



Sandbach High School & Sixth Form College

Useful Information for Parents/Carers and Students



October 2018



Keeping in Touch

Parents or carers usually contact school about fairly routine matters (illness, holiday dates and so on), but of course from time to time there is a need to speak to someone rather more urgently. It might be helpful to you to know who to ask for if you have a query or a problem.

School telephone number - 01270 765031 to get through to the main school. The receptionist is usually **Mrs Emma Percival**, although sometimes other colleagues help out when the lines are busy. Your call can be dealt with between 8.00am and 4.30pm on Main Reception.

Outside school hours, an answer machine will record your message. In term time, your message will normally be collected the following morning and passed to the person concerned. Please note that during holiday time it may be several days before a message left on the answer phone can be dealt with.

Our email address - office@sandhigh.cheshire.sch.uk. Emails are usually accessed at least twice per day. Your email will be forwarded to the member of staff concerned as soon as possible.

Most staff have full teaching commitments, so may respond to a telephone message some time later, at lunchtime or after school, for example. We will endeavour to acknowledge receipt of emails within 72 hours, followed by a meaningful response thereafter.

Website - please check our website at www.sandbachhigh.co.uk for up to date information.

SIMS InTouch

There are lots of things we tell you about throughout the course of the year, most of which would be better served through email and text rather than you waiting for a letter or needing to be available to answer a telephone call.

The school uses an electronic communication system, SIMS InTouch, to allow us to communicate with you via text message or email. The number from which text messages will be sent is **07860 095607**, which you may wish to save to your phone for future reference. You can text this number to advise us if your daughter is going to be absent from school. However, if you would like to speak to someone about your daughter, you will need to ring the main school number which is **01270 765031**. Emails will be sent from 8954123@capita-intouch.co.uk and you may wish to add this to your contacts or safe senders list.

The school will use the email address and mobile number held in our database for the first point of contact. If you are not certain that we have your correct details or you need to update them, please contact the school on 01270 765031 or by email office@sandhigh.cheshire.sch.uk. Alternatively, you can update your details via the data collection facility in the Parent App.

To talk to someone about your daughter's welfare

Years 7 to 11

Your daughter's Form Teacher in the first instance, or

Miss Sarah Gregory	Achievement Coordinator Year 7
Mrs Sophie Davies	Achievement Coordinator Year 8/9
Mrs Sara Halstead	Achievement Coordinator Year 10/11
	<i>or</i>
Miss Rebecca Darlington	Deputy Headteacher

Sixth Form

Your daughter's or son's Form Teacher in the first instance, or

Mrs Liz Clark	Achievement Coordinator Y12
Mr Rory Abbotson	Achievement Coordinator Y13
Mr Richard Troth	Assistant Headteacher, Head of Sixth Form

To talk to someone about your daughter's academic progress or about any problem to do with a specific lesson:

Ask for the curriculum leader for the subject concerned:

Art	Mr David Valentine
Business Studies / Economics / Social and Applied Learning Subjects	Mr Daniel Shaw
Dance	Mrs Kate Heywood
Design and Technology	Mr Daniel Massey
Drama	Ms Ruth Aldridge
English / Media	Mr Craig Batty
History	Miss Emelia Bell
Geography / Travel & Tourism	Mrs Cath Wildman
ICT / Computing	Mr Andrew Ford
Mathematics	Mrs Fiona Fishburne/Mr Ben Salisbury
Modern Languages	Mrs Nichola Betts
Music	Miss Lizzie Lawrence
PE	Miss Sarah Friend/Miss Alice Jackson
Religious Studies	Mrs Cath Milnes
Science	Mr Cliff Broom
Additional Needs	Miss Rebecca Darlington (SENCO)

When things do not go as planned

We very much hope that your partnership with our school will be a fruitful and happy one. If you feel that you need to make a complaint, however, please do not hesitate to contact a senior member of staff. Your comments, positive or otherwise, are very helpful to us in trying to maintain the high standards we all expect.

Senior Colleagues are:

Mr John Leigh	Headteacher
Mrs Carol Cooke	Deputy Headteacher
Miss Rebecca Darlington	Deputy Headteacher/SENCO
Mr Richard Troth	Assistant Headteacher/Head of Sixth Form
Mrs Jayne Street	School Business Manager
Mrs Nichola Betts	Assistant Headteacher
Mr Andrew Ford	Assistant Headteacher
Ms Nicki Oyler	Assistant Headteacher
Miss Alice Whalley	Assistant Headteacher
Miss Sarah Frost	Associate Headteacher

If you feel that your complaint is of such a serious nature that it cannot be adequately dealt with by one of the people named above, our Chair of Governors, **Miss Ginny Wynn** will try to help you. She can be contacted through school. Please ring the main school number and ask for **Mrs Gill Kesteven**, Clerk to the Governors.

We know that when you contact school it may be because you are worried about something. We will do our best not to keep you waiting for a reply. It is our aim to make initial contact with you within one working day, and to provide a full response within five working days, or sooner if the problem is very urgent.

If you feel you need to speak to someone in person, please feel free to ring for an appointment. We will try to see you as soon as possible. If you call in at the reception desk, we will do our best to find someone to speak to you and to answer your query, although more time may be needed to deal fully with the issue. It is important to us that parents/carers are contented with our services. Please keep in touch!!

Uniform Policy

(copy in student planner)

Our uniform policy and dress codes have been drawn up in consultation with students, parents, carers, staff and all members of the local community.

Aims

A high standard of personal appearance is expected of, and from, all students. Through our uniform policy and dress codes we aim to:

- promote a sense of belonging to our school;
- encourage pride in the school;
- encourage a sense of equality and cohesion;
- protect students from social pressures to dress in a particular way;
- ensure that girls of different social, religious and ethnic groups feel welcome;
- support teaching and learning;
- provide a safe and secure environment in which students learn how to dress appropriately.

In these ways, the uniform and dress codes support the overall aims of the school.

Compulsory Items

French navy fitted blazer with school logo on upper left hand side
Bedford check kilt*
Tie – clip on in school colours

Only available from school or the official uniform supplier. Substitute items are not allowed.

Plain white shirt with collar – which must be tucked in.
Plain black tights or black **knee high** socks.
Plain black shoes suitable for school. These should be flat, sensible and secure.

The skirt is to be purchased at the correct length which is on the knee or slightly below allowing for two centimetres growth. Any skirt which is more than two centimetres from the top of the knee will need to be replaced as it will **be deemed to not be of the correct length.*

Optional Items

Charcoal grey trousers with school logo on waistband – only available from school or official uniform supplier.
Charcoal grey v-neck jumper – available from a variety of retailers (cardigans are not permitted). This must not be tucked into the skirt.
Kilt pin – only available from school.

DO NOT WEAR ITEMS THAT ARE NOT ON THE APPROVED UNIFORM LIST, FOR EXAMPLE:

A very short or tight skirt.

- A visible tee-shirt
- An exposed midriff

Patterned tights, coloured/patterned socks, trainer/ankle socks.

- 'Slipper-style' shoes or shoes with the backs crushed so that they slip on and off (these styles are unsafe for school wear)
- Boots, high-heels, stilettos
- Trainers/sports/canvas shoes
- Other casual styles

Coloured belts, belts with embellishments, or wide belts.

Anything in sweatshirt style material, anything with a hood, zips, buttons or cardigans (not even under your blazer on the way to and from school.)

No accessories to the school uniform are allowed. These include, but are not limited to:

- Large hoop earrings or diamante earrings
- Facial piercings of any description, including tongue piercings
- Rings
- Beads, bracelets, strings etc.
- Necklaces, chokers

Any other lapel decoration that is not a school badge.

Nail varnish or acrylic/gel nails.

Make-up/fake tan.

Any form of extreme haircut or dip dyed hair. Hair must be of a natural colouring.

School Bag

Students should come to school with an appropriately sized bag for carrying books and equipment. It should hold A4 files and books comfortably and be large enough to carry exercise books, planner, water bottle, pencil case, calculator and other equipment as needed. A rucksack style is recommended. Handbag style 'fashion bags' are not suitable.

Hair

Hair should be neat and tidy. Long hair must be tied back for practical subjects including Art, PE, Technology and Science. Any extreme fashion which may from time to time become popular (for example undercuts or part/full shaved heads) should be reserved for outside school and should not be worn for school. Hair must be of a natural colour and it is not to be dip dyed. If you are unsure about the suitability of any hairstyle or other aspect of your daughter's appearance, please contact the school beforehand.

Coat

In cold/wet weather students are encouraged to travel to and from school in appropriate outdoor clothing, for example a waterproof coat, hat, scarf, gloves. Once in school these items should be stored in a locker. It is not acceptable to carry a coat around our school. Hooded jackets/jumpers of any description are not allowed and should not be worn alongside our uniform.

Jewellery

Students are allowed to wear one small stud earring or one small pair of hoop earrings (no bigger than a 5p piece) in each ear lobe. They can also wear a wrist watch.

The Role of Parents/Carers

The vast majority of our parents/carers fully support all aspects of our uniform policy. It is part of the 'agreement' that we enter into when your daughter joins our school.

We ask that parents are especially vigilant about:

- piercings;
- jewellery;
- school bags;
- school shoes;
- make-up/fake tan/nail extensions;
- hairstyle.

Young people will often try to push the boundaries in these areas. If you are in any doubt about whether an item is acceptable **PLEASE CONSULT THE SCHOOL before** you purchase and ensure you receive a definitive answer from the Deputy Headteacher.

The Headteacher reserves the right to make a final and binding decision on any items in this policy (including hairstyles).

Attendance

The Importance of Regular Attendance

We have always been proud of the close, cooperative relationship which exists between school and home over the matter of attendance. Clearly, both parents/carers and teachers want students to attend lessons regularly and only to be absent from school when it is absolutely necessary. The girls themselves also find that they get more out of their years of education if they are good attenders.

- 17 days missed from school each year equates to a whole GCSE grade.
- Attendance affects learning, future earning, wellbeing and a sense of belonging.

What we promise to do to help girls achieve good attendance

- We will take form registers at the start of every morning.
- Teachers will take an electronic register during each lesson and note any absentees.
- We will contact parents/carers if we have any cause for concern over attendance.
- We will contact parents/carers on the first day of any unexplained absence.
- We will give you regular reports about your daughter's attendance, and about the attendance levels of the school as a whole.
- We will respond sensitively to absence if it is caused by short-term family difficulties.
- We will work closely with the Education Welfare Service, particularly if difficulties with attendance seem to be more than just temporary.
- We will notify you by letter of our concerns should your daughter's attendance fall below an acceptable level in any school year. This would normally be below 95%.
- We will positively and publicly reward full attendance for one, two or three terms in any school year by awarding a Bronze, Silver or Gold Certificate of Attendance to the student concerned. A lapel badge is presented to those achieving a Gold Award.

What we ask you to do

Please let the school know on the **first day of absence** if your daughter is going to miss school. A note to her form teacher or a phone call to the school office is sufficient. A note is required if the absence is for more than two days.

Please try to make any medical and dental appointments, as far as possible, for holidays or after school.

Categories of Absence

Absence is either authorised or unauthorised. In basic terms, an *authorised absence* is one which the school is allowed by the DfE to give permission for. All other absences will count as *unauthorised absence*. The more common word for this is *truancy*. Below are a list of absences which can be authorised, and another list of absences which have to go on your daughter's record as unauthorised.

After consideration of individual circumstances, the following types of absence from school can count as **authorised**:

- Illness
- Dental or medical appointments
- Interviews
- Work experience
- Approved public performances (including elite sporting activities)
- Approved educational visits organised by individual students (visits organised by the school count as attendance in the normal manner)
- Approved study leave
- Exclusion from school
- Off-site education (e.g. certain with special needs)
- Family bereavements
- Holidays (only in exceptional circumstances, please see later note)
- Days of required religious observance

The following types of absence have to count as **truancies (unauthorised absence) from school**:

- Absences for which we receive no explanation
- Shopping during school hours
- Minding the house/looking after younger brothers or sisters
- Private visits to concerts and similar events, including travel time to and recovery time after the visit
- Holiday leave
- Absence from work experience without good reason
- Lateness to school after the register has been closed

PLEASE NOTE

The Government categorises students whose attendance has fallen below 90% as 'Persistent Absentees'

Punctuality (5 minutes late each day means three whole days lost each year)

Punctuality is very important and we are often asked to comment on this when writing references for employment and further education courses. We find when girls arrive promptly they are able to have a calm and settled start to their day.

We will record the names of students who arrive after the 8.30am bell and those who are late on three or more occasions in a half term will receive an after school detention.

If girls are late for reasons such as medical/dental appointments they will be marked with an 'L' code, which is counted as late but present, with a comment noted. This will allow students to maintain their 100% attendance record.

Holidays

Amendments to the 2006 regulations make it clear that Headteachers may **not** grant leave of absence during term time unless there are exceptional circumstances. This includes holidays. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The following questions and responses have been taken from the DfE's FAQ section and may help with further understanding regarding the amendments.

If you do need to request term time exceptional absence you will need to write to the Headteacher at least 14 days before the absence/holiday explaining the reasons. Each request will be considered carefully on an individual basis.

What about holidays in term time?

Each request made because of exceptional circumstances can only be judged on a case-by-case basis taking into account individual circumstances, such as the child's attainment, attendance and ability to catch up on missed schooling and the proximity of key dates for tests and examinations. While leave of absence might be granted for a term time holiday, it is granted entirely at the Headteacher's discretion and is not a parental right.

If we do not authorise a leave of absence and the parents still take their daughter on holiday, the absence is unauthorised and will be recorded with a 'G' code.

If the leave of absence for holiday is not authorised either the school or the local authority may issue a penalty notice taking into account individual circumstances such as the current level of attendance.

Children in Entertainment

Girls are encouraged in their extra-curricular activities and when involved in performances where the public is charged to have access, e.g. pantomimes, with professional companies an entertainment licence will be necessary.

To obtain a licence, an application must be made by the producer or organiser of the event to the Education Welfare Service from who further details can be obtained.

Fixed Penalty Notice (FPN)

An FPN may be issued in cases of unauthorised absence and may be considered appropriate in any of the following circumstances.

- In cases of overt truancy.
- In cases of parentally condoned absence where this can be demonstrated.
- In instances of unauthorised holidays in term time.
- In cases of persistent late arrival at school after the register has closed.

Further details can be obtained from the Educational Welfare Office on 01270 375281 or on the Cheshire East website.

In Conclusion

We hope that this information will be useful to you and that students, parents and the school can work together to bring girls' attendance as near to 100% as possible. If you would like to ask about anything regarding attendance, please feel free to contact your daughter's Form Teacher or Achievement Coordinator or Miss R Darlington, Deputy Headteacher.

The school telephone number is **01270 765031**.

What should I do if I feel unwell at school?

Nurse Practitioner

If students feel unwell or need first aid, our Nurse Practitioner, Mrs Louise Hulme, will be available from 8.15am to 3.15pm each day. During lesson times, students must first request permission from their teacher before going to see her. If you need to take medicine at school you should bring a letter from home. Your medicine should be handed in to the Nurse Practitioner for safe keeping.

Mrs Hulme offers a confidential service, which may include advice regarding topics such as contraception or sexual health screening, coping with stress or dealing with any other worries or concerns.

In addition, the East Cheshire NHS School Nursing Team also provide a drop-in facility for students usually on Mondays or Thursdays between 12.15pm and 1.15pm in the Parent Interview Room.

Safeguarding Young People

Making sure that children and young people are safe, healthy and happy is everyone's responsibility but sometimes children and young people may be hurt by other people such as a parent or carer, a friend, relative, someone who works with them, by a stranger or sometimes by other children or young people.

If something is worrying you or making you scared and you are not sure it's abuse, it's important to talk to someone you trust. It may be very difficult to talk about some of the things that have happened. You may feel frightened or be worried that you may get someone into trouble, but this should not stop you from talking to someone about it.

Remember - abuse is wrong and it is never your fault. All children and young people have the right to be safe from being harmed in any way. Let someone help to make things better for you.

What is harm?

Harm is ill-treatment or child abuse. Here are some examples. Emotional abuse, Neglect, Physical abuse, Sexual abuse, Bullying and Discrimination. Abuse creates all kinds of emotions, including feeling frightened, confused, alone, guilty, unloved, and ashamed.

What should I do if I think I am being abused or may have been abused?

You could phone the Cheshire East Consultation Service on 0300 123 5012 and speak to someone who will listen and be able to give you advice and support. You can also phone Child Line on 0800 1111 which is free, confidential and open 24 hours.

Talk to the following people in school:

Sandbach High School and Sixth Form College Designated Child Protection officers are:

Miss Rebecca Darlington, Deputy Headteacher – Designated Safeguarding Lead
Ms Nicki Oyler, Assistant Headteacher
Mrs Louise Hulme, Nurse Practitioner } Deputy Safeguarding Leads

or any other member of staff will be able to help as they are also trained in safeguarding.

What are my rights?

You have the right to:

- Be listened to and have your views respected.
- Be supported throughout the investigation by the Social Worker and
- sometimes by someone else who may speak on your behalf.
- Be involved in what is happening.
- Have decisions explained to you.
- Complain if you do not feel that you are being treated properly.

Counselling Service

We offer a limited counselling service in school to help and support students. We are able to offer appointments as they become available.

What is a Counsellor?

A Counsellor is a person who listens to you and guides you to be able to deal with whatever is troubling you. A Counsellor can also be a person who helps you explore your choices.

Why would I talk to a Counsellor?

Students find that they want to talk to a Counsellor if they need help in dealing with a problem, this may be a family situation, difficulties with parents, difficulties with friends, feelings of unexplained sadness, stress at school, anger management. There are other people – parents, teachers and friends who can help in these situations, but sometimes you may prefer to talk to someone who does not know you quite so well and who will not judge you on any decision that you might make.

When can I see a Counsellor?

Our Counsellor is available in school and the appointments are made so that it is not the same lesson or subject that you miss each week. The first appointment is made for you and any subsequent appointments are up to you and your Counsellor to decide.

How long do I have to go for?

That is entirely up to you, some people go only a few times, others for several weeks.

How do I make an appointment?

You can make an appointment through your Achievement Coordinator or Miss Darlington. Students in Years 7 to 9 need to have permission from a parent/carer (your AC can help you with this if you think it may be difficult). Years 10 and 11 can self-refer, that is, without parental permission. Students in Years 12 and 13 can make appointments through their Form Teacher, Mrs Clark, Mr Abbotson or Mr Troth.

How confidential is the Counselling?

Counselling is completely confidential. The only time a Counsellor would have to discuss your case with someone else is if she believed that you were in some sort of danger.

Where is the Counselling held?

Counselling is held in school in an area of school which is easily accessible but private.

If you have a problem but don't want to deal with it in school you can contact VISYON, an organisation which helps young people cope with their problems – on 01260 290000, or www.kooth.com.

Good Citizen Charter

Compiled with the help of the Chimney House Pupil Voice Team
(copy in student planner)

This list applies to everyone in our community – students, staff, and parents.

1. What you put into life, work or school, you get out - this is your one chance!!
2. Take ownership of your actions and their consequences.
3. Be considerate of other people emotionally (remember, good manners cost nothing and really can make a difference) and physically (e.g. be careful in the corridors!).
4. Be organised and on time - each day is unique, and it's the only chance you get to have it.
5. Be proud of your school and yourself! Take pride in your uniform/appearance and your environment (for example, don't litter!).
6. Respect for every member of our school community - teachers, students, teaching assistants, support staff, caretakers, mid-day assistants...
7. Respect other people's property.
8. Make the choice to build people up, not break them down!
9. Respect all members of the community's privacy including your own. Not every aspect of your life needs to go on Facebook/Twitter (remember future employers seriously look at this, and nothing is ever truly deleted!).
10. Remember, you only get to live this life once, strive to be happy.

Homework Policy

1. Homework will be set whenever possible on a regular basis. There is no question of the fact that, given proper attention, most students derive great benefit from doing work on their own.
2. "Whenever possible" takes into account the fact that there are in the school students whose academic level of achievement is so limited, or whose home circumstances are so disadvantaged, that problems will arise. Some students [a few] may not be capable of written work on their own, or may need the kind of help which can only be given at school. For others, the act of taking books home may bring open antagonism from other members of the family. Such cases are likely to be rare, but they call for all the professional expertise the teacher has at his or her disposal. Encouragement, patience, tact are the operative words.
3. Teachers should endeavour to create the situation where homework is done willingly and as a matter of course by all students. Reports should be given to the Curriculum Leader about students who are failing to complete set work. Where necessary, the help of the Form Teacher or the Achievement Coordinator may be sought. It will often be advisable to enlist the co-operation of the parent.
4. A register of all homework set will be kept by each member of staff in his or her record book. Homework is also to be set by the teacher using the Parent App so parents can see the work to be completed.
5. Twenty to thirty minutes per subject is thought to be a reasonable requirement for students in Years 7 and 8, the total time per evening not to exceed one and a half hours. Over the next three years this amount should gradually be increased to about 15 hours per week for students in Year 11. Sixth Formers work according to their individual needs.
6. During the first weeks of the Autumn Term Achievement Coordinators arrange a satisfactory timetable of homework for all students in KS3. This is done by negotiation and Subject Teachers are asked to abide by the timetables arranged. All homework timetables should be in operation not later than the beginning of the third week of the Autumn Term.
7. Achievement Coordinators discuss timetables with Form Teachers to ensure an even distribution of work.

8. It is not expected that all forms within a year group will do the same subjects for homework on the same evening. It is, however, essential that Curriculum Leaders ensure that their Subject Teachers give classes which are comparable in age ability the same number of homeworks each week and that, where practicable, the homework is of a similar type and pattern, e.g. one written and one learning homework. Curriculum Leaders should ensure that subject teachers set relevant and useful work with the emphasis being on quality not quantity.

9. The Student Planner and Parent App provides the school with a vital link between home and school. Both will contain details of all homework given to students and thereby allows parents to become personally involved in the education of their children. The keeping of a neat and detailed Student Planner is an integral part of our students' education. It teaches them skills of organisation and self-discipline.

The Form Teachers for all students in Years 7 to 11 must ensure that each Student Planner is checked and signed every fortnight.

Space is provided in the Planner for parents/carers and teachers to comment and any matters raised must be dealt with immediately by the Form Teacher or passed on to the Achievement Coordinator where appropriate.

Years 7 and 8 each homework should last about 20 to 30 minutes, total time approximately 1½ hours per evening.

Year 9 each homework should last about 30 to 40 minutes, total time approximately 1½ to 2 hours per evening.

Year 10 and 11 homework will vary owing to the nature of the GCSE courses, but should be approximately 2 hours per evening.

A minimum of 2 days should be allowed for students to complete homework.

Parents/carers can 'sign off' homework if their daughter has worked on it constantly for over 20 to 30 minutes (Years 7-9).

For KS3 English, Maths, Science and MFL to set homework once a week. Technology, Geography, History, RS, ICT, Art, Music, Drama to set homework once a fortnight.

Rewards

We hope to encourage the girls to produce their best at all times. All certificates may be taken home to show parents/carers, but are returned and kept in the Form Teacher's individual student achievement folders as part of a student's Record of Achievement. For Key Stage 3, these are presented at Year 9 Presentation afternoon in July.

Ready to Learn (r2L) Merit System – Years 7 and 8

This system has replaced the old style merit point system and is designed to encourage students to become independent, resilient and successful learners, able to show that they are 'Ready to Learn' in lessons. The merits are awarded by subject teachers when they feel that a student has effectively demonstrated one or more of the r2L characteristics within a lesson. These points are kept on a card and for every 20 points the following certificates are awarded:

Bronze 1	Silver 1	Gold 1	Platinum
Bronze 2	Silver 2	Gold 2	Platinum+
		Gold Star	

Merit badges are awarded in addition to certificates for the Gold Star and Platinum awards.

Star Awards – Year 9

A student can receive three of these in Year 9, they are nominated by their teachers and must gain at least 7 nominations in any one term. They are to reward consistent hard work, reliability with homework, equipment etc and a polite and cooperative attitude in class.

Senior Curriculum Awards – Years 10 and 11

These are awarded potentially each term to Year 10 and 11 students. All of a student's teachers are invited to nominate members of their classes. The award is achieved if a girl receives 7 or more nominations in a term. The awards are Bronze, Silver, Gold, Platinum, and Platinum Plus. If a student achieves the highest award she will receive an engraved pen along with her certificate.

Commendation awards are presented in recognition of hard work and encouraging academic progress. Following nomination by the Form Teacher, these are awarded each term and limited to one per form in Key Stages 3 and 4.

Attendance Certificates are awarded to girls who achieve 100% attendance in a term. One term's full attendance is rewarded with a Bronze certificate, two terms' with Silver and three terms' with a Gold certificate and badge.

Full Sports Colours in the form of a special tie in Years 10 and 11 for excellence in, or service to, a particular sport or sports in general over an extended period of time.

Half Colours for Sport in the form of a lapel badge are awarded to girls in the lower school who have shown excellence and/or commitment to sport over a long period of time.

Music Colours in the form of a special tie are awarded from Year 8 onwards for outstanding commitment to a range of extra-curricular Music clubs, as well as the Music department in general. This includes consistently high attendance at both rehearsals and concerts.

Behaviour for Learning (BfL) Awards - Students are given a BfL mark each lesson. The girls with greatest number of 1s awarded in a term from each form will be presented with a certificate and badge. Unfortunately, on occasions, we also need to resort to implementing sanctions when students do not keep to, in effect, the straightforward code of conduct in the school. Often a word of warning will suffice.

Departmental Awards - There are many opportunities to achieve recognition within individual curriculum areas with awards such as, for example, Student of the Term, Geographical Genius or by taking part in departmental competitions. Some awards reflect attainment, others relate to commitment or enthusiasm for a subject. Students may be awarded certificates, lapel badges, have articles published in On Track or their work exhibited in school.

Postcards are also awarded for achievement above that for which merit points are normally given. Such an achievement can be, for example, exceptional work, extra research for a piece of homework or project, or a pleasing contribution to the life of the school. These postcards are given to the girls who, we hope, will take them home to show off and then return to keep in their Record of Achievement.

Sanctions

Naturally we take greater pleasure in rewarding the girls than imposing the sanctions described below. However, we feel it is important for you to know how our discipline structure works, and that it is our aim to encourage your daughter to take responsibility for her own actions. By working together we can hopefully prepare her for her role as a valued member of society.

Punctuality is expected at all times. If a girl arrives late to school without a valid reason, she will be expected to explain her lateness at break-time that day. Persistent lateness will lead to a Headteacher's After School Detention.

Departmental Detentions are imposed when a girl does not produce her homework, fails to bring the correct equipment or behaves badly in a lesson. The detention is held in the department in which the offence occurs. These departmental detentions run for half an hour during lunchtime and are staffed by members of the department.

Tuesday Lunchtime Detentions run from 12.15pm to 12.45pm are more serious and are supervised by members of the School Leadership Team. Offences include persistent inappropriate behaviour, regularly producing no homework, being in the wrong place at the wrong time, inappropriate use of a mobile phone etc.

Wednesday Lunchtime Detentions are for uniform offences and are supervised by the Deputy Headteacher and last from 12.15pm to 12.45pm.

Thursday Lunchtime Detentions from 12.15pm to 1.00pm are supervised by members of the School Leadership Team. These are for very serious offences such as failing to attend a subject detention, graffiti, smoking, leaving school premises without permission and rudeness to a member of staff. A letter will be sent home by the appropriate Achievement Coordinator or Deputy Headteacher.

Headteacher's After School Detentions - For very serious offences including truancy, persistently failing to meet the expectations of the Good Citizen Charter and regularly finding herself in a lunchtime detention or failing to turn up to a detention for no good reason, a student may be placed by the Headteacher in an after school detention from 3.15pm to 4.15pm. A letter will be sent home by the Headteacher.

On those rare occasions when a student is placed in an After School Detention and who fails to attend they will immediately find themselves placed in detention for two hours after school on a Friday between 3.15pm and 5.15pm. Similarly, if a student receives a second After School Detention in any half term for failing to attend a lunchtime detention then they will go on the Friday detention list instead of completing a subsequent lunchtime detention.

Fixed Term/ Permanent Exclusion – In extreme cases, a student who persistently flaunts the School's expectations of good behaviour and demonstrates herself to be unreliable may lose the privilege of taking part in school outings/activities and could find herself excluded internally, for a fixed term or permanently excluded.

Confiscation of items - Items such as excess jewellery, electronic devices and mobile phones may be confiscated as part of the implementation of the school's behaviour policy. Arrangements should be made for the return of such items. However, the person who confiscates an item is not liable for loss or damage to such an item.

Mobile Phones and Electronic Devices Policy

(copy in student planner)

Mobile phones and electronic devices now include many additional functions such as an integrated camera, video recording capability, instant messaging, office applications and access to the internet. These allow immediate access to email, searching for information on the internet and other functions such as access to social networking sites.

For many young people today the ownership of a mobile phone or electronic device is considered a necessary and vital part of their social life. When used creatively and responsibly they have great potential to support a student's learning experiences. In recent years we have had incidents of poor conduct where mobile phone or electronic devices use has been a feature. This has been particularly difficult to address if it is an element of bullying.

Bullying, intimidation and harassment are not new in society; however bullying using a mobile phone or electronic device represents a new challenge for schools to manage. Parents/Carers and students should be clear that misuse of mobile phones and electronic devices will not be tolerated. The following are examples of misuse but are not exclusive. 'Misuse' will be at the discretion of the Headteacher:

- The deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Instagram or Snapchat.
- Bullying by text, image and email messaging.
- For 'sexting' (the deliberate taking and sending of provocative images or text messages).
- Students posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others.
- Making disrespectful comments, misrepresenting events or making defamatory remarks about staff, other students or visitors to the school.
- General disruption to learning caused by students accessing mobile phone or electronic devices in lessons.
- Students phoning parents/carers immediately following an incident so that the ability of staff to deal with an incident is compromised.
- Publishing photographs of vulnerable students, who may be on a Child Protection plan or who are not allowed to be part of any school publicity. This may put them at additional risk.

Misuse of a mobile phone or electronic device will be dealt with using the same principles set out in the school behaviour policy, with the response being proportionate to the severity of the misuse. Students are aware that serious misuse may lead to the confiscation of their mobile phone or electronic devices, communication with parents/carers and the imposition of other sanctions up to and including exclusion from school. If the offence is serious it will be reported to the Police.

Rules for the Acceptable Use of a Mobile Phone or Electronic Device in School by Students

Students are allowed to bring mobile phones or electronic devices into school. If they choose to do so it is on the understanding that they agree with the following restrictions, namely:

- The mobile phones or electronic device must be left in their school bag or in their locker when on the school premises. They must be switched off during these times. It is not acceptable for them merely to be put on silent.
- No student may take a mobile phone or electronic device into a room where examinations are being held.
- The security of the mobile phone or electronic device will remain the student's responsibility in all lessons, including PE lessons. In PE lessons, for example, there will no longer be a 'safe' box for mobile phones or electronic devices. Students will be encouraged to place it in their locker for safe keeping.
- Mobile phones or electronic devices may be taken on school trips or extra-curricular activities but if an accompanying member of staff feels the phone has been used inappropriately (see below) then the content on the device (e.g. messages, emails, pictures, videos, sound files) will be shown to a teacher.
- If a child is attending an after school club, it is the discretion of the teacher if the phone can be turned on.

Unacceptable Use

Whatever the circumstances, the school will consider any of the following to be unacceptable use of the mobile phone or electronic device and a serious breach of the school's behaviour policy resulting in sanctions being taken:

- Photographing or filming staff or other students without their knowledge or permission.
- Photographing or filming in toilets, changing rooms and similar areas.
- Bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.
- Refusing to switch a phone off or handing over the phone at the request of a member of staff.

- Using the mobile phone or electronic device outside school hours to intimidate or upset staff or other students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school.
- Using a mobile phone or electronic device outside of school hours in such a way that it undermines the stability of the school and compromises its ability to fulfil the stated aim of providing 'a clear moral and ethical lead'.

Sanctions

Students and parents/carers are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines, following the schools behaviour policy. In addition:

- Students and their parents/carers should be very clear that the school is within its rights to confiscate the mobile phone or electronic device (including SIM card) where the guidelines have been breached.
- Using the device outside school hours to intimidate or upset staff and students or undermine the stability of the school in any way will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.
- If a device is confiscated, school will make it clear for how long this will be and the procedure to be followed for its return.
- Students and parents/carers should be aware that the Police will be informed if there is a serious misuse of a mobile phone or electronic device where criminal activity is suspected.
- If a student commits an act which causes serious harassment, alarm or distress to another student or member of staff the ultimate sanction may be permanent exclusion. School will consider the impact on the victim of the act in deciding the sanction.

Confiscation procedure

If a mobile phone or electronic device is confiscated then the school will endeavour to contact the parent/carer to inform them it has been confiscated. It is then the parents/carers responsibility to ensure that safeguarding measures are put in place for their child both to and from school and out of school hours. The confiscation procedure is:

- On the **FIRST** occasion the device will be confiscated for **TWO SCHOOL DAYS** – the student will be able to collect it from main reception when the confiscation period ends.
On **SUBSEQUENT** occasions the device will be confiscated for **FIVE SCHOOL DAYS** - the student will be able to collect it from main reception when the confiscation period ends. **PLEASE NOTE THAT WEEKENDS AND BANK HOLIDAYS DO NOT COUNT AS SCHOOL DAYS.**

- If a student continues to abuse the policy, permission to have a mobile phone or electronic device in school WILL BE REMOVED. The mobile phone or electronic device will only be returned to a parent/carer who will be required to visit the school by appointment to collect the item.
- The confiscation will be recorded in the school behaviour log for monitoring purposes.
- We will seek to ensure that confiscated equipment is stored in such a way that it is returned to the correct person.
- If a device has been confiscated and a parent/carer needs to pass an urgent message to their daughter then the school receptionist will take the message and make sure it is passed on. The telephone number to contact school is 01270 765031. Should a student need to ring home, for educational reasons, then the school receptions will facilitate this.

Where the phone has been used for an unacceptable purpose

- The Headteacher or a designated staff member will have the right to view files stored in confiscated equipment and if necessary seek the co-operation of parents/carers in deleting any files which are in clear breach of these guidelines unless they are being preserved as evidence.
- If required, evidence of the offence or suspected offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen. We will consider whether an incident should be reported to the Local Safeguarding Children Board.
- The designated staff member should monitor repeat offences to see if there is any pattern in the perpetrator or the victim which needs further investigation.

Engaging our School Community

SIMS InTouch

As part of our drive to improve our communication with you, the school uses an electronic communication system, SIMS InTouch, to allow us to communicate with you via text message or email. This enables us to send you alerts if your daughter is not in school or notices if the school is suddenly closed because of bad weather, for example. The number from which text messages will be sent is **07860 095607**, which you may wish to save to your phone for future reference. You can text this number to advise us if your daughter is going to be absent from school. However, if you would like to speak to someone about your daughter, you will need to ring the main school number which is **01270 765031**. Emails will be sent from 8954123@capita-intouch.co.uk and you may wish to add this to your contacts or safe senders list.

The school will use the email address and mobile number held in our database for the first point of contact. If you are not certain that we have your correct details or you need to update them, please contact the school on 01270 765031 or by email office@sandhigh.cheshire.sch.uk. Alternatively, you can update your details via the data collection facility in the Parent App.

SIMS Parent App

In common with most schools and to ensure the most effective use of available resources, Sandbach High School operates a paperless reporting system. All Progress Reports and Subject Reports can be accessed via smartphones, tablets or PCs through the Parent App. This allows parents/carers to obtain information relating to their daughter's attendance, timetable, and homework. Parents/carers can also update their own or their child's personal information by completing the online data collection facility. For those without access to smart phones or computers, paper copies will be available upon request.

We believe that your ability to access information will help you to gauge your daughter's progress and provide a focus for discussion about her learning.

You will be sent activation details, containing a link which last for 90 days, shortly after your child joins the school.

Biometrics

At Sandbach High School and Sixth Form College we have been successfully using biometric identification finger scan technology for cafeteria purchases and in the library since 2009. This may be extended to the way in which students print work from the School's computer network. Biometric identification provides a more efficient service to students and staff, uniquely identifying each individual.

The biometric identification systems operated at SHSSFC measure around 10 to 20 aspects of the finger to form a feature template, which uniquely identifies each student and member of staff. **The image of the fingerprint itself is not recorded or stored and cannot be regenerated from the digital data.** SHSSFC will store the biometric information collected securely in compliance with the Data Protection Act 2018. We will only share this information with the suppliers of our biometric identification systems and will not unlawfully disclose it to any other person.

Written parent/carer consent is required to take and process biometric data from your child's finger. If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will provide, where possible, reasonable alternative arrangements that allow them to access the relevant services.

Please note that when your child leaves the School, or if for some other reason she ceases to use the biometric system, her data will be deleted.

If you require any further information regarding biometrics, please contact Mrs Helen Hulse, Finance Manager.

Publicity

Your consent will be requested for your daughter's image to be used by the school for publicity purposes. This could include publication in the school magazine (OnTrack), prospectus, on the school website/via the school's social media accounts or in newspaper articles.

Parents/carers and relatives of students should note that any photographs or video film they take at school events are likely to contain images of other children who will not have given permission to be filmed or photographed. Such images should not be circulated more widely than the family, i.e. they should be for the family's use only. Any photograph or video film taken by parents or relatives must be solely for the individual family's use and must not be distributed more widely or posted on social media accounts.

Parent Pay

Once your child has been admitted, the Finance Department is able to accept payments online for school meals, school trips, music tuition and other miscellaneous items. This facility is available by using a secure website called ParentPay where you can pay online using your credit or debit card, details of which will be sent to you once your child has joined the school.

We are hoping that everyone will benefit considerably from using this facility. ParentPay is easy to use and you have the freedom to make payments whenever you want, 24 hours a day, 7 days a week. Many parents/carers will welcome the certainty that money paid using ParentPay will reach school securely and students will no longer have to take responsibility for carrying money to school. Alternatively, if you do not wish to set up a ParentPay account, you can pay by cheque or cash by visiting the school in person.

Any student who is eligible for free school meals will automatically have their account credited with a daily allowance, which can be topped up via ParentPay or another method of payment if required.

Lost Property Policy

(copy in student planner)

Clothing/items of school equipment etc.

- Items handed in will be checked for identification and where possible will be returned to the owner.
- Un-named items will be dated and held in the Site Maintenance office for three weeks.
- After three weeks any unclaimed items will be sent to local charity shops.

Jewellery, watches, keys, spectacles

- Items handed in will be checked for identification and where possible will be returned to the owner.
- Un-named items will be dated and held in the site maintenance office.
- Students have the opportunity to check for lost items during break and lunch times.
- Any items remaining unclaimed after ONE YEAR will be disposed of via a retailer of such goods and the proceeds donated to charity.

Reminder

All clothing brought into school should be suitably named.

Jewellery other than for a watch and a single pair of earrings is not to be worn.

Where earrings are worn they should be either of the stud variety or a small loop - no larger than a 5p piece. Facial piercings of any type are not permitted.

Please note that the school does not accept any responsibility for loss of, or damage to, personal property whilst on or left at the school premises.

Internet Use Policy

(copy in student planner)

You are in charge of your own good behaviour on the Internet, exactly as you are in a classroom or school corridor, and normal school rules apply.

The school pays for access to the internet so that you can carry out research and communicate with others. You must have your parent/carer's permission to use the internet before you will be allowed to do so in school. Remember that Internet access is a privilege, not a right, and you will be held responsible for everything you do. You have signed an agreement about your use of the Internet and you will be expected to keep to it. You also need to understand that sometimes staff have to check to make sure the system is being used properly, so any files you save on servers or disks will not always be completely private.

In lessons and study periods your teachers will guide you to suitable materials for your research. At home your parents/carers will do the same, just as they keep an eye on what you watch on TV or video, listen to on the radio or say/text on your mobile, to make sure you are not doing anything silly, dangerous or offensive.

When you use the computer network in school, you must make sure that you never:

- send or display offensive messages or pictures
- use obscene language
- insult, attack or harass other people
- use social media sites at any time during the school day
- damage computers or the computer system in any way at all
- break copyright laws
- give your own (or anyone else's) personal details, such as email address, home address, or telephone numbers or images
- use passwords belonging to other people
- open files, folders or other work which is not your own

Remember

1. *If you break the above rules, you will not be allowed to use the internet. The ban may be permanent.*
2. *There may be further disciplinary action such as detentions or – in the case of really bad behaviour – exclusion from school.*



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