urgent contact with a child then they can phone the school and we will get a message to the child. There is no requirement for students to have a mobile phone with them.



Of course, we are aware that mobile phones can be a vital means of communication home. However, they are brought into school at the student's own risk and remain their responsibility at all times. They should only be used in line with school policy.

Personal music players and earbuds are valuable items which the school discourages students from bringing into school. Again, if they bring them into school they do so at their own risk. These too should remain switched off and out of sight, in bags, during the school day.

If a student is using their phone, music player or wearing their earbuds around school or in a lesson without explicit permission then it can be confiscated by a member of staff and taken to Reception. The student can collect the item at the end of the day.

The school does not take responsibility for the loss or damage to mobile phones, personal music players or earbuds whilst on school premises. The school strongly advises that these items are left at home.

### **WHAT SHOULD YOU DO IF..... ?**

*However well you and your child have planned the first few weeks at School, things can, and sometimes do, go wrong.*

This section is probably one of the most important because it will help your child to feel easier about minor problems but one's which are important to them, and give them strategies for dealing with each eventuality. This will be the first step along the path of taking responsibility for themselves.

### **ADVICE FOR STUDENTS**

#### **PART OF YOUR SCHOOL UNIFORM IS DAMAGED OR MISSING**

Bring a note explaining the circumstances, with an assurance that it will be remedied as soon as possible. A member of the House Team have some spare uniform, particularly ties, available for you to borrow for a day.

#### **YOU LOSE A BOOK**

If it is lost in School, go back to all your previous lessons and ask the teachers if they have found it. If this does not reveal the book, go to the Library in the first instance. If the book is lost at home, you will need to bring a note to explain it. You will have to pay for a new exercise book or text book, and this can be very expensive, so look after your books.

#### **YOU FORGET YOUR PE KIT, OR SOME OTHER EQUIPMENT NEEDED FOR THE DAY**

You can ask the Receptionist to telephone your parents. They may be able to bring it in and hand it to the Receptionist. If this is not possible, see the teacher as soon as possible, who may be able to make arrangements for you to borrow equipment. It is important that you tell them before the lesson, as this is the courteous thing to do.

#### **YOU FORGET YOUR PACKED LUNCH OR CASHLESS FOB**

You could try to contact your parents who may be able to bring something in and leave it at Reception. If this is not possible, go to the Finance Office and explain you have forgotten your lunch or fob and they will explain how to obtain lunch.





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### **YOU MISS THE SCHOOL BUS**

You are required to be at the bus stop ten minutes before the collection time. If you miss the bus you will need to get a lift in with a parent, or use public transport. ***Please report to Reception as soon as you arrive to get your attendance recorded.***

### **YOU HAVEN'T DONE YOUR HOME LEARNING**

It is expected that you will always have time set aside to do your home learning, but if for any reason a piece of home learning is not done, you should bring a note from your parents/carers to explain the reason why it has not been done, and do it at the first opportunity.

### **YOU WISH TO RIDE YOUR BICYCLE TO SCHOOL**

There are bicycle racks on the premises. You need to obtain permission from your Head of House, and they will expect an assurance from your parents that your bicycle is in a roadworthy condition. You will need a padlock to keep your bike safe during the day, and it is strongly recommended that you wear a safety helmet and illuminated safety bands for the darker mornings and evenings.

### **YOU HAVE TO GO TO THE DENTIST, DOCTOR OR ORTHODONTIST**

Try to book appointments after school or in school holidays. If you do have an appointment on a school day you need to bring in the appointment card or a letter the day before the appointment. If your appointment is early in the morning you must ***report to Reception as soon as you arrive to get your attendance recorded.*** If you are being picked up from school by a parent for an appointment later in the day, your note must state this, and you must ***report to Reception before you leave school, and when you return, so that this is recorded correctly on the register.***

### **YOU ARE FEELING ILL AT SCHOOL**

If it is break or lunchtime, go to the Medical and Student Welfare Officer. If you are in a lesson, tell your teacher, who will probably send you to the Medical and Student Welfare Officer accompanied by a friend.

### **YOU ARE WELL ENOUGH TO COME TO SCHOOL, BUT YOU HAVE TO TAKE MEDICINE (SUCH AS ANTIBIOTICS) DURING THE DAY**

Bring the medicine and a note to the Medical and Student Welfare Officer first thing in the morning. She will tell you when to come for your medicine, and keep it safely in her room. It is important that you are not carrying pills and medicines around with you, and that the Medical and Student Welfare Officer knows that you are taking some form of medication.

### **YOU HAVE BEEN AWAY AND MISSED WORK**

You should find out what work has been missed. Notes can be copied from a friend, and missed work should be caught up as soon as possible.

### **YOU HAVE A LONG-TERM ILLNESS**

If you expect to be away from school for a long period of time, your parents should ring in to explain the circumstances of your illness, or injury. If this is likely to be for more than a week, and you are well enough, we will endeavour to arrange to have work provided through the online student planner system. A medical note will be required if this absence affects your progress on an examination course.



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## **YOU THINK THAT YOU ARE BEING BULLIED**

Tell someone you trust: parent, teacher, buddy or a friend. They will have steps to follow to help solve the problem. If this doesn't help – you can go and speak to a SAFE Officer who are based in the Inclusion Suite or you can tell your Head of House.

### **ADVICE FOR PARENTS**

#### **FAMILY CIRCUMSTANCES**

Family circumstances may well change during the time your child is at Newent. This can affect your child's emotional wellbeing and attitude to school. It is important to let your child's tutor know of any change in circumstances, particularly if such changes entail a new contact or emergency contact.

#### **PROBLEMS**

If you suspect that your child is experiencing a problem at school, or you know that they are having problems at home, don't hesitate to get in touch with your child's tutor. A telephone call will suffice, and if the tutor is unavailable to come to the telephone, a message will be left and they will call you back as soon as possible.

#### **BULLYING**

If your child tells you that they are being bullied, either physically or verbally, or if you suspect that they are being bullied, it is important that we get to know of this as soon as possible.

We do not tolerate any form of bullying but we have to know about it to deal with it.

Encourage your child to speak to the tutor, a SAFE Officer or a member of the House Staff, but if they are too scared to do this, then you should telephone. It is easier to deal with if your child knows you have telephoned, but we will respect this confidence if it is made clear to us!

Bullying is always dealt with sensitively, and in such a way that the bully will not be aware of how we came by our information. It is important that bullying is dealt with immediately, so don't hesitate to inform us of your problems.

You may also find the contacts and references listed below useful.

#### **TELEPHONE HELPLINES:**

- ( Citizen's Advice Bureau (local directory)
- ( Childline 0800 1111
- ( Kidscape 08451 205204
- ( Samaritans 08457 909090 / Gloucester (01452 306333) and Cheltenham (01242 515777)
- ( Parentline Plus 0808 800 2222

#### **BOOKS**

- & The Willow Street Kids - by M Elliott (Pan/Piccolo) 5 - 11 years
- & 101 Ways to deal with bullying A guide for parents - by M Elliott (Hodder and Stoughton)
- & Too Close Encounters & What to do About Them - by R Stones (Picadilly) teenagers
- & Your child bullying: Practical and easy to follow advice – by J Alexander (Element Books)

#### **DVD**

- ; A Time to Live - Samaritans. Deals with subjects from bullying to suicide. Contact your local branch for details.