

The Burton Borough School

A Specialist Arts College

Parents' Handbook 2009 – 2010

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INVESTOR IN PEOPLE



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THE BURTON BOROUGH SCHOOL

A Specialist Arts College



Welcome to the Burton Borough School

Dear Parents/Carers,

We are delighted that you are joining our school and hope that this handbook will give you some practical information about life at the Burton Borough School.

Burton Borough is a very special school, with an ethos to treasure. We believe that children can only achieve their absolute best in a disciplined environment where the highest possible standards are insisted on in all aspects of school life.

Burton Borough's exceptionally positive atmosphere is built on a commitment to key principles from everyone. I am sure it will be helpful if I outline these here:-

- We expect everyone to respect each other as human beings, especially when we disagree. This means that bad language in any form is simply unacceptable.
- We believe a relaxed atmosphere is the best way of ensuring a caring, happy and mutually supportive community where everyone can enjoy learning and be themselves. We encourage diversity, and so will not tolerate behaviour of a violent or bullying nature. Such behaviour would be a threat to the ethos we cherish.
- We expect everyone to try their best, all the time. When really pushed all of us can achieve far more than we ever believed possible. Our aim is for every student to leave Burton Borough knowing that they have pushed themselves to the limit. Anyone who is not prepared to do this can expect to be severely challenged.

Young people learn much of their social behaviour at school. Any visitor to Burton Borough immediately notices that one of our greatest strengths is the friendly courtesy and mutual respect that exists between staff and students. By working together, we can build still further on our excellent reputation.

The key to any child's success is the strength of the partnership between school, parents and of course the child themselves. I very much look forward to meeting you as we begin that five year journey to success.

Dave Hill
Headteacher

PUPIL WELFARE AND GUIDANCE

The school has a carefully structured pastoral system which provides a framework of care, support and discipline within which every student is given the chance to succeed to the best of their ability.

The lynch pin of the organisation is the tutor who sees the students in a group twice each day and gets to know each one very well. They are the first contact and will look after the student's general pastoral welfare. Each year team of tutors has a Year Leader who supports the tutors in their work and communicates with students and parents on academic and pastoral matters.

Every member of staff shares the same aims in encouraging students to attain a high standard of personal behaviour and responsibility. **We expect courtesy and consideration to be observed in accordance with our Code of Conduct. This Code provides for the safety, protection and well-being of the whole community.**

The school greatly values its relationship with parents. We hope that all parents will feel able to share fully in the education of their child by attending parents' evenings and getting to know the staff. We welcome visits, letters and telephone calls from parents and appreciate the opportunities to discuss matters of mutual concern. It is wise to telephone or write for a specific appointment unless the matter is urgent. This way we can make sure that any particular issue can be dealt with most efficiently and that the appropriate member of staff is available for you.

Who to contact:

Form Tutor – first contact for all general concerns and enquiries.

Student Support Manager - for pastoral and welfare concerns.

Year Leader - for specific pastoral issues and academic progress.

PARTNERSHIP WITH PARENTS

Home school Agreement

In line with all other schools in the country all parents, students and staff are involved with the Home/School Agreement. Your child will share this agreement with you following their visit to us on New Intake Day. It is **essential** that you discuss this agreement, keep it in a safe place and then sign and return the reply slip on the first day with us.



The Tutorial System

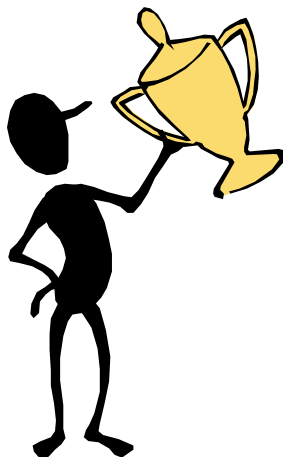
We now receive students from up to 16 different partner schools. There will be about 220 students in each year and they are arranged into mixed ability classes. The classes are organized by taking into consideration the school of origin, ability, sex, needs of individuals, sporting, musical and artistic aptitude. We try to achieve a balance so that inter-form activities and competitions are valid and fair. These classes are named after the initials of the form tutor. The classes remain largely the same for the remaining five years, unless there is a substantial reason for change. As pupils move through the school they will be set by ability for certain subjects. This will be based on their ability in that subject and as such pupils can move between sets in order to ensure they are taught at an appropriate level.



Rewards and Awards

Pupils are awarded achievements for positive aspects of their work and conduct these go towards both their personal total and that of the tutor group. Once each half term a prize draw is held and 25 pupils are presented with a personal prize. At the end of the year the tutor group with the best average score receive a group prize.

Pupil can also receive postcards, which are sent home, for completing a piece of class work which a member of staff feels is worthy of special merit. Pupils who make a special contribution to the school or whose work is considered to be exceptional will receive a Headteachers award.



SCHOOL ORGANISATION

Lesson Times

We operate a five period day. The times are as follows:

Doors open	8.40
Registration & tutor Session	8.50 9.10
Period 1	9.10 10.10
Period 2	10.10 11.10
Break	11.10 11.25
Period 3	11.25 12.25
Lunch	12.25 1.20
Registration	1.20 1.30
Period 4	1.30 2.30
Period 5	2.30 3.30

Arriving on time

We believe that it is essential for everyone to arrive on time. Lateness is largely a state of mind, and as such cannot be tolerated. We expect all students to be:

on site 8.45am
at their tutor room 8.50am

Any student that arrives on site after 8.50 am is therefore at least 5 minutes late.

Every student who arrives after 8.50am will have their uniform and equipment checked thoroughly and a caution added to their study diary. Any student who is late twice in a half term will have a lunchtime detention. Continued lateness will lead to discussions with parents and a detention after school as well as the educational welfare service becoming involved.

Arriving after Registration

Pupils must report to the attendance office if they arrive after registration so that a full register is available for health and safety purposes.

Uniform

The Head, Staff, Governors and Parent Teacher Association, believe a school uniform to be essential. By wearing their uniform our students are showing everyone, and most of all themselves, that they are members of the Burton Borough community.

TRAINERS AND BOOTS ARE NOT SUITABLE UNIFORM FOR ANY STUDENT AND ARE NOT ALLOWED. Shoes should be of a substantial nature and for safety reasons must not be sling backs, sandals, mules or have high heels. They must be plain black, and not coloured or patterned with white flashes or anything else. Please take great care when purchasing shoes as it will be expensive to resolve a mistake. Also, please be aware that many shops and catalogues will sell shoes as "Suitable for School". Such a statement does not mean that they will be an acceptable part of our school uniform. Sanctions will be imposed for students who do not follow our uniform code although we hope that by making our expectations clear this is not likely to be needed. Should you be uncertain about any aspect then please contact the school for clarification

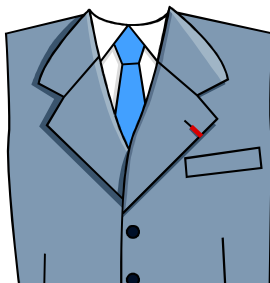
We believe that at a time when fashion changes with startling regularity, a uniform ensures that students are always sensibly and smartly dressed. All items of uniform are available from **Mary's Tots and Teens, Newport**, our preferred supplier. The standard school skirts and black trousers are of course available at most school outfitters. Outer wear should be substantial and not "high fashion". Denim, fur or leather is not to be worn. Hooded tops are not permitted.

Extreme fashions and styles

We are most grateful to parents for sending their sons and daughters to school correctly dressed. It is pleasing to note that the students themselves take pride in their appearance and we do encourage them to make sure that their hair is tidy and not cut or coloured in any extreme of fashion e.g.: we do not accept shaven heads, outlandish hair styles, or the diversity of facial or body piercings that fashion sometimes gives rise to. Our aim is to encourage young people to understand the appropriateness of appearance in a variety of situations and that what is acceptable in a disco or on a beach is not appropriate for a working environment.

PLEASE MAKE SURE THAT ALL ITEMS OF CLOTHING, SPORTS GEAR AND EQUIPMENT ARE CLEARLY MARKED WITH YOUR CHILD'S NAME.

This includes the bag or case as we do have over a thousand black PE bags



UNIFORM

We need to keep our rules on uniform simple and straightforward and it is much appreciated when parents support the school by restraining their child's desire to indulge in extremes of style and fashion.

Basic uniform (Boys and Girls)

Uniform		Comment
Blazer	Navy blue Blazer with badge on chest pocket	
Trousers/ Skirt	Standard Black straight legged trousers or Navy blue pleated or 'A' line skirt	No hipster or flared trousers. No large belts. Skirts must be knee length and should be appropriate for school.
Shirt	Sky blue shirt or blouse	These may be either long or short sleeved but must be capable of being tucked into trousers. Short fitted blouses are not acceptable.
Tie	School Tie	Students who represent their County/Region/Country in any form of Sport or Expressive Art and have been awarded a tie can wear this in place of their school tie.
Shoes	Black school shoes with sensible heels (3cm)	No BOOTS, trainers or high heels They must be plain black, not coloured with white flashes or anything else. No sandals sling backs or mules.
Socks or tights	Black/ Navy blue socks or tights	
Contact Lens	Prescription lens only	Fashion contacts are not permitted.
Make up/ Hair styles	No make up is allowed	A plain blue or black hair band may be worn.
Jewellery	A watch and or one small plain gold or silver stud in each ear	All other body piercings (tongue studs, nose studs, belly button studs, eyebrows...) are forbidden on the grounds of health and safety in and around school. Those students observed with such piercings will be instructed to remove them immediately. If they cannot be removed that day they must be covered by tape and removed at home.
Coat	Plain coats are recommended but not compulsory	Coats can of course be worn over uniform to and from school. They must be taken off within the building at all times. They must not have inappropriate logos.
Jumper	Navy blue "V" necked sweater (optional)	Students are allowed to wear a standard, blue jumper underneath their blazer. Hoodies are not part of the uniform. They are not to be worn as either a jumper or a coat.

Yr 11 Student Uniform

The uniform for Year 11 student is essentially the same as all other student with certain exceptions.

- Students may wear discrete makeup
- Students may wear a black jumper with school logo rather than a blue jumper, but must still wear a school blazer
- Students may wear one pair of earrings (small, short and suitable for work), one ring, one necklace and one bracelet;

Year 11 students can also apply to become senior students. This is a privilege status and is earned by student for exemplarily standards of:

- **Uniform**
- **Behaviour**
- **An ability to meet deadlines**
- **Extra-curricular activities**
- **Overall effort and commitment**

Students granted these privileges are allowed:

- To wear a BBS self-coloured blue tie.
- To enter the dining hall first
- Exclusive use of the Inner Courtyard area
- Access to the school building during lunchtimes

Students may also volunteer to do two lunchtime duties each week. In return they will be allowed to go into Newport on the three days when they are not required for duties.

Any student who abuses any of these privileges will, of course, have them **withdrawn**.



PE UNIFORM

For Boys PE:-	For Girls PE:-
Plain white T-shirt	Plain white polo shirt
Plain white shorts	Plain navy blue round-necked sweater
White sports socks	Plain white or navy sports socks
Plain black shorts	Plain black shorts
Navy blue rugby shirt (reversible white stripe)	
Navy blue football socks	Navy blue football/ hockey socks
Plain navy blue tracksuit bottoms (optional)	Plain navy blue tracksuit bottoms (optional)
Football boots	
Gym shoes / Trainers	Gym shoes / Trainers
Shin pads	Shin pads
Gum shield (hockey and rugby)	Gum shield (hockey)
Towel	Towel

Please note that it is not necessary for students to have the latest fashion or high tech sports wear to participate in PE lessons

Please do not purchase uniform with sponsor's logos on them or the most up to date football boots or trainers as these only attract interest and are often the first items to go missing.

The PE department is able to provide an excellent range of quality sports wear at a reasonable price ranging from standard uniform to waterproof clothing.



PLEASE MAKE SURE THAT ALL ITEMS OF SPORTS GEAR AND EQUIPMENT ARE CLEARLY MARKED WITH YOUR CHILD'S NAME.

This includes the bag or case as we do have over a thousand black PE bags

STUDENT EQUIPMENT

Students often have several books and equipment to carry to and from school and it is essential for them to have a bag or rucksack, but not a hand bag. Please ensure that this bag is not too large as it can prove a real problem for students when moving from class to class if it is bigger than necessary.

Students are expected to provide their own pens, pencils, calculator and an exercise book for rough work. We would like all students to have their own pocket dictionary, such as Collins Dictionary and to bring it to school each day. We expect all books, including exercise books to be treated with respect and kept clean from graffiti. A reading book is essential as we often enjoy reading sessions together.

Art

National Curriculum Art requires students to use a sketchbook to select and record observations, ideas and information. Parents are asked to provide a good quality A4 size sketchbook at the beginning of Year 7 that will last until the end of year 9. While sketchbooks of various types and qualities can be purchased from local shops, many of these have flimsy covers and bindings that do not stand up well to constant wear and tear. The Art Department can order, on parents' behalf, special very high quality, well bound sketchbooks from a local manufacturer which should last until the end of Key Stage 3. These will be available direct from your child's Art teacher in September at a cost of £3.00.



CLOTHING FOR PRACTICAL LESSONS

Aprons and overalls are essential for Art, Design Technology and Science. Students need to wear an apron which protects their clothes from dust, paint, or food. The apron should be cream and made of strong cotton. These can be purchased from Mary's Tots and Teens, Newport.



STUDENTS PROPERTY

NECESSARY EQUIPMENT

All students are expected to bring to school various pieces of everyday equipment this includes:

- Suitable black or blue Pens
- Rubber
- Ruler, compass and protractor
- A reading book
- Calculator
- Pencils, including Coloured pencils
- Pencil Sharpener
- Rough note book
- Glue stick
- Dictionary

VALUABLES

Please discourage your child from bringing valuable items to school. It is vitally important that during PE lessons all valuables are placed into the safe possession of the member of staff so they can be secured away and are not left in the changing rooms unattended. Monies placed in the tray must be in a wallet or envelope to ensure their safe return.

Pupils must understand that the school cannot be held responsible for any item that is not placed in the safe possession of the member of staff.

MONEY

All money brought into school that need to be handed in for a specific purpose must be placed in a sealed envelope with the details on the outside.

MOBILE PHONES

If these have to be brought into school they must be switched off at all times. Students may only use them outside school time. If a student misuses a phone in any way in lessons or around the school it will be confiscated and will be deposited with reception and can be collected at the end of the day. Should a phone be confiscated on three occasions it will only be returned to a parent or guardian.

MP3 players, i pods and similar music players devices

These should not be brought into school at all.

Lost Property

All items of lost property are usually placed in the lost property bins situated in the sport hall. We do make every effort to return all items that are named to the student as soon as possible, but all too often we are left with considerable numbers of identical and unnamed items.

LUNCHTIME ARRANGEMENTS

Like most secondary schools we have a cash cafeteria, in which students choose what they want or what they can afford from a wide variety of dishes, and pay for what they have at cash desks. Students who have lunch must remember to bring their money each day. Those who are entitled to free school meals are issued with a ticket which entitles them to have an adequate meal. If the meal they choose costs more than the fixed amount (currently £1.85) they must pay the difference. The children may bring a packed lunch and they are welcome to supplement their packed lunch by buying items from the cafeteria if they wish.

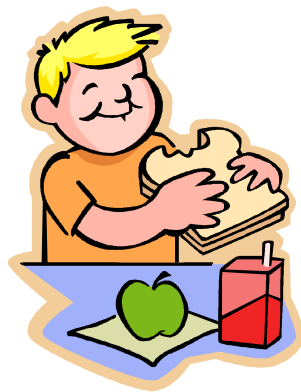
Pupils will be issued with a photo lunch/ ID /LRC card in early September so we can organize the seating of over 1000 pupils. Should this card get lost or destroyed it will need to be replaced at a cost of £1.00.

Under no circumstances should glass bottles or cans be brought into school. This is a safety measure, for example if these are left on the field, our mowers will cut them into small, sharp and highly dangerous shards. We do however positively encourage plastic bottles of drinking water to be brought to school as this does have a positive impact on concentration.

There is a focus on healthy eating and the canteen provides a variety of healthy food with wholemeal bread, salads, fruit, cheese, etc. We also have a sandwich and snack bar as well as a selection of set meals. All of these now have to comply with national healthy foods guidance and standards.

If your son or daughter has a dietary problem and requires special food, please let us know and we will do our best to arrange this.

Students in Years 7, 8, 9 and 10 will be expected to remain on the premises for the whole of the school day including lunchtime and break time unless we receive a letter stating categorically that the student will eat lunch at home. Separate arrangements are made for Year 11.



COMMUNICATION WITH PARENTS

BBS News and Head's Newsletter

Once each half term the Headteacher writes to all parents with details of that term's events, achievements and notices. It is also an opportunity for the Head to highlight issues and detail concerns.

E-Mail and Text Message Communication

Most parents find receiving up to date information and news through e-mails much easier than searching through schools bags for the latest notes. Please complete the relevant section of the data form and return it to us so we can keep you informed. We also have a text messaging system and so an up to date mobile number will be imperative.

Learning Partners Evening

Some year 7 parents are concerned at the size of our school and whether their child is happy. In order to reassure you about how quickly the students settle, a 'Learning Partners Evening' takes place in October when you can chat to the tutor about any concerns you may have.

Parents Evening

Each year group has an evening when teachers are available to discuss students' progress. Parents have an appointment form which students fill in. Of necessity, timing is limited to three minutes per subject interview. The Year Leader, Senior Staff and Governors are also available. If more time is needed parents are encouraged to come into school for a more private and personal discussion.

Reports

In addition to the Parents Evening, students also have one written report per year. This document is shared by students and staff and concentrates on the student's positive achievements and their targets for the future. Again parental response is encouraged. Please inform your child's tutor if a second copy is needed for a parent not living with you and your son/daughter.

Academic Monitoring

At the beginning of each Key Stage targets are set for students using data generated by the Fisher Family Trust (FFT). The progress of every student is then monitored against these targets. At Key Stage 3 this takes place once a term and the results are recorded on each student's Personal Monitoring Record. Performance is indicated on a national curriculum scale and effort is an A-D scale with A being outstanding effort. At Key Stage 4 students are monitored using estimated GCSE grades. We share this data with you each term, as well as any intervention strategies that have been put in place to improve performance.

Study Diary

Students have their own Personal Study Diary which we ask parents to check daily and sign regularly. There are opportunities for recording in and out of school achievements, targets, communication with parents and, we hope rarely used, a 'cautions' sections. This book is a useful ongoing record of progress.

ATTENDANCE

Regular attendance is vital if students are to succeed and data shows it has a significant impact on attainment results. Please telephone school on the first day of your child's absence (telephone number **01952 386554**) and confirm with a written note to the form tutor if the absence is longer than a day.

Recent legislation has required the school to maintain an accurate record of absence. These records will be included in all reports to parents and in the final National Record of Achievement. For the benefit of parents and students we have attempted to clarify the two types of absence as follows:-

Authorised Absence

1. As a result of illness, supported by a note from parents.
2. Leave for medical or dental appointments, confirmed by a note from parents, by an appointment card.
3. Family bereavement.
4. Exceptional circumstances, where the school is satisfied that the situation is truly unavoidable.

Unauthorised Absence

Any absence which does not comply with the guidelines set out above.

If you have any concerns regarding these guidelines, then please contact the school and ask to speak to your Student Support Manager or attendance office. We are only too ready to listen and provide advice on particular situations.

Family Holidays

Parents do not have the right and cannot demand leave of absence to take their children out of school during term time. Only in exceptional circumstances where the school is satisfied that the situation is truly unavoidable will permission be granted. This is only an authorised absence if permission has been sought a reasonable length of time prior to the event, and that the school has granted that permission. Authorisation cannot and will not be given after the event.

Should you feel that your circumstances are truly exceptional then application forms may be obtained from and returned to the attendance office.

ILLNESS AT SCHOOL

We have a very limited area where students may rest for a short time and where minor injuries can be dealt with. If students need to go home or to a doctor, a member of staff will telephone parents, or other Emergency contacts named on the Emergency sheet. If any student suffers a serious injury or if a medical emergency of any other kind arises we will call an ambulance and inform parents.

These arrangements underline the importance of the Data Sheet, and particularly the person or persons named as emergency contacts. Please remember to keep us informed of any changes, especially mobile telephone numbers.

MEDICAL

Staff are not allowed to give any kind of medication to students. Only prescribed medicines that need to be taken during school hours should be brought into school. They should be taken to the attendance office accompanied by a letter from a parent, where they will be kept in a safe place. It is particularly important that students who require inhalers leave a spare inhaler with the attendance office in order to minimize delays in dealing with this condition. It should be emphasised that we do not have a school nurse but are able to provide the level of care given by an experienced parent.

LEAVING SCHOOL EARLY (Pass out system)

Sometimes it is necessary for a student to go out of school to visit the doctor, dentist, optician, etc. Permission will be given only if a **letter from parents or an appointment card** is produced. The student is then given a pass-out by their Learning Tutor. Half of the pass-out is retained at reception as they leave and the student is asked to sign out so that an accurate check is kept on students who are out of school, and the student's half of the pass-out slip is handed in on their return.

We are not able to accept telephone calls as authorisation for temporary absence during the day, as we are not always able to check their authenticity.

If, in an emergency, you find it necessary to send a friend or relative who is not known to the school, to collect your son or daughter, we ask you to send a letter giving your consent to the student leaving the premises.

EMERGENCY ARRANGEMENTS

Should school be closed for any reason e.g.: serious snow conditions, the information will be broadcast on Radio Shropshire. Please ensure that your child has a contact number and address in case of any sudden emergency arising in school and that we are kept updated of any changes in mobile numbers and addresses.

Cautions and Detentions

CAUTIONS

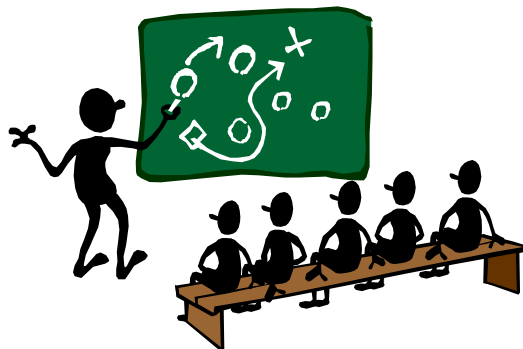
These act as an 'early warning system' and are given to pupils for issues ranging from incorrect uniform or poor behaviour to forgotten homework. Tutors will monitor these and take appropriate actions to ensure these are reduced. These are noted in the student personal study diary so that both parents and the tutor have been made aware of this issue. Too many cautions may result in a student being placed on report to help them resolve the matter.



DETENTIONS

These are given to pupils where their behaviour or an offence is deemed to be of a more serious nature. They may also be as a result of several cautions for the same offence. Detentions can take several forms, ranging from a missed break time or lunchtime to an after school detention. Pupils will normally be set work to complete during this session appropriate to the offence. On the rare occasion that a child should be needed to be detained after school then 24 hours notice of this will be given to parents either in the form of a letter or a phone call.

Parents should note that the school does have the right under the law to insist on a child's attendance even without the parent's permission, however we would hope that parents would be supportive of this level of sanction should it be deemed necessary.



Anti Social Behaviour

BULLYING

Like all other schools and adult workplaces we have some pupils whose behaviour causes us concern from time to time. Our aim is to ensure that every pupil feels happy and secure in school. It is important that all staff, pupils and parents know what is meant by bullying and what procedures are to be taken should it occur. The school views it very seriously and appropriate action will be taken, depending on the details of each and every case.

It is important that we do our best to prevent bullying and if it does happen that we become aware of it quickly so that it can be resolved. In order to do this we have an open culture which encourages students/Parents to easily discuss any concerns that they may have. This includes:

- Daily sessions with form tutors who know each student well
- A support manager is linked with each year group. As they are not teachers, these people are available full time to discuss issues.
- A team of trained yr10- mentors. If a student wishes to discuss something with a student rather than an adult.
- A concerns box outside the key stage 3 office and entrance to the dining room, where notes can be left in confidence.

A full copy of the school bullying policy is available on request

What is bullying?

Bullying is when people deliberately hurt, harass or intimidate someone else over a period of time.

Characteristics of Bullying include:

Deliberately being hurtful and frightening, repeated over time, hidden from adults and use of power over other pupils.

SMOKING

There is a 'No Smoking' policy operational throughout the school site and the immediate proximity. Pupils are not permitted to smoke and if found smoking or in possession of smoking materials the following sanction will be taken:

- Parents are informed.
- A detention will be issued.
- Parents and the student will be asked to sign a no smoking agreement.
- Students are encouraged to find ways of stopping smoking by attending a drop in session at school run by the National Health Service.

ALCOHOL AND THE USE OF ILLEGAL SUBSTANCES

Our policy is very clear in that we will not tolerate the use of these substances within school and any student found to be either in possession of or to have partaken of these substances will be suspended from school and parents and relevant authorities informed.

PARENT TEACHER ASSOCIATION

All parents are members of the Parent Teacher Association which organises meetings and raises funds for the school. The Annual General Meeting of the Association normally takes place in September when we hope all parents will be present. We lay great emphasis on the partnership of parents and teachers.

The P.T.A. makes a great contribution to the finances of the school. The bulk of the relevant funding has been used to help us buy our new school mini-bus. Other contributions have been the school Personal Study Diary (are an invaluable link between home and school), lap top computers and sewing machines.

ENRICHMENT ACTIVITIES

Visits and Outings

During every student's career in the school there are many opportunities for journeys outside school. These include many day visits to places of interest and special events.

For several years students have had the opportunity to take part in a range of extended visits. Recently these have included visits to a small town in France, a trip to Germany, an Arts trip to Amsterdam and a visit to Canada.

DOT Days

These are DAYS OFF TIMETABLE and are school days where the normal timetable is suspended and enrichment activities are organised, these may be trips out of school for the whole or part of the year group on school activities with guest speakers and events.



TRAVEL ARRANGEMENTS

Bus Travel

Travel to and from school is provided by Telford and Wrekin for pupils who live more than 3 miles from the school. Travel passes can be applied for and are issued by Telford and Wrekin travel department Telephone Number (01952 384620). The safe and secure transport of pupils on these services is of paramount importance to us and CCTV is present to ensure we can identify any inappropriate behaviour.

The following must apply to all bus users:

- Students must only use the bus route for which the appropriate colour pass has been issued.
- Students must use the seatbelts provided and should not stand until the bus has come to a halt.
- Students must not distract the driver in any way.
- Parents will be informed of any behaviour that is deemed to be dangerous or that endangers the health and safety of other users. Persistent offenders will have their bus pass revoked.

Cars and Parking

We ask for your co-operation in **NOT driving into the visitor's car park to drop students off**. This entails driving out of gates used by students to walk into school and endangers their safety, as does parking or turning within the vicinity of the two gates. If picking your child up by car is unavoidable please use the sports hall car park rather than the school gates.

We would ask you to be respectful of other road users and not to park across driveways or in such a fashion as to prevent two-way traffic from passing.

Bicycles

At present we have very limited accommodation for cycles and cannot guarantee their safety. Acting on the advice of the local police, we have made the following stipulations:

- Bicycles must be roadworthy and **MUST** by law have lights at all times.
- Students must not on any account ride bicycles on the school premises as this endangers the safety of others.
- The bicycle must be ridden on the road in a safe manner and account should be taken of the large school bags which have to be carried to and from school.
- Students must understand that they will be banned from bringing cycles on to the premises if they do not act safely and responsibly.
- Bicycles should be locked up at all times when not in use.

GENERAL INFORMATION

Senior Leadership Team

Mr. D. M. Hill	- Headteacher
Ms. R. Brown	- Deputy Head
Ms. M. Osborne	- Deputy Head
Mr. R. Powell	- Assistant Headteacher
Mr. S. Richards.	- Assistant Headteacher
Mr. N. Williams	- Assistant Headteacher

Pastoral Staff

Mr. K. Mainwaring	- Year Leader 7
Mrs. P. Pickering	- Student Support Manager
Mr. Bell	- Year Leader 8
Miss Clark	- Year Leader 9
Mrs. Jones	- Student Support Manager
Ms Owen	- Head of Year 10
Mrs. Tomlinson	- Head of Year 11
Mr. La Croix	- Student Support Manager

School Term and Holiday Dates 2009/10

Autumn Term	- Tuesday 8 September	- Friday 18 December 2009
Half Term	- Monday 26 October	- Friday 30 October 2009
PD Day	- Monday 2 November 2009	

Spring Term	- Tuesday 5 January	-Thursday 1 April 2010
Half Term	- Monday 15 February	- Friday 19 February 2010
PD Days	- Monday 4 January & Friday 16 April 2010	

Summer Term	- Monday 19 April	- Friday 23 July 2010
Half Term	- Monday 31 May	- Friday 4 June 2010

Please note these dates are slightly different from the standard Telford and Wrekin dates. They have been agreed by most Newport schools.

Thank you for allowing us the privilege of educating your child. We will do your best to see that school life is both happy and profitable and we will be depending on your advice and support throughout the next five years.

The partnership between parents, teachers and students is a vital one and something that we stress at this school. We undertake to contact you if ever we are concerned about any aspect of your child's progress and we hope that you will accept our invitation to come into school as often as you wish to discuss anything which is of concern to you