



July 2014

Dear Parents

NEW INTAKE: SEPTEMBER 2014

May I take this opportunity to welcome you into the community that is Highcliffe School I am delighted to be joining Highcliffe as the new Headteacher from 1st September 2014, and look forward to getting to know you and your son or daughter over the coming years. I am joining Highcliffe after nearly 6 years as Headteacher of Carr Hill High School, a large, high-performing 11 to 18 mixed comprehensive school in the market town of Kirkham in Lancashire. I was appointed to Carr Hill shortly after it failed an Ofsted inspection in 2008. It is now consistently the highest performing school of its type in Lancashire and among the highest performing of its type nationally. I'm excited to be given the opportunity to lead Highcliffe School to further success, building on the years of excellent leadership by Ms Potts who, together with her staff, has made Highcliffe the wonderful school it is today.

Tonight's programme is a special occasion whereby we can begin to forge our home/school partnership. We are delighted that you have chosen Highcliffe and are well aware of the trust that you place in us. Your son/daughter will be with us until they are 18 years of age, arriving as children and leaving as mature responsible adults we are proud of.

Our Home/School Agreement reflects all of our best efforts to ensure that your son or daughter's time at Highcliffe is a happy, secure and successful one. I believe that through our partnership we will mutually encourage your son or daughter to make the most of the opportunities at Highcliffe.

Attached are a variety of forms, some of which need to be completed and some which are optional. Please complete the relevant forms and return these at your earliest convenience, marked for the attention of the Student Support Office.

Further useful information and guidance for parents and new students is available on our website at www.highcliffeschool.com by following the link 'New Intake Information and Guidance'. We do hope that you find this information useful; please do not hesitate to contact the school should you require clarification or further information.

Finally, it is our aim that you find this evening to be welcoming and informative. We always value feedback so please do not hesitate to pass on your comments about the evening and information to me.

Yours sincerely,

Patrick Earnshaw BA (Hons) MA
Headteacher Designate

Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD

Deputy Headteacher
Mr N Campbell BA (Hons)



Deputy Headteacher
Mr N O'Connor BSc (Hons)

The Governors and Staff welcome our new parents to the school and would like to convey our thanks to all parents for their active support during the year.

You, as parents, support both son or daughter and the school. Here are some examples:

- Ensuring that your son/daughter attends school and is punctual
- Encouraging and promoting respect and appreciation for the community and school environment
- Bringing to our attention and/or helping to resolve issues which affect well-being and success
- Avoiding traffic congestion and potential hazards at the main school gate
- Providing full school uniform, PE kit and equipment
- Ensuring compliance with the dress and jewellery code
- Providing a warm, private space for home study and assisting with home study as and where appropriate
- Attending if applicable, Catch Up and Booster classes
- Enabling attendance to attend Summer School ensuring that it is a great success
- Attending parents' evenings and tutor evenings
- Supporting and enjoying a range of performances including Rock Challenge
- Attending the Language Learning sessions at Highcliffe with your son or daughter
- Helping involvement in extra-curricular sport and clubs
- Actively encouraging your son or daughter to participate in trips, visits and other extra curricular activities
- Being a Governor of the school
- Providing opportunities for work experience and work related projects and activities
- Being able and willing to make a voluntary and valuable contribution to School Fund

Overall, you invest a considerable amount of time, care, love and support to help your son/daughter develop strong self-esteem, confidence, positive values and develop their capability to learn well from an early age.

Thank you everyone.

Martin Axton
Chair of Governors



Our Goal

To ensure that all students learn to their full potential in an informed, caring and supportive environment and that challenging learning experiences develop students as successful confident young adults.

Our Vision

"I believe in using what you have, instead of mourning for that which you do not. In thirty years' time, I want to be able to look back at my youth and know that I used my talents fully: that I wasted nothing."
A Highcliffe School student

Mission

"Our mission is to establish, for all our students, a challenging and productive learning environment which is both academically and vocationally relevant.

We seek to share with our family of schools and our local community the opportunities, resources and expertise necessary to raise standards of achievement and participation at all ages, in the study and appreciation of foreign languages and cultures.

We aim to equip our students of all levels of ability with the skills, Knowledge and attitudes they need to enter into rewarding employment or training as further steps along a path of life-long learning."

Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD

Deputy Headteacher
Mr N Campbell BA (Hons)



Deputy Headteacher
Mr N O'Connor BSc (Hons)



Yoroshiku **Welcome!** Bienvenue

Bienvenidos Willkommen Benvenuto



Mission Statement - Modern Foreign Languages

Our mission is to establish for all our students a challenging and productive learning environment which is both academically and vocationally relevant.

We seek to share with our family of schools and local community the opportunities, resources and expertise necessary to raise standards of achievement and participation at all ages in the study and appreciation of foreign languages and cultures.

We aim to equip our students of all levels of ability with the skills, knowledge and attitudes they need to enter into rewarding employment or training as further steps along a path of life-long learning.



Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY

WHO'S WHO – MAKING CONTACT



Introducing the Team for your son/daughter (September 2014 intake)

FIRST POINT OF CONTACT IS YOUR SON/DAUGHTER'S TUTOR

Head of Achievement – Year 7

Head of Achievement – Year 8

Head of Achievement – Year 9

Head of Achievement – Year 10

Head of Achievement – Year 11

Director of Sixth Form

Head of Particular Needs

Mr J Garner

Mrs J Bewley

Mr A Goddard

Mr J Dean

Mr P Evans

Mrs A Karanja

Mrs C King

Deputy Headteacher

(Director of Curriculum Programmes)

Mr N O'Connor

Deputy Headteacher

(Director of School Self Evaluation/
Progress)

Mr N Campbell

Student Support Worker – KS4

Attendance Officer

Student Support Worker - KS3

PA to the Head of Particular Needs

Mrs N Coombs / Mrs S Riley

Mrs S Riley

Mrs C Bentley / Mr T Barnes

Mrs C Breddy

Curriculum Leader of Careers
and Work Related Learning

Mrs H Finch

Student Support Worker – (14-19)

Sixth Form Office

Mrs H White

Mrs A Bower

Should you wish to raise any matter with staff, please contact the School –

Tel: 01425 273381 Fax: 01202 271405 e-mail: office@highcliffeschool.com

Attendance Line: 01425 282337

Medical assistance, lost property and general enquiries to Student Support Office.

Student Support Office

Medical Officer, Student Support Worker

Mrs L Harris, Mrs H Hardwicke

Mrs K Thompson

Free School Meals/Uniform Grant

Lockers and Music Lessons

Mrs J Ford / Mrs S Ruffell, Finance Office

Finance Office

Front Reception

Admissions Officer

Receptionist

Curriculum Support

Mrs T Heathman

Mrs L Patterson / Mrs L Harris

Mrs E Rogers



KEY DATES 2014-2015

AUTUMN TERM

Tuesday 2nd September – Friday 19th December 2014

Tuesday 2nd September – INSET DAY

Friday 3rd October – INSET DAY

Thursday 9th October - School Open Evening (**school closes 2pm**)

Half Term Holiday Monday 27th October – Friday 31st October 2014
(school closes 3.05pm Friday 24th October)

6th Form Progression Day (for Y11) Friday 28th November – **school closed for Y7-10**

Christmas Holiday Monday 22nd December 2014 – Friday 2nd January 2015 inclusive
(school closes 2pm Friday 19th December)

SPRING TERM

Monday 5th January – Friday 27th March 2015

Friday 30th January – INSET DAY

Half Term Holiday Monday 16th – Friday 20th February inclusive
(school closes 3.05pm Friday 13th February)

Easter Holiday Monday 30th March – Friday 10th April inclusive
(school closes 2pm Friday 27th March)

SUMMER TERM

Monday 13th April – Tuesday 21st July 2015
(school closes 2pm Friday 17th July)

May Day Bank Holiday – Monday 4th May

Half Term Holiday Monday 25th – Friday 29th May inclusive
(school closes 3.05pm Friday 22nd May)

Monday 29th June – INSET DAY (changed from 22nd June)

Monday 20th July – Curriculum Change INSET DAY
Tuesday 21st July – INSET DAY

INSET DAYS

Tuesday 2nd September 2014
Friday 3rd October 2014
Friday 30th January 2015
Monday 29th June 2015 (amended from 22nd June)
Monday 20th July 2015
Tuesday 21st July 2015

Issue 4 19.06.14

Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD

Deputy Headteacher
Mr N Campbell BA (Hons)



Deputy Headteacher
Mr N O'Connor BSc (Hons)



THE SCHOOL DAY 2014/15

08.30	Staff Briefing
08.35	Registration
09.00	Period 1
10.00	Period 2
11.00	Break
11.20	Period 3
12.20	Period 4 (including pm registration)
13.20	Lunch
14.00	Period 5
15.05	Close

During GCSE, A/AS, Mocks and Year 10 examinations, Period 4 and the lunch hour are reversed to provide an adequate break between examinations.



DAILY ROUTINES 2014/15



- **Respect** the rights of others and their property.
- **Be kind** to each other.
- **Arrive at school on time** and be in your tutor room at 8.35 a.m.
- **Cycle safely** to school: wear a helmet & put lights on your bike.
- Make sure you **sign in** at the Student Support Office if you are late.
- Parents should inform the school by telephone on each day of any absence. **Remember to bring a note when you return.**
- If you have to leave school for an appointment make sure you bring a **letter of explanation** from home. Show it to your tutor and at reception before you go.
- **Keep off** the field in wet weather.
- Place all **litter** in the bins provided to keep the school clean & tidy
- Make sure you only eat in the designated areas at **break & lunchtimes.**
- Make sure you understand what to do and where to go if the **fire alarm** goes off.
- **Change any trainers worn at breaktime before** entering the school building.
- Ensure that you **bring all the necessary equipment** to school e.g. PE kit, pens, organiser etc.
- **Arrive at lessons on time.**
- **Make full use of your organiser** for recording homestudy, collecting merits and recording your achievements.
- **Hand in homestudy and coursework assignments on time.**
- Make sure you visit 'My Highcliffe' on the Intranet regularly. **Keep your password secure. Do not misuse** email and other electronic forms of communication.
- **Walk on the right** hand side of the corridor in a safe and sensible way.
- Ensure that you have a suitable secure plastic bottle that you can fill with drinking water. **Drinking water is available** from drinking fountains and/or outdoor taps.
- **At lunchtime water is available free of charge** from the dining room. Students may also purchase mineral water if they so wish. **Water bottles should only be filled at break and not during lesson times.**
- **Take an active role in school life**, get involved in extra curricular activities, and take on the '**Highcliffe Challenge**'.
- If you do bring a **mobile phone** into school (it is not encouraged), the phone should be switched off when the school is in session. Make sure that it is placed in a safe place such as your locker. Bring some loose change to use the school telephone if necessary. **You are responsible for your phone's safety at all times.**
- Make sure that any other **valuable items** are locked away safely. **The school can take no responsibility for their loss or damage.**
- Year 7,8 & 9 students- cash in your **merits** regularly.
- Keep all areas and your possessions **free of graffiti. Do not** write abusive messages in any form.
- **Remember that the following should not be brought to school** – chewing gum, aerosols, thick marker pens, correction fluid or anything that may be harmful to others, **or that could be used as an offensive weapon.** Such items include blades, fireworks, toy guns, catapults and other hazardous material.
- **Do not** smoke to, from, or in school; do not bring in smoking related items.
- **Do not** bring alcohol into school.
- **Do not** leave the school premises at break or lunchtimes.
- **Only use** the front of school at break and lunch times as an access route.
- **Stay away from the cycle sheds** during the day.
- **Always** ensure that however you get to and from school that you need to show **care and consideration** for both yourself and others within our community.

*Our school is a learning community – to avoid any problems/distress, we encourage you **not** to bring valuable items in to school, e.g.: mobile phones, mp3 players, etc. You are responsible for any valuable items you choose to bring in to school.*



July 2014

Dear Parent and Student

Privacy Notices and the Data Protection Act 1998

Schools hold and process a variety of information on their students which is necessary to support their learning. From time to time, schools are required by law to pass on some of this information to other educational and healthcare organisations. This is in order to run the education and healthcare services.

Under the Data Protection Act 1998, the information held about students must only be used for specific purposes. Under the Act, the school is required to write to parents/ students to tell them about the types of data held, when it is held and to whom it may be passed. This is referred to as a 'Privacy Notice' and one has been included for you with this letter.

Where a student is younger than 12 years old, the Privacy Notice is provided to the parent (or the person with parental responsibility). The parent is encouraged to share it with the student if the student is able to understand it.

Where a student is aged 12 or more, we issue the Privacy Notice to both the student and the parent.

When a student reaches the age of 16, we re-issue the Privacy Notice. For students of 13 years and over, the school is legally required to pass on certain student information to the provider of youth support services in their area. – This is the Local Authority support service for all young people aged 13 to 19 in England. **However, parents, or the students themselves once they are aged 16 or over, can ask that no information beyond the name and address (which is compulsory for student and parent) be passed on.**

If you have any queries regarding Privacy Notice and/or the Data Protection Act 1998, please do not hesitate to contact the school.

Yours sincerely

Judith A Potts
Headteacher

Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD

Deputy Headteacher
Mr N Campbell BA (Hons)



Deputy Headteacher
Mr N O'Connor BSc (Hons)



Privacy Notice - Data Protection Act 1998

Highcliffe School is Data Controller for the purposes of the Data Protection Act 1998. We collect information from you, and may receive information about you from your previous school and from the Learning Records Service. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Department for Education (DfE) and also pass information to the Local Authority to support the welfare and learning of students.

For the administration of examinations we will also pass information to the Joint Council for Qualifications (JCQ) and the awarding bodies. A copy of the JCQ Fair Processing Notice to Candidates is available from the school's website.

Once you are aged 13 or over we are required to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both you and your parent(s) name and address, and any further information relevant to the support services' role.

However, you (if you are over 16) or your parents can ask that no information beyond name, address and date of birth be passed to youth services provider. Please inform the school if you wish to opt-out of this arrangement.

If you want to see a copy of the information we hold and share about you then please contact the school.

If you require more information about young peoples' services and how the LA and/or DfE store and use your information, then please go to the following websites:

<http://www.dorsetforyou.com/privacynotice>

<http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/b00212337/datause>

If you are unable to access these websites, please contact the LA or the DfE as follows:

Data Protection Officer
Records Management
Dorset County Council
Colliton Park
DORCHESTER
Dorset
DT1 1XJ

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.dorsetforyou.com
Email: d.j.wilson@dorsetcc.gov.uk
Tel: 01305 225175

Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Tel: 0370 000 2288

Highcliffe School, Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD





WelcomePack/FSM&TravelAssistance/JFD/ERS

July 2014

Dear Parent

I would like to inform you of a change in Government Policy regarding travel assistance. Low income families in receipt of Free School Meals or the Maximum level of Working Tax Credit can obtain travel assistance if their son or daughter is attending any of the three nearest qualifying schools to their address and the school is more than 2 miles and less than 6 miles from home. A uniform grant of up to £100 every two years is also available for those in receipt of Free School Meals. It is important to claim for Free School Meals as not only will it benefit the family but also the school.

Will my son or daughter qualify for Free School Meals?

To get free school meals you must be in receipt of one of the following qualifying benefits:

- Income Support (IS) or
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual taxable income (as assessed by the Inland Revenue) which from 6 April 2014 does not exceed **£16,190** or
- Income-Based Job Seeker' Allowance (IB JSA) or
- Employment Support Allowance (Income Related) (ASA(IRA)) or
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

Where a parent is entitled to Working Tax Credit during the four week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school meals.

How do I apply for Free School Meals?

You can apply by telephone – call Dorset direct on 01305 224832 or Hampshire direct on 023 8062 9388.

How long will a Free School Meals award last?

The award will remain in place for as long as your son or daughter continues to attend a Dorset school and you continue to receive one of the qualifying benefits. You are required to notify of any changes to your benefit status which may affect your continued entitlement. You do not need to re-apply every year, automatic checks will be made to check the information given on your application.

My children attend different schools

The award is made for the family – you can include all your children on one form, as long as they all attend schools in Dorset.

How do I apply for a uniform grant and/or transport assistance?

Once eligibility for Free School Meals has been confirmed, an application form for uniform grant and/or transport assistance can be obtained from the school.

I do not want the school to know my financial situation

The arrangements for checking benefit evidence do not disclose how much you receive or even which Benefit you receive. The school will not be given any information regarding your financial situation.

I hope the above has been of use and that you will be able to apply for Free School Meals and other assistance.

Yours sincerely

Ms J A Potts
Headteacher



TRANSPORT TO HIGHCLIFFE SCHOOL FOR INTAKE SEPTEMBER 2014

From: Brockenhurst, Tiptoe, Sway, Bransgore, Hordle

For students who live in Hampshire, provided that Highcliffe is your closest designated school and you live more than three miles from Highcliffe School, Hampshire County Council will provide transport free of charge for September Intake 2014. This applies to all applications received before the closing date of 31st October 2013. However, you may be aware that Hampshire County Council changed its Transport to School Policy (wef September 2012) - if you are affected by the change in Hampshire policy you are advised to visit the Hampshire website, www3.hants.gov.uk/traveltoschool/school-transport/school-transport-policy-2012.htm, for further details.

Highcliffe School has worked with Hampshire County Council to help families affected by Hampshire's change of policy. As a Hampshire family living in Highcliffe School's catchment area, the cost of your child's transport on the Hampshire School Bus Service will be subsidised by the School. Please contact Mrs Heathman, via School Reception, for further details.

If your child is entitled to Free School Meals and you are in receipt of the Maximum level of Working Tax Credit, you may be entitled to travel assistance from Hampshire County Council. You should apply direct to Hampshire County Council. Application forms are available from the Passenger Transport Group on 01962 846924 or 845332.

Currently, transport is organised in coaches. Arrangements vary according to the numbers travelling.

If you live outside the area traditionally served by the school then you will be responsible for the transport arrangements for getting your son/daughter to school, including costs. Season tickets can be purchased for students in non-catchment areas if places fall available.

All **Dorset residents** are responsible for their own transport arrangements, including costs.

From: Mudeford Area

A public services Wilts & Dorset Bus No. X1 or X2 operates from Christchurch and travels through Mudeford stopping near the school. For the times of the bus consult the most recent timetable in case of changes www.morebus.co.uk

OWN TRANSPORT

If all else fails perhaps 'parent share' is a good idea. Parents who wish to do this could let Mr Jones (Assistant Headteacher) know and the school could inform you of any similar parents.

If you are dropping off (or picking up) your son/daughter, **please park on the school side only to avoid dangerous congestion.** Please be considerate to the local residents by not blocking access to their driveways.

Thank you.

TRAIN

If you choose to use the train as transport from either the Brockenhurst or Southbourne direction you will need to check the most recent timetable for times of arrival and departure. A network of alleyways provides a 15 minute walk from the train to school.

BICYCLE – see enclosed details





Home School Agreement

Name of Student: Tutor Group Date

The School will try to:

- address all forms of bullying where it comes to light.
- ensure that it cares for the health, safety, welfare and happiness of each student.
- provide an education that harnesses the potential of each student to encourage them to reach the highest standards.
- foster the moral, cultural and spiritual aspect of education.
- contact parents over concerns about their son/daughter's work or behaviour.
- monitor attendance and punctuality carefully and work with students, parents and the Educational Welfare Officer as soon as a problem is perceived.
- set and mark home study regularly.
- check use of home study organisers.
- provide regular information in the form of National Curriculum levels/GCSE grades, Records of Achievement reports and an annual parents' consultation evening.
- keep parents informed about school events through, for example, regular newsletters, letters for specific activities.
- encourage students to care for local community and school environment to and from school.
- foster use of Information Communication Technology (ICT) where possible and provide internal systems to allow secure and safe communication between members of the school.

The Parents will try to:

- work with school to support high expectation based on their son/daughter's potential.
- let the school know of concerns that may affect their son/daughter's education.
- support the school's policies for behaviour including rules about uniform (and cycle helmets if applicable) and the sanctions applied.
- ensure their son/daughter is punctual and attends school regularly providing a good reason in a note when required.
- encourage a respect for local community and school environment.
- encourage and support their son/daughter in completing home study.
- sign the School Organiser regularly.
- support their son/daughter in organising the bringing to school of correct equipment.
- attend parents' consultation evenings as necessary.
- show interest in the life of the school.

The Student will try to:

- show respect to the members of our school and the wider community.
- be polite, and helpful to all members of the school community.
- take responsibility for his/her own actions and be positive about improvement towards targets.
- do class and home study as well as he/she can, using School Organiser as a detailed record and planning tool.
- bring the correct equipment to school.
- wear school uniform and obey the rules.
- show care of surroundings by helping to keep the school free of litter and graffiti.
- behave suitably on the way to and from school whatever the form of transport.
- use the school's ICT provision as set out in the guidelines and use only the school's internal systems when communicating with members of staff electronically.
- act in a manner that is mindful of their own and others health and safety.

Signature of Parent Signature of Student Date

Signature of Headteacher



ICT Acceptable Use Guidelines for Students

Students are given the opportunity to make use of a wide range of Information Technology Systems. They are encouraged to make full use of the resources available. These guidelines are from the schools ICT Acceptable Use Policy which can be found on the school's website.

It is expected that all members of the school will use these facilities in a responsible manner for enhancing their studies. All equipment will be treated with respect and not abused. The full ICT Acceptable Use Policy is available on the school's website and should be read in conjunction with these guidelines for students.

Free access to the Internet will be available through a filtered service provided by the South West Grid for Learning. However there may be occasions when students will come across material which is not appropriate and on these occasions they will be expected to report the address of the material to staff so that steps can be taken to filter this material. Any attempts actively to search for inappropriate material or conceal the location of such material will be viewed very seriously. **The school uses software that logs Internet access and emails and this will be used to identify students who are abusing the service.**

All students must undertake to abide by the following code:

- Must only use the own user area and not attempt to access other user's files.
- Must keep their passwords secure and make sure no one else knows it. Passwords should not be easy to guess.
- May only use the computers/devices for school work or home study.
- May use flash drives or other media if installed on the computers, but only for purposes of transferring or saving their work.
- Must only send e-mails/messages to people known to themselves or with the permission of a member of staff.
- Must only send e-mails/messages that are polite and responsible and must not contain any personal information about themselves.
- Must report any damage to a member of staff immediately
- Must only use the school email/messaging system for school related messages.
- Must report to a member of staff any inappropriate messages they have received.
- Must report to a member of staff any inappropriate website, image, video clip or other content if they discover one is accessible from the schools computers.
- Are subject to checks of their computer and Internet usage. E-mails/messages may also be monitored.
- If students fail to abide by the above conditions, their Internet access will be blocked at the discretion of a senior member of staff. In severe cases network access may be removed.
- Must not attempt to breach the schools network security, intrude into other peoples 'e-space' or attempt to take the identity of another user (e.g. use another students username)
- Students must not contact staff via any 'personal systems' such as texting a member of staff or sending a message to a member of staff's personal account. Students can view the schools social network policy via the school website.



July 2014

Dear Parent

I would be obliged if you could complete the Cycling Permit application if your son/daughter is planning to cycle to Highcliffe from September. These will be processed and a permit issued during the first weeks of the new term.

We intend to maintain the current good level of maintenance of the bicycles brought to school and the excellent practice of helmet wearing. Thank you very much for your support and help in maintaining these aims. Helmets and other cycle safety equipment are available to purchase from the school, details of which are enclosed.

The Cycle Code for cycling to school is also enclosed and we would appreciate you going through them with your son/daughter to stress their importance. If a student is found not complying with these rules their permit will be removed and they will no longer be allowed to cycle to school. Typical problems that could occur are:

- Dangerous cycling
- Cycling without a helmet
- Using a bicycle considered unsafe
- Cycling whilst listening to an audio device
- Riding without lights, when necessary

We have recently upgraded the security of the cycle compound. However, a good cycle lock, the removal of the saddle and the ID marking of the bicycle are strongly recommended. It is vital that adequate insurance is also arranged to ensure compensation in case of theft.

If you have any concerns suggestions or queries, please contact me on 01425 273381.

Thank you for your support.

Yours sincerely

Mr M Yapp
Assistant Headteacher

Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD

Deputy Headteacher
Mr N Campbell BA (Hons)



Deputy Headteacher
Mr N O'Connor BSc (Hons)



Highcliffe School



CYCLING PERMIT REQUEST FORM

Name of Student (Please Print)

Tutor Group

Address:
.....
.....
.....

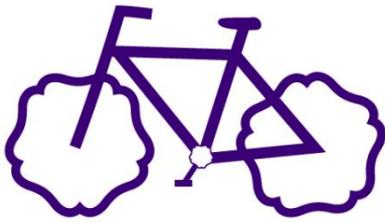
Please tick agreement –

1. My son/daughter’s bicycle is of suitable size
2. The brakes are in good condition
3. The tyres are in good condition
4. Obligatory lighting and reflectors are fitted
5. My son/daughter has a suitable carrier/back pack
6. My son/daughter will wear a properly fitted and secured safety helmet
7. I believe my son/daughter to be competent to ride a bicycle
8. I support the School Cycling Rules

Signature of Parent

Date

For Office Use Only				
Admin Number:	Entered on Integris By:	Date Entered:	Permit Issued By:	Date Issued:



CODE FOR STUDENTS WHO CYCLE TO HIGHCLIFFE SCHOOL

1. No student may bring a cycle on the school premises unless permitted to do so by the Headteacher.
2. The Headteacher will see that an application form is signed and presented by the parent, stating that the cycle is in sound and serviceable condition, including tyres, brakes, bell, lights and reflectors. A permit will then be issued.
Parents will need to agree that their children must wear a safety helmet whilst riding to and from school.
(Safety Helmets and other cycle safety equipment is available from the school at a very competitive price)
Application forms must be filled in and countersigned by the Staff member responsible before the Student is allowed to cycle to school.
3. The Student should know the Cyclists' Code, as contained in the Dept. of Transport Highway Code for Young Road Users "*Tales of the Road*" – A copy of which can be supplied to all applicants, free of charge.
4. Cyclists must dismount before entering the school gates and must not cycle on the school premises.
5. Although we have greatly improved security of our cycle shelters, students are strongly advised to provide their own, good quality cycle lock. Parents may also wish to arrange for cycle insurance through their own insurance company or advisor.
6. Students are strongly advised not to wear earphones for MP3 or other personal music players or mobile phones whilst cycling. This will disturb their concentration and traffic awareness.
7. Permission to cycle to school will be withdrawn from students who break the cycle rules of the school or who are known to cycle dangerously, recklessly or in contravention of the law.
8. Cycle training is available to students at Highcliffe School, and courses are arranged at various times throughout the year. We strongly advise all students to take advantage of this training.

Student Support & Lower School
Safety and Well-being



Cycle Safety Equipment

Here at Highcliffe School we have a strong tradition of encouraging our students to ride their cycles safely and correctly.

We regularly offer Cycle Safety Training Courses when available and the following items of Cycle Safety Equipment are always available to our students and members of their families at extremely competitive prices.



Cycle Safety Helmets

In a selection of colour ways and Styles



Reflective Arm Bands

Including our famous 'Highcliffe School' Slappits



Reflective Vests

In a variety of sizes

Cycle Light Sets

Complete with Batteries and fittings



Details can be obtained from:
Student Support or
Lower School Office

Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD

Deputy Headteacher
Mr N Campbell BA (Hons)



Deputy Headteacher
Mr N O'Connor BSc (Hons)



WelcomePack/Consent/MYP/CBY

July 2014

Dear Parent

Consent for Extra-Curricular Activities / Sports

At Highcliffe School we are proud of the range of extra-curricular activities and sports offered to our students both during and after school, and of the successes our students have had in these areas.

We encourage all our students to develop new interests and to be physically active. These activities give the students the opportunity to work with others, experience teamwork and, in the case of sport, healthy competition. In addition to clubs, students have the chance to represent the school in friendly fixtures as well as town and area leagues and county competitions.

Your son/daughter will be advised of what clubs and activities are available when they start at Highcliffe. However, **in order to enable your son/daughter to participate in those out of school activities and/or sports that they wish, please complete the attached reply slip and medical consent form.** We should be grateful if you would advise us of any subsequent changes of detail so that we can keep our records up to date. Should there be any activities that you would prefer your son/daughter not to take part in, please specify on the form.

Thank you for your assistance.

Yours sincerely

Mr M Yapp
Assistant Headteacher / Head of Lower School

Please return to Student Support Office, for the attention of Mrs Webber

I give permission for Tutor Group to take part in extra-curricular activities and sport at Highcliffe School and at away fixtures.

Please identify below any extra-curricular sport/activity you do not wish your son/daughter to participate in:

.....

Parent signature Date

PARENTAL CONSENT FORM (for children and young people under the age of 18)	
The purpose of this form is to obtain your consent for your son/daughter to take part in the proposed event.	
DATA PROTECTION	
Dorset CC is a Data Controller for the purposes of the Data Protection Act 1998. This Act regulates how we obtain, use and retain information about individuals. The information you supply is being collected for the purpose of gaining your consent. When you sign <u>or</u> complete this form you are providing your consent to Dorset CC holding your personal information for this purpose. This information is used only for the purposes for which it is given and is not passed on to a third party.	
DETAILS OF PROPOSED EVENT	
Event:	
Any additional information:	
ACKNOWLEDGEMENT OF RISK	
This event poses additional risks to those encountered during a normal day. We have assessed those risks and believe that the planning undertaken and systems agreed to control and manage the risks have reduced the chance of harm to an acceptable level. To help with safety all participants are expected to behave in a responsible manner at all times during the event. They must take direction from any leader and follow all instructions or guidance given. Details of planning and risk assessment are available on request.	
STUDENT'S DETAILS	
Full name:	
Home address:	
MEDICAL / EMERGENCY CONTACT INFORMATION	
In an emergency I can be contacted:	Email: Mobile: Home Tel: Work Tel:
If unavailable contact:	Email: Mobile: Home Tel: Work Tel:
Our family doctor is:	Name: Surgery:
Dr's Tel No:	
Student's Medical Information Please provide detail of all medical conditions and illnesses and any treatments required to maintain health. This information helps us to keep your son/daughter safe. (Please continue overleaf if necessary.)	
Other information Please provide any other information that may affect the safety of your son/daughter or any other persons and/or the organisation and success of the event. (Please continue overleaf if necessary.)	
CONSENT DECLARATION	
I have received full details of the event, am satisfied with the arrangements and give consent for my son/daughter to take part in the proposed event. I give consent for him / her to receive emergency medical treatment, including anaesthetic, as considered necessary by any medical doctor present, should the need arise. I have provided detail of all medical conditions and illnesses and any treatments required to maintain health. Any other information that may affect the safety of my son/daughter or any other persons and/or the organisation of the event has been provided to the organiser.	
Signature:	Print name:
	Date:

Highcliffe School, Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD



Registered in England and Wales Number: 07631213



Using Images of Young People

CONSENT FORM

Occasionally we may take photographs of the students at our school. We may use these images in our school's prospectus, the H2U or in other printed publications that we produce, as well as on our website or on project display boards. We may also make video or webcam recordings for school to school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who may take photographs or film footage of a high profile event. . Students will often appear in these images, which may be published in local or national newspapers, or on television.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your son / daughter .

Please answer questions 1 to 4 below and sign and date the form in the space provided. and return the completed form to the Data and Examinations office as soon as possible.

Please circle your answer

- | | | |
|---|-----|----|
| 1. May we use your son / daughter's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards? | YES | NO |
| 2. May we use you son or daughter's image on our website? | YES | NO |
| 3. May we record your son or daughter's image on video? | YES | NO |
| 4. Are you happy for your son or daughter to appear in the media | YES | NO |

Student's Name	_____	Year Group	_____
Student's Name	_____	Year Group	_____
Student's Name	_____	Year Group	_____
Student's Name	_____	Year Group	_____

Parent's signature: _____ Date: _____

Print Name: _____

See over for conditions of use



Specialist Schools and Academies Trust
EXCELLENCE AND DIVERSITY



Science



LANGUAGE COLLEGES



Using Images of Young People

Conditions of Use

This agreement is valid for the period of time your son / daughter attends this school and for three years after they leave.

We will not use the personal details or full names (which means first name **and** surname) of any student or adult in photographic image, on video, on our website, in our school prospectus or in any of our printed publications, without first receiving permission from a parent. We may include the first name of a student, for example when celebrating their achievements.

If we name a student in the text, we will not use a photograph of that student to accompany the article without good reason.

We will not include personal e-mail or postal addresses, telephone or fax numbers, on video, on our website, in our school prospectus or in other printed publications.

We may use a group or class photograph or footage of activities, with very general labels, such as "a science lesson" or "students on the Japan exchange".

Please note: the press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.

Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD

Telephone: (01425) 273381

office@highcliffeschool.com

www.highcliffe.dorset.sch.uk



Gifted & Talented Programme

Highcliffe School is very proud to inform you that Highcliffe School is a Lead School for Gifted and Talented. This prestigious award was given by the Specialist Schools and Academy Trust (SSAT) in recognition of our high performing programme. This means that we are at the forefront with our Gifted and Talented agenda and take our provision for our students very seriously. At Highcliffe we believe it is very important for each individual student to realise his/her full potential and have opportunities to be responsible for his/her own learning. Students are constantly encouraged to reach their potential in the classroom. To help us in this regard, the school keeps a register of students identified as 'Gifted and Talented'.

The purpose of holding a register such as this is to assist the teachers in their planning and delivery of lessons and so enhance the work in the classroom. In addition, identified students will be informed of appropriate extra-curricular courses on offer, which they can choose to take advantage of, if they so wish.

The term '**gifted**' is used to encompass those students who show a high ability, or potential to achieve, in academic subjects such as Mathematics, Science, or Modern Foreign Languages, whereas the term '**talented**' is used to highlight students with a high ability, or potential to achieve, in a creative or expressive art or a sport.

We have followed guidance from the former National Academy for Gifted and Talented Youth (NAGTY) in order to adopt a consistent approach for selection criteria. Data scores are used for identification along with teacher nominations and referrals from parents.

We would like to point out that the Gifted and Talented Register is not a fixed document and that students can be removed or added when appropriate as students develop at differing rates. It should be noted that just because a student's abilities have been recognised and they have been placed on the register, they should not become complacent and assume that they will automatically achieve. Hard work and perseverance are needed to achieve high grades.

Highcliffe offers a vast array of opportunities for students to participate in, both in and out of the classroom. These include projects such as courses at Leeson House, twilight lecture series in collaboration with Ballard School, Maths Challenge, Science competitions, language exchange visits and foreign cultural trips, working with resident artists, theatre workshops and a whole host of sporting teams, to name but a few. There is significant personalisation of the mainstream curriculum to ensure appropriate provision for our students.

We have by tradition a strong support programme to assist students wishing to apply for Oxbridge. We have a good track record of successful candidates gaining entrance not only to Oxbridge and other highly regarded universities but other career pathways in the expressive arts and sport.

I would like to take this opportunity to introduce myself as the Lead Teacher at Highcliffe School for Gifted and Talented. If you would like to inform us about your son/daughter's particular strengths and abilities, we would be pleased to celebrate their successes. Please complete the attached reply slip and return it to the Student Support Office and I will begin to look for their needs.

I look forward to meeting and working with your son/daughter as they embark on their time at Highcliffe School.

Yours sincerely

Mrs V Dedman
Lead Teacher for Gifted & Talented

PLEASE RETURN TO THE STUDENT SUPPORT OFFICE, FOR THE ATTENTION OF MRS DEDMAN

Gifted & Talented Register

Name of student:

In what area is your son/daughter gifted and/or talented?

.....

Evidence:

Any comments:

Signed (Parent)

July 2014 ERS

Highcliffe School, Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD



Registered in England and Wales Number: 07631213



Newintake2014

July 2014

Dear Parents

I am writing to give you some guidance on how our Medical Room works at Highcliffe School. If your son/daughter feels unwell they must report to the Student Support Office. They will then be shown to the Medical Room for attention. If necessary, parents will be contacted.

Prescribed Medicines –

If your son/daughter relies on an inhaler regularly, we ask that a spare is organised for us to keep in school as a back-up. If your son/daughter carries an epipen, we require one (if possible two) to be kept at school to cover all eventualities. Epipens and inhalers are kept in individually named boxes in the medical room. Short term prescribed medicines such as antibiotics can also be looked after. Please use the attached **Prescribed** Medication consent form **when necessary**.

For general aches and pains, it is possible to keep medicines such as paracetamol, ibuprofen, migraine relief etc. in school. If this becomes necessary just complete the attached **Non Prescribed** medication consent form and send this in with the medicine in the original box.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Mrs Katrina Thompson
Student Support Worker
Medical Room

Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD



PRESCRIBED MEDICATION

Medical Consent Form for Prescribed Medication

Medication must be in original container as dispensed by pharmacy showing expiry date

Student name:.....

Student address:.....

.....

Name of medication:.....

Strength of medication:.....

Dose and frequency to be administered:.....

Quantity of medication given to school:.....

Expiry date of medication:.....

Reason for medication to be administered:.....

Highcliffe School cannot be held responsible for any adverse effects to the student from administering medication and will only hold medication which has previously been given to student by parent

Has student taken this medication before without adverse effect Yes / No

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Highcliffe School to administer the above. I will inform Highcliffe School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

Signed:..... Parent

Print Name:.....

Date:.....

.....

Office Use: Quantity returned to parent on expiry:.....

Signed:..... Date:.....

Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD

Deputy Headteacher
Mr N Campbell BA (Hons)



Deputy Headteacher
Mr N O'Connor BSc (Hons)



NON PRESCRIBED MEDICATION

Medical Consent Form for Non Prescribed Medication

Student name:.....

Student address:.....

.....

Name of medication:.....

Strength of medication:.....

Dose and frequency to be administered:.....

Quantity of medication given to school:.....

Expiry Date of medication:.....

Please ensure expiry date is visible

Reason for medication to be administered:.....

Highcliffe School cannot be held responsible for any adverse effects to the student from administering medication and will only hold medication which has previously been given to student by parent

Has student taken this medication before without adverse effect Yes / No

Signed:..... Parent

Print Name:.....

Date:.....

.....

Office Use: Quantity returned to parent on expiry:.....

Signed:..... Date:.....

Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD

Deputy Headteacher
Mr N Campbell BA (Hons)



Deputy Headteacher
Mr N O'Connor BSc (Hons)



Introduction of Cashless Catering System

During June 2014 we introduce a new Cashless Catering system in partnership with our catering supplier Taylor Shaw. This new system is one of a number of improvements being introduced to our catering services over the coming months.

The new system will:

- Speed up the service and reduce queues by removing cash from the canteen.
- Reduce the risk of loss or theft of cash.
- Allow parents greater control to ensure their child spends money on school lunches and view purchases via Wisepay.
- Allow payment over the internet and avoid the need to find cash each day.
- Simplify the administration of free school meals.

How the system will work:

Instead of paying with cash at the till, the student will access their account by entering their own personal PIN number which brings up a photo and account balance on the cashier's screen. The cashier will then use the touch screen to register the meal and the cost will be deducted from the student's account.

The system will allow the students accounts to be credited either via our existing Wisepay system online or via two revaluation machines located in school. The revaluation machines allow students to enter their PIN number and feed notes or coins into the machine which is then credited to their account. Any student eligible for free school meals will have their account credited automatically each day.

For more information and a frequently asked questions document please see the school website - <http://station1.highcliffe.dorset.sch.uk/intra/default.asp?id=2776>

Yours sincerely

Judith Potts
Headteacher

Kay Lewis
Business Manager

Mathew Downs
Assistant Headteacher

Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD

Deputy Headteacher
Mr N Campbell BA (Hons)



Deputy Headteacher
Mr N O'Connor BSc (Hons)



Registered Charity No. 275381

For those of you who are not familiar with the 200 Club and all those who are new to the school, the 200 Club exists to raise funds for the school, to pay for items that are not funded out of the school's main budget. For instance the 200 Club helped provide 6 benches for the students, a donation for keyboards as well as the final instalment on the school minibus.

For a payment of just £2.00 per month you will be entered in a draw with a first prize of £30 and a runner up prize of £20. Every six months there is an additional draw for a £100 prize.

The greater the number of parents who take part, the more money is raised for the school so that every parent has the opportunity of providing much needed additional money to the school in addition to the chance of winning money every month.

Please complete the application form attached to this letter and your name will be included in the next draw.

To keep the accounting simple we ask members to pay by standing order twice a year on the 15th of the first month of joining and then 6 monthly. Please complete the standing order form below (**except the month**) and send it back to the 200 Club via the Finance Office for the attention of Mrs K Lewis.

PART A HIGHCLIFFE SCHOOL ASSOCIATION 200 CLUB

I wish to apply for membership of Highcliffe School Association 200 Club.

Name Address

.....

Telephone Student's Name

I certify that I am over the age of 18.

Signature Date

PART B HIGHCLIFFE SCHOOL ASSOCIATION 200 CLUB

To the Manager BANK

..... BRANCH

Address

.....

Bank account no: Sort code

From: Name

Address

.....

Please pay to Lloyds Bank, Christchurch (30-92-02) for the credit of Highcliffe School Association 200 Club, account number 00613972 the sum of £12, beginning on 15th (leave blank) 201 .. and then **6 monthly** until further notice.

Signed Date.....



WelcomePack/Yr6OnLinePayment/KLS/ERS

July 2014

Dear Parent

On Line Payments

We are pleased to advise you that parents are able to pay for trips, music lessons and other activities on-line using the web based system WisePay. This is a well-established, secure payment system used by many schools and colleges around the country (please see the enclosed information). WisePay will accept payments by either debit or credit card.

Parents who are unable or do not wish to pay by this method will be able to pay by cheque (payable to Highcliffe School) and the Finance Office will load these payments onto WisePay.

You are able to sign in using either your parental password (included in this pack) or by using your son/daughter's password. In order to check whether an activity you wish to pay for is active on the WisePay system, simply sign in and the activities relevant to your son/daughter will be displayed on the screen. WisePay has been set up in such a way that you will be able to pay for a locker and/or music lessons on-line.

If you have any queries regarding WisePay, please do not hesitate to contact the school.

Yours sincerely

J A Potts
Headteacher

K S Lewis
Business Manager

Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD

Deputy Headteacher
Mr N Campbell BA (Hons)



Deputy Headteacher
Mr N O'Connor BSc (Hons)



Our school now takes
**Credit and Debit
Card Payments
Online**

have you tried how simple it is?

Benefits to Parents

- Quick and easy to use.
- Payments can be made when school is closed.
- Safe and secure to use.
- Own private account history available at anytime.
- Balances can be viewed 24 hours, 7 days a week.
- Quick and easy way to find information.
- No more searching for cash.

Please go to our school web site for a link to our WisePay Payment Portal



All major credit and debit cards are accepted. All payments are highly secure.

Where to Start



WHO ARE WISEPAY?

WisePay is a secure online payment Service that allows parents and guardians (and extended family members), to make payments to their school using their debit or credit cards. Payments can include school meals, trips, tickets, uniform purchases, book purchases, clubs, bus payments, sports or music payments - in fact, WisePay can facilitate any payments that may be made to a school.

The WisePay Service operates in hundreds of schools, local authorities, academies and colleges across the UK. Our company has been in business for over 20 years.

WHAT ARE THE ADVANTAGES OF USING WISEPAY?

Using your debit or credit card, payments to your school can be made conveniently from home, office, or anywhere that has an internet connection.

Payments can be made 24 hours, 7 days a week. You do not have to wait until your school is open and you do not have to write cheques or find change.

Furthermore, at any time you can see your payment history in your "Wise Account". Additionally, you can track every transaction that you make - again 24 hours a day, 7 days a week.

Your Wise Account also allows you to see your balances at anytime. This is particularly useful for, say, a school trip that you are paying on instalments or for school meal balances. You no longer have to call your school to ask about your balance or wait for a statement to arrive - you can see this information anytime at your convenience.

WHAT HAPPENS TO MY MONEY?

All money that you pay goes directly and immediately to your school's bank account. WisePay does not take or hold any of your money at all.

In some instances, if your school has chosen to contract its school meal service to a third party (ie a catering contractor or the local authority), your payments will go directly to them. Again, none of your money goes to, or is held by, WisePay at anytime.

IS WISEPAY EASY TO USE?

WisePay is extremely easy to use. Its visual and simple instructions are very quick and easy to follow, even for anyone who has never made an online payment or purchase before.

HOW LONG DO THE PAYMENTS TAKE TO REACH MY SCHOOL?

All online payments are made in real time, so the payment will be credited to your account instantly.

WHAT CREDIT OR DEBIT CARDS CAN I USE?

Payments to your school through WisePay can be made with all well known credit or debit cards. All cards that you would use in any high street stores can be used.

IS MY PAYMENT AND THE PAYMENT SITE SECURE?

Yes. All pages viewed on WisePay are encrypted using a Secure Socket Layer (SSL) session.

WHO CAN SEE MY CARD DETAILS?

Neither WisePay nor your school can see or has access to any of your card details. Your card details are never stored by WisePay.

HOW DOES MY SCHOOL KNOW I HAVE PAID?

The finance personnel within your school are notified that you have made a payment. They know which student the payment is for, how much has been paid and the item(s) that you have paid for.

WILL I GET A RECEIPT FOR MY PAYMENT?

Yes, you will automatically receive a receipt directly to your email address for every payment that you make.

HOW DO I VIEW MY TRANSACTIONS?

Once logged in to your account, you can access your "Wise Account". Just click on the "Wise Account" tab on the top right of the screen.

From here you can see all your transaction history, view dinner money balances (if relevant) and change some of your account details, such as email address or telephone number. You can also change your password from here.

WHO DO I CONTACT IF I HAVE ANY FURTHER QUESTIONS?

Your first line of any enquiry should be with your school's WisePay Administrator. They will contact WisePay on your behalf if they are unable to help.

**WisePay - making it easier for
parents and schools**



www.wisepay.co.uk

Locker Agreement Year 7 (Intake 2014)

The school is aiming to provide a locker for each Year 7 student who would like one. They will be able to keep this locker throughout their time at Highcliffe School. (Years 7 – 11).

There is a charge of £15.00 for the use of the locker.

The allocated locker will be secured with a **combination padlock provided by the school at a refundable charge of £5.00.**

This charge will be refunded, when the student leaves Highcliffe School or no longer requires a locker providing that the following applies: the padlock is still in working order, the allocated padlock is on the locker and the locker is empty and clean.

Students and parents are asked to sign the agreement below and to return this agreement to the school together with payment. It would be helpful to receive your request and payment **of £20.00** by the end of term in July. **Payment should be made using the school's on-line WisePay facility.** Information on this can be found on the personalised sheet in your Welcome Pack.

.....
Please complete and return this slip to the school office by 18 July 2014

LOCKER AGREEMENT – INTAKE 2014

Name Tutor Group.....

Date of Birth/...../.....

I have read and agree :-

- **To only use the combination padlock supplied by the school** to secure the allocated locker.
- **I will inform the Finance Office in writing if the locker is no longer required.**

Under no circumstances will I:-

- **Allow another student to use my locker**
- **Give my locker combination to another student**
- **Change my allocated locker with another**
- **Secure my locker with a padlock other than the one supplied by the School.** (Should the padlock be lost or broken, a replacement padlock will have to be obtained from the school for £5.00)

The school retains the right to open any student's locker if deemed necessary.

Signed (Student)

Date

Signed (Parent)

Date

Wise Pay Reference No

For Office Use only
£20.00 received
(£5.00 refundable as above)

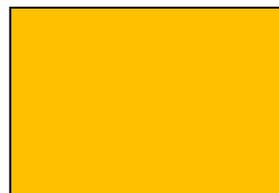
Admin No.....

Signed

Date

Locker No

Lock No





Home Study Guidance

Home study at Highcliffe School is relevant, meaningful and reasonable in length. It extends the studies undertaken in school and provides students with valuable life-skills, experience in self-discipline and individual responsibility. Almost always, quality is more important than quantity. Home study is not an extra; it is an integral part of all courses at all levels.

Purposes of home study

- Allowing practice and consolidation of classwork
- Providing opportunities for individual work
- Training for students in planning and organising time
- Developing good habits and self-discipline
- Creating channels for home/school dialogue

Types of home study

There are various types of work which a student may be asked to undertake:

- Revision/preparation for an examination
- Written exercises
- Project work – part of longer term assignments
- Reading – continuing a book started at school or purely reading for pleasure
- Research – gathering information
- Completing work started in class

When should home study be done?

At whatever time suits the individual but it is certainly advantageous to establish a routine. Some pointers for management include:

- Use the home study timetable to plan the work to be done each evening
- Commit yourself to do home study most nights, allowing some time for other activities
- Avoid leaving everything to the last minute

Where is it best to study?

Individuals have their preferences but, in general, the following conditions are thought best:

- On a flat surface, preferably a table or desk
- In a well-lit area
- Away from distractions such as television, computer, mobile phone

How much Home Study should be done?

KEY STAGE 3 (YEARS 7/8): Each home study should take a minimum of 30 minutes to complete.

KEY STAGE 4 (YEARS 9/10/11): Each home study should take a minimum of 45 minutes to complete.

KEY STAGE 5 (YEARS 12/13): Students should expect to spend one hour, per subject, per evening.

How do you know what is set and when?

Parents:

- MyHighcliffe on the school website
- The home study timetable

- The school organiser in which the home study is written and which they are asked to sign on a weekly basis

Students:

- Will receive a copy of the home study timetable
- Can find information from MyHighcliffe on the school website
- Will write each home study set in their school organiser and the date that it is due in
- Will hand their home study in on time
- Will remind their parents to read and sign their school organiser

What parents can do to help:

The most important thing parents can do is simply to take an interest in their son/daughter's work. Apart from trying to provide the correct time and place for home study to be completed, you could:

- Ask what home study has to be done, check the school website and/or your son/daughter's organiser
- Contact the school as soon as problems arise
- **Above all, please offer encouragement at all times!**

What the school can do to help:

The Learning Support team runs a home study clinic before school each day from 8am and every lunch time in LS1. An after school home study clinic also runs Monday to Thursday from 3.05pm to 4.05pm in the School Learning Resource Centre. There is always someone there to assist students and it is open to all.

At Highcliffe School we are constantly striving to find new and innovative ways of supporting our students. With this in mind, a new initiative to assist our Year 7, 8 and 9 students with their home study has been put into place.

When accessing their home study via MyHighcliffe, Year 7, 8 and 9 students are now able to click on an icon – a question mark – and type a message stating the difficulty they are encountering. This message is then sent to an administrator who offers guidance or seeks support on behalf of the student from the appropriate curriculum area. Advice is then given via email to assist the student with their home study.

Failure to hand in home study:

The School expects home study to be completed and handed in on time. This gives students valuable experience of meeting deadlines and facilitates staff with marking. If home study is not handed in, appropriate action is taken. This may include:

- Discussion between student and subject teacher, Tutor, Head of Achievement
- Communication home via the school organiser/MyHighcliffe/texting service
- Detention at lunchtime or after school
- A Home Study Support Card being issued

This policy should be read in conjunction with the school's Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.



Highcliffe School

Welcome to the Library



Opening Hours: Monday – Friday 8am – 3.30pm

Homework Club: Monday – Thursday 3.05 – 4pm

The Library is located in a central position in the school. All students are automatically members and can use the Library before school, during break, lunch time and also after school. Computers are available for students to use for school work and research. From Monday to Thursday there is a supervised Home Study club from 3.05-4pm.

Resources

We have a wide selection of fiction and non-fiction books available to suit different tastes and interests across the whole age range. In addition to this, we lend revision guides, periodicals, DVDs and audio CDs.

Daily national and local newspapers are available to read, plus a large selection of magazines, including sport, science, film, foreign language and wildlife titles.

Facilities

There are ten computers available for students to use for school work and research. Mini laptops can also be loaned to students, where there is a specific need. Printing and photocopying facilities are also available for students to use.

Students can access their Library accounts through the 'Library' link on 'my Highcliffe'. This shows current loans and also enables students to search for, reserve and review books.

The **Careers Library** is located within the Library Office. Information on college and university courses, jobs, careers and other outside agencies can be found here. Careers information can also be accessed through the link on 'my Highcliffe'.

Accelerated Reader at Highcliffe — Parents' Guide



What is Accelerated Reader?

Accelerated Reader (AR) is a reading management programme we use at Highcliffe that enables us to monitor and encourage reading progress at the right level of challenge to bring success for each student. All students participate in the programme for two years, as part of the English curriculum, starting in the second term, once they have settled into Year 7.

How does it work?

Each term students take a short assessment to determine their current reading comprehension level. This helps them to choose a book at the right level for their understanding and enjoyment. Once they have finished their book, they take a short quiz on the computer. Passing the quiz shows that they have a good understanding of the book and getting all the questions right earns them a small reward. Students may take quizzes on the Library computers whenever they have an opportunity during the school day, as well as in English lessons. Based on their results, individual termly targets are set for each student, appropriate to their reading level.

Choosing a book

There are over 25 000 children's and young adult books with quizzes available on the Accelerated Reader scheme, so finding a book students will enjoy should be easy. There is a wide range available in the Library; the majority of our fiction and many of our non-fiction books are on the scheme. Books are colour-coded according to difficulty to help students make their choice. Students can also bring their own books from home and locate the AR quiz on the website in school.

Points mean prizes!

Quiz results earn points for the students, which count towards individual and tutor group prizes and generates some friendly competition between tutor groups! At the end of each term, students receive rewards for progress and achievement in a special reading celebration assembly.

How can I support my child?

You will have the opportunity to sign up for Home Connect, which is an excellent way of being involved with your child's reading. This provides you with a login so you can access your child's AR account and opt to receive progress updates by text or e-mail.

Encourage your child to set aside a regular time when he or she can concentrate on reading for at least 20 minutes a day. Reading before bed time is an excellent way to unwind. Ask your child about what they're reading; remind them to take a quiz as soon as they finish their book, while it is fresh in their minds, this will help them to get their best results.

Useful resources

arbookfind.com to search for books that have quizzes available, by interest age and topic.

lovereading4kids.co.uk is an interesting website with lots of reading suggestions.

theguardian.com/childrens-books-site for reviews, author interviews, competitions and lots more.

Check out local county libraries for summer holiday reading events:

www3.hants.gov.uk/library/library-children and **www.dorsetforyou.com/librarychildren**



PERSONAL, SOCIAL AND HEALTH EDUCATION

Highcliffe School organises Personal, Social and Health Education lessons every month and morning registration time is also used for some activities. The tutor, under the direction of their Head of Achievement, delivers the programme. Guest speakers are invited to deliver parts of the course when this enhances the expertise within the school. The programme is tailored to fit the needs of the Year Group and is adapted annually (or instantly if a need or priority arises). The work includes common elements of personal development and enrichment, as well as citizenship and health education. Great store is placed in the individual student taking responsibility and being given the guidance to make the most of their potential within a framework of high expectation.

Facilities and Resources

The course is continually adapted and consequently resources are regularly updated in order to maintain the contemporary nature of the material. By utilising outside agencies and providers, at regular intervals the students are assessing up to date information and situations. A variety of teaching styles are used ranging from discussions, circle time, debates, video, drama and production of posters and leaflets as well as more traditional methods.

Enrichment Activities

The students are encouraged through a progressive reward programme, to recognise their achievements and to take more responsibility as they proceed through their schooling. This culminates in the excellent peer mentoring and prefect systems we operate within the school. Our policy of inclusion means that all students have the opportunity and encouragement to contribute to the school and have their contribution recognised. Tutor groups are encouraged to lead year assemblies.



Keeping Parents Informed

Throughout your son/daughter's career at Highcliffe we will work together to ensure that you are both informed and involved, most appropriately, about their curriculum plan, development and progress.

ARRANGEMENTS: STUDENT DEVELOPMENT AND PROGRESS

Progress Check

This is an interim check on the attainment, attitude and progress of each student. The purpose of this Progress Check is to keep updated about the progress being made in each subject area. It will also allow faculty areas and tutors to identify students where further support or action is required.

The Full Student Profile

The student profile gives a full report on the attainment, attitude and progress in each subject area and includes their current level of attainment set against national criteria. To identify the potential in all students and to set challenging targets for them, data prior performance and from cognitive abilities tests are used to set challenging targets for them. Individual subject based learning targets that support student progress is recorded on the profile. The process of reporting to parents will increasingly give you information about the progress made by your son/daughter towards these targets.

Parents' Evenings are held for each year group after receipt of your son/daughters profile.

Interim meetings with specific staff as required. Occasionally there may be a specific need to meet in addition to those above. Please contact the school to make an appointment. We will respond at the earliest point. Remember if you arrive at school without an appointment the member of staff that you need to see will most likely be teaching.

The **Student Organiser** provides parents, specialist teachers and your son/daughter's tutor, the opportunity to share points of progress, items of news, and, items for recognition, clarification/resolution.

Parents have access to the weekly student bulletin through the website. We will also be introducing for students 13-19 their own **Individual Learning Plan** and **targets** to keep abreast of their development and future pathway.

This will include –

1. Current studies/options.
2. Planned choices for post – 16 studies (based on prior achievements and target grades).
3. Career pathways or directions.

The annual **Tutor Evening** provides parents and tutors to focus on Topics relevant to students development.

WIDER DEVELOPMENTS

Our Year 6 into 7 Parents **Welcome Pack**

The Curriculum Booklet 13-19

Distributed to students and parents in Year 8 as part of the planning process for stating their 13-19 programme and preferences.

The 13-19 Update (outlining National/Local change and opportunities)

This is a regular bulletin to students and parents keeping them informed and involved in the next phase/level of learning and keeping a clear focus on future progression.

The Intranet Site for parents and Visitors

Parents can access this site which is now available for parents (information and form ICT portal access enclosed with this pack).

The Student Bulletin

Details for students regarding what is happening in the week ahead; updated every Friday – this can be accessed through the School website.

The School Newsletter – H2U

Produced by our News Team, usually one or two per term.

Curriculum Termly Planner

Years 7-9 will have a termly curriculum diagram to provide parents with up to date information concerning students programmes of study and additional information, for example, places to visit, useful websites.

Years 10 and 11 will have the 'year at a glance' to enable everyone to plan ahead and indicate the external examination coursework deadlines and key assessment times.

Sixth Form will also have a 'year at a glance' as above and the content of the following as appropriate for example A2 Modules.

Specific letters for example termly Headteacher's letter, Activities, Trips and Visits organised by staff throughout the year.

GENERAL INFORMATION

The Information Booklet

Sixth Form Prospectus

Key Stage 4 Courses Booklet

The Highcliffe Calendar

We are always pleased to see parents getting involved in the life of the school by supporting performances and events.



Peer Mentoring

Peer Mentoring, **Hear for You (H4U)**, is a highly valued provision at Highcliffe School and it is delivered by trained students.

In the summer term, Year 9 students are invited to become peer mentors. After a rigorous selection procedure the students are then given a full programme of training. The training involves developing interpersonal skills, interview techniques, use of different types of questions and setting boundaries. Training will be on-going and continued support will be offered, with regular monitoring and updating meetings.

The peer mentors work closely with 2 trained staff who are members of the Student Development team. They are Mrs V Dedman and Mr D Prodomo. The team values the support and guidance of the **National Mentoring and Befriending Foundation (MBF)** who has helped set up the project.

The group will be available to meet students in all year groups, individually or in small groups, to discuss matters affecting their school life. This can be done through an appointment system. Students can self-refer by filling in a form and posting it in either of the two boxes which are located in the Learning Resource Centre and outside the Student Support Office. The Peer Mentors visit an assigned Year 7 tutor group each week to support the tutor, run workshops and generally be on-hand to ease the younger students into the Highcliffe School community.

Peer mentors will be involved in the Year 6 Induction Day and the Year 6 Parents' Information Evening when you will have a chance to meet them. On the Year 7's first day at Highcliffe, when Years 8, 9, 10 and 11 are not in school, the peer mentors come in specially to offer advice and support.

The 'Hear for You' (H4U) programme has been accredited with the **Approved Provider Standard** award from the MBF, for the success of the scheme.

The students have represented the school on various occasions speaking eloquently at regional conferences for the MBF and addressing NQTs at the annual Dorset conference. Our work has been show cased and exemplar documents used in a national training mentoring toolkit.

H4U Mission Statement

'Peer Mentors aim to work with the whole Highcliffe community to compliment the pastoral system, raise students' sense of self-belief and promote an ethos of care and support throughout the school.'

PEER MENTOR APPLICATION

A few of my tips and tricks

Start up a conversation. This may seem unnerving or make you panic but you have to risk this feeling. When I first arrived I was so shy but a simple "Hello" can start off an incredible friendship. You will feel worried, shy or even scared but everyone is feeling the same. Ask about where they live and if they take the bus to school etc. Pretend you are the bravest, most confident person ever. Then your nerves will start to leave.

Make the effort! See somebody struggling with these super tricky lockers? Have a go at trying to help. It's awful if that was yourself and no one helped! So just doing simple things such as helping them with their timetable can build up trust.

Include everyone. If you see somebody sat by their self-make sure you call them over. The smallest things can have the biggest impact. I remember when I was alone in PE but Emma and Hannah invited me over. It felt like I was actually wanted and really did change me.

Look on the bright side. Bad day with the locker? Don't worry. It took me weeks to learn mine 😊 You need to remember we all go at different rates in learning and that is what make us who we are.

Enjoy it! Secondary school is amazing. You learn life skills for the future and learn about our world today. It may seem scary but after a month it feels like a second home and your tutor is your second family. Make sure to participate in classes and take part in clubs because, trust me, I was you once and I hated school but now I look forward to it 😊



REWARDS AT HIGHCLIFFE SCHOOL

At Highcliffe School, we believe it is very important to recognise and reward the efforts, achievements and successes of our students. We use rewards to motivate the students, encouraging them to participate fully in the many different aspects of school life. Through this, an individual's gifts and talents can be nurtured as well as his or her expectations of their own performance raised.

We recognise and reward students in many different ways, such as:

- Praise – quality feedback, individual recognition and interest from the teacher
- Involvement in decision making – (e.g.: School and Year Councils)
- Responsibility (e.g.: librarians, news team, prefects, Principal Students, Peer Mentors)
- Merits and motivational marking
- School colours and badges
- Merits and Attendance certificates
- Letters of Commendation
- Postcards sent home
- Headteacher's Awards
- The Highcliffe Challenge

Merits

In Years 7, 8 and 9 students collect merits for work and effort. These are awarded by teachers and support staff and can be either marked in student organisers or put directly onto the electronic recording system via the school network. Through the 'My Highcliffe' website, students are encouraged to take responsibility for the recording of the merits that they have achieved. The more merits achieved by a student, the more opportunities there are for him/her to be rewarded.

Certificates are awarded for the collection of merits at regular intervals: 50, 80, 100, 150, 200, 250, etc.

For every set of ten merits collected over a term, a student has one 'ticket' generated for use in the end of term achievement draws. These draws take place in assemblies at the end of every term – there are a variety of prizes on offer. The more tickets a student has in the draw, the more opportunities he/she has of winning. Prizes are also awarded to the student who has collected the most merits and also for the tutor group with the most merits that term.

Certificates

Students are awarded certificates to mark a number of achievements, most notably, the collection of merits and the gaining of 100% attendance over a particular half term.

Postcards

Highcliffe School uses a number of different styles of 'Praise Cards': postcards that are sent home to parents to celebrate good work / special achievements of particular students. There are whole school cards and other cards that come from a particular curriculum area.



Letters of Commendation

Parents receive termly reports on their son/daughter's attainment and 'Attitude to Learning' through the Progress Check and School Profile. The data from each of these is examined and students who have consistently high attitude to learning scores, or who have shown clear improvement are identified. Letters of Commendation, congratulating them on their achievement are sent home to parents.

Headteacher's Award

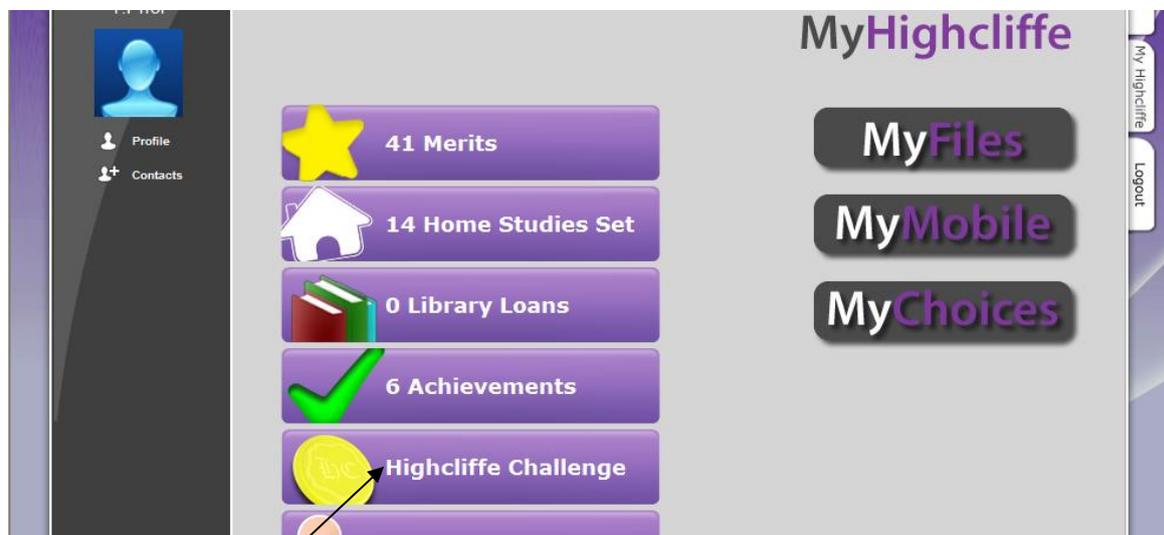
Each term, each different curriculum area identifies Year 10 and 11 students who have worked particularly well and nominate them for the Headteacher's Award. Recipients of the award receive their certificates at a special lunch with the Headteacher and Head of Achievement at the end of each term.



THE HIGHCLIFFE CHALLENGE

At Highcliffe School, we believe it is very important to offer students as wide a range of opportunities and experiences as possible. All students have particular interests and strengths, and we see it as a key part of our role as a school community to nurture and develop these interests and encourage students to broaden their experiences, taking responsibility for their personal growth and development.

The Highcliffe Challenge was begun a few years ago with this in mind. It sets students a range of 'challenges' to complete, based on their activities both within school, and through their activities in their local community. Students are encouraged to take on the responsibility to record and track their progress through their own personal 'My Highcliffe' Internet pages. Through this, they are building up a record of all their activities and achievements as they journey through their school career, resulting in a detailed summary of the wide range of activities and experiences that they have taken part in during their time at Highcliffe.



Link to the Highcliffe Challenge.

When a student completes the Highcliffe Challenge for their key stage, they receive a certificate for their Progress File and a badge to wear as part of their school uniform – bronze for the Key Stage 3 Highcliffe Challenge, silver for the Key Stage 4 Highcliffe Challenge and gold for the Key Stage 5 Highcliffe Challenge.

Examples of how students can link school-based activities to the different challenges include:

Bournemouth & Poole Science and Technology Day –

Participate in a technological, mathematical or scientific event.

Take part in the 'Make your Mark' or other enterprise challenges –

Participate in a community/business activity.

Contribute to the English curriculum area's 'Highcliffe Anthology' –

Participate in a sports team or sports coaching.

Take part in the Winter Concert, the Talent Show, or the school production –

Participate in a literary or artistic performance.

Take part in one of the many foreign exchange visits or other MFL activity such as the 'Theatre sans Frontieres' workshops –

Experience an international dimension activity.

Regularly attend STEMNET Science and Engineering Club –

Participate in a technological, mathematical or scientific event.

Play a part in a tutor group assembly, or inter-tutor sports competition –

Represent your tutor group in an assembly or activity.

Get involved in the Relay for Life, the Shoebox Appeal or other charity event –

Become involved in a charitable fundraising and/or community service.

Students (and parents) can check progress in The Highcliffe Challenge through visiting My Highcliffe on the Internet and also when they receive their School Profile, which includes a Highcliffe Challenge summary page towards the end of the document.

There are lots of opportunities to get involved and develop new skills and interests every term, and it's never too late for students to start the Highcliffe Challenge. It is well worth students revisiting the Challenge every few weeks to make sure that all the events and activities that they have taken part in are properly recorded and recognised.



Internet Safety

Information for Parents and Carers

There have been incidents recently highlighted by the media that have raised enquiries from parents, as to HOW they can protect their children whilst on the internet. This information has been collated to give parents a reference for sources of useful advice and support. Our children have access to the internet via school, friends and libraries and even via mobile phones, so this information is important even if you may not have internet access in the home.

Whilst we seek to protect our children it is important to keep the risk in perspective, as there are benefits to the use of the internet. It is really a case of taking simple, sensible steps along with parental/carer vigilance, to minimise the risk, and equip our children with the knowledge and skills to keep them safe from harm.

There are various useful websites that give excellent advice and information.

www.childnet-int.org has the following internet safety rules for ages 8-14 and other useful information for parents and carers.

- **SAFE:** Staying safe involves being careful and not giving out your name, address, mobile phone number, school name or password to people online
- **MEETING** someone you have contacted in cyberspace can be dangerous. Only do so with you parent/carer's permission, and then when they can be present.
- **ACCEPTING** e-mails or opening files from people you don't really know or trust can get you into trouble – they may contain viruses or nasty messages.
- **RELIABLE:** Someone online may be lying about who they are, and information you find on the Internet may not be reliable.
- **TELL** your parent or carer if someone or something makes you feel uncomfortable or worried.

Be Safe, Be Smart, have fun online

www.thinkuknow.co.uk is linked to CEOP website and provides internet safety advice for parents, carers and young people regarding Chat and instant messenger , blogs and forums, mobiles, games, internet grooming, etc.

www.iwf.org.uk is the UK hotline for reporting illegal content on the internet.

www.ceop.gov is the Child Exploitation and Online Protection (CEOP) Centre and works in the UK. CEOP also provides an online service for reporting concerns.

www.kidsmart.org.uk has games teaching online internet safety, and has downloadable guides.

However, if a child is in DANGER please contact the police IMMEDIATELY.

These are just some of the many sites available, so you can see there is plenty of excellent information and guidance available to parents, carers and young people. Spend some time having a look at the guidance and discuss it with your child to come up with appropriate suitable safety rules. We need to equip them with the knowledge and skills to keep themselves safe from harm.

Over recent months some broadband companies have started to implement new 'family filters' and it is well worth investigating what your provider is able to offer.



ANTI-BULLYING POLICY

Statement of Intent

Highcliffe School is committed to providing a caring, friendly and safe environment for all of our students so that they can learn in a calm and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

What is bullying?

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally (*Department for Education Advice July 2011*). 'Intentional' includes the perception of the victim as well as the viewpoint of the bully.

Bullying takes many forms, but the main types are:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Cyber Misuse of email & internet chat room misuse
Mobile threats by text messaging & calls
Misuse of associated technology, i.e. camera & video facilities
- Homophobic because of, or focusing on the issue of sexuality
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Verbal name-calling, sarcasm, spreading rumours, teasing

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving.

Objectives of this Policy

- All governors, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Procedures

1. Bullying incidents must be reported to members of staff.
2. Incidents are promptly and carefully investigated, witnesses are spoken to and statements are taken.
3. Victim and bully are spoken to separately.
4. Parents are contacted as the situation requires and referred to the anti-bullying and behavioural policies
5. Points of view are described by staff to each victim/bully in turn.
6. A restorative approach can be taken - if appropriate and all parties agree, the bully faces the victim, apologises for his/her behaviour and convinces them that the behaviour will not be repeated.
7. Sanctions are applied as necessary (see 'Information About Bullying for Students', below).
8. The bullying incident is recorded on the School Information System.
9. The situation is discreetly monitored for a period of time.
10. The incident is revisited after a period of monitoring to ensure there are no further problems.



INFORMATION ABOUT BULLYING FOR STUDENTS

What should I do if bullying is taking place?

- If you are being bullied or you know someone else is being bullied you should TELL SOMEONE. If it is urgent TELL the nearest adult. IF they do not listen TELL SOMEONE ELSE, DON'T GIVE UP, IF YOU DON'T TELL IT COULD GET WORSE.
- If you are being bullied, tell the bully to stop and that you dislike their behaviour.
- Tell your parents or guardian and in school tell your form tutor, any other adult that you trust or Peer Mentor.
- If the person you want to tell is very busy ask them when they can see you and spend some time with you.
- Walk away from any dangerous situations and GET HELP.

You can help stop bullying by:

- Being friendly towards people you know are being bullied, including them in discussions, games, break times and lunch times.
- Not laughing when someone is being bullied.
- Saying out loud that you don't like what is going on.
- Not joining in.
- Letting an adult know if you see someone else being bullied.

What will happen if you are found bullying other people?

In every case the incident will be taken seriously and the responses can include some or *all* of the following:

- You will have to explain your behaviour to a member of staff.
- An account of what you have done will be written down and you will have to sign a copy.
- Your parents will be informed of the incident and may be invited into school to discuss the matter.
- Your Head of Achievement will keep a record of the incident.
- You will have to apologise to the person you bullied.
- You will have to replace or repair any possessions you damaged.
- You will have to do something to improve things for the person you bullied.

Depending on the severity of the bullying incident you have been involved in, one or a combination of the following will apply:

- You may be placed in a detention after school or at break or lunch time.
- You may be placed on daily or weekly report or sign a contract detailing your apology and desire not to repeat your actions.
- You may undergo a series of sessions reflecting on your actions.
- You may be isolated from lessons for a limited period.
- Those who persistently offend may be excluded from school for a fixed term or permanently.
- You may have to explain your actions to the police if you assault another student.

*The way to make bullying stop is to TELL someone it is happening.
It is NOT 'dobbing' or 'grassing'; it is finding an answer to a problem.*



INFORMATION ABOUT BULLYING FOR PARENTS

An anti-bullying culture

Highcliffe provides opportunities for students to talk about and to share their problems in the following ways:

Hear For You (h4u)	Peer Mentors - students helping students
Assemblies	outlining what is expected
PSHE classes	learning about bullying and what to do about it
In lessons	stressing the right and wrong behaviour in situations e.g.: English, History, RS, etc

Please remember that most students do see bullying as unfair and something to be reported.

What can parents do?

1. Encourage your son/daughter to tell and have the problem dealt with immediately within the school system (e.g.: form tutor, class teacher, peer mentor)
2. If the victim will not tell, contact the school personally to discuss the matter.
3. Advise your son/daughter to tell the bully to stop and that he/she dislikes the behaviour. (This seems obvious but some victims laugh off the hurt.)
4. Advise your son/daughter never to give in to threats. The bullying may only get worse.
5. Do not tackle the problem yourself either with the bully or his/her parents. This can result in 'fixed' attitudes that are difficult to overcome later. Parents' defence of their own family is natural but may cloud judgements and not solve the problem.

Signs and Symptoms

A student may indicate by signs or behaviour that he or she is being bullied. Below is a list of possible signs. The possibility of bullying should be investigated further if he/she:

- is frightened of walking to or from school or doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic) or begins to truant
- becomes withdrawn anxious, or lacking in confidence
- is unwilling to talk about his/her day, becomes withdrawn from the family
- starts stammering
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing"
- asks for, or starts stealing money (to pay bully) / has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating, or starts 'comfort-eating'
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone or is nervous/jumpy when a message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.



CYBER-BULLYING

This school believes that all people in our community have the right to teach and learn in a supportive, caring and safe environment without fear of being bullied. We believe that every individual in school has a duty to report an incident of bullying whether it happens to themselves or to another person.

WHAT IS CYBER-BULLYING?

There are many types of cyber-bullying. Although there may be some of which we are unaware, here are the more common.

1. **Text messages** that are threatening or cause discomfort - also included here is "Bluejacking" (the sending of anonymous text messages over short distances using "Bluetooth" wireless technology)
2. **Picture/video-clips via digital cameras (including built in to mobile phones, other devices and web-cams)** - images sent to others to make the victim feel threatened or embarrassed.
3. **Phone calls** — silent calls or abusive messages; or stealing the victim's mobile phone and using it to harass others, to make them believe the victim is responsible.
4. **Emails** — threatening or bullying emails, often sent using a pseudonym or somebody else's name or account.
5. **Chatroom bullying** — menacing or upsetting responses to students or young people when they are in web-based Chatroom, either in real time or in a forum style service.
6. **Instant messaging (IM)** — unpleasant messages sent while students conduct real-time conversations online using MSN (Microsoft Messenger), Yahoo Chat or other such live chat.
7. **Bullying via websites or 'Flaming'** — use of defamatory blogs (web logs), personal websites and online personal "own web space" sites such as Twitter, Facebook and Myspace – although there are others.

At Highcliffe School we take this bullying as seriously as all other types of bullying and, therefore, will deal with each situation individually. An episode may result in a simple verbal warning. It will result in a parental discussion. Clearly, more serious cases will result in further sanctions, which could include exclusion. Where necessary, outside agencies, including the police will be contacted.

Technology allows the user to bully anonymously or from an unknown location, 24 hours a day, 7 days a week. Cyber-bullying leaves no physical scars so it is, perhaps, less evident to a parent or teacher, but it is highly intrusive and the hurt it causes can be very severe.

What should a student do if they have been bullied in this way?

- Do not keep silent – let someone know!
- Do not reply to any hurtful messages.
- Keep copies of any hurtful material and give it to your tutor/Head of Achievement.
- Make sure that your privacy/'friends' settings on the websites you use are set appropriately.

At Highcliffe School, students are taught (in PSHE lessons, assemblies, tutor time and ICT lessons) how to:

- Understand how to use these technologies safely and know about the risks and consequences of misusing them.
- Know what to do if they or someone they know are being cyber bullied.
- Report any problems with cyber bullying. If they do have a problem, they can talk to the school, parents, the police, the mobile network (for phone) or the Internet Service Provider (ISP) to do something about it.

These topics are revisited across the curriculum and across year groups.

The Highcliffe School Organiser, which every student has, contains the *ICT Acceptable Use Guidelines For Students*.



Highcliffe School

This policy should be read in conjunction with the school's Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.

Compiled by: M. Yapp	Revision number:
Agreed by: J A Potts Headteacher	
Adopted by: Governing Body	Revision date: June 2014



Highcliffe School

Attendance Policy

The importance of good attendance

The aim of this booklet is to outline the importance of regular attendance at school in order to emphasise the impact it can have on your son/daughter's academic progress.

If young people do not attend school regularly, they will experience difficulty in keeping up with their studies. In addition, they also miss out on the many activities and opportunities that are on offer at Highcliffe to support and nurture their growth into young adults.

Setting good patterns of attendance is vital. An attendance rate of 90% may sound impressive in the first instance, but it actually means that a student only attends for 4.5 out of every 5 school days. All students at Highcliffe are therefore set an attendance target of 95%.

Educational research indicates that less than 40% of students in secondary schools with an average of 15 days or more absence per year get 5 GCSE passes.

In addition to attendance, it is important to point out the need for students to be punctual. Students **MUST** be in their Tutor rooms for the start of the school day at 8.30am. Late arrival to school and class is disruptive to the learning of other students and will result in a break time, lunch or after school detention.

Students who develop a pattern of poor attendance and lateness will be the focus of support from the school Learning Support Guidance Team who regularly hold attendance panel meetings. In addition, students will be referred to the Education Social Work and Attendance Service (ESWAS) who will work with the school, student and parents to ensure that attendance patterns improve.

Why is it important to attend school

Government legislation entitled

'Every Child Matters: Change for Children' sets out a much more inclusive approach to provide for the well-being and education of children. This requires effective working partnerships between parents, students and school, student and the contribution of external agencies where this is appropriate.

The Government's aim for every child, whatever their background or their circumstances, is to ensure that they:

- Are healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

This policy should be read in conjunction with the school's Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.



What Can Parents do to Help?

- If you suspect that your son / daughter may be unhappy at school, please make contact with us as soon as possible via their Tutor. This will alert us to any problems and help us to work with you towards resolving any issues.
- Ensure that your son / daughter comes to school regularly, arrives on time and follows the school's 'Dressed to Learn' Guidelines.
- Make sure that your son / daughter understands that you do not approve of them missing school.
- Ask well in advance if you need your son / daughter to miss school for any special reason and / or medical appointment.
- If at all possible, try to arrange appointments outside the school day.
- Avoid taking your son / daughter out of school during term time, especially when they will be taking examinations / assessments.
- Make your son / daughter aware that their participation in some Year Group activities will be dependent upon your son / daughter meeting their attendance target of 95%.

Notifying the School of any Absence – Years 7 to 11

All students are electronically registered during AM tutor time and every lesson by staff. However, there may be times when your son/daughter will be unable to attend school due to illness. In which case, please follow these guidelines.

- On each day of any absence please contact the school by telephone or email before 10am.

Dedicated Attendance Line 01425 282337

Email: attendance@highcliffeschool.com

- If the school has not been notified of an absence by 10am, parents will automatically be contacted by our Group Call Service. Please note that this is an automated service and has been put in place to alert parents to the fact that their son/daughter is not present in tutor.
- When your son/daughter returns to school, please ensure that they bring a note to confirm the reason for the absence, which should be handed to their Form Tutor on their first day back.
- It is important that students take responsibility for this in order to ensure that attendance records are kept up to date and to avoid any unnecessary reminders having to be issued. Reminders will be issued for a limited time after which the absence becomes unauthorised.

Please remember that you can keep up to date with the attendance and progress of your son/daughter by accessing our web site portal 'myHighcliffe'. Details regarding how to obtain access to this facility are available from office@highcliffeschool.com

Students in the Sixth Form are issued with a 'SWIPE' card which they should use to enter and exit the school at the terminal provided in Sixth Form reception. In addition, they are registered electronically every lesson.

On the first day of absence please contact Mrs H White or Mrs A Bower by telephone on 01425 282322 or email, 6thattendance@highcliffeschool.com

Please contact the Sixth Form Office on the first day of any absence and confirm in writing when your son/daughter returns to school. All absences, eg medical, interviews, etc, must be accompanied by a covering letter to be coded appropriately.



Holidays

Due to national changes in the structure of examination courses, assessments now place more emphasis on classroom based controlled tests. Holidays during term time will adversely affect preparation for controlled tests, assessments and coursework and they may be missed completely. These changes have made it necessary for the school to look at holiday applications during term time and it has been agreed with the Governing Body that holiday requests for students in Years 9,10,11,12 and 13 will not be granted because of the impact on the student's learning and examination work being missed. In exceptional circumstances eg family respite, consideration may be given by the Headteacher.

The school will still accept holiday requests for Years 7 and 8 and will assess each application. The school will look at the impact on learning, attendance record and reasons for request. It is important to note that if a student's attendance is less than 95% the holiday will not be authorised.

All requests for absence must be made on application forms available from the Student Support Office (and also the Sixth Form Office for Yrs 12 & 13).

What does the school do to reward good attendance?

The rewards of a good attendance record are:

- Secure learning.
- Strong peer relationships.
- Less 'catch up' work.
- Certificates for 100% attendance are awarded at the end of each term.
- Students who manage to complete the whole school year with full attendance will receive additional recognition for their achievement.
- Good attendance will help your son/daughter complete elements of 'The Highcliffe Challenge'.
- Participation in school activities is dependent upon students having achieved their attendance target.

Attendance for Learning in Secondary Schools (Ofsted)

Ofsted, the Government Agency responsible for the inspection of schools, place students into three categories in relation to the monitoring of attendance.

Below 85% = Persistent non-attenders

Between 85%-90% = Frequent non-attenders

Between 90%-95% = At risk of becoming frequent non-attenders

Statistics produced by Dorset Local Authority show a startling correlation between attendance and achievement. In analysing performance across the school, we have also identified that students who participate in extracurricular activities such as clubs, KS3 booster classes, coursework and revision classes etc also gain improved grades.

If a Highcliffe student is absent less than one day a month, they have a 87% chance of getting 5 A*-C grades.

Or put another way, if a student misses less than 7 days (including holidays, illness etc) in the year they have almost 9 chances in 10 of getting 5 A*-C grades.



Highcliffe School

If a Highcliffe student is absent less than one day a fortnight, they have a 75% chance of getting 5 A*-C grades.

Or put it another way, if a student misses less than 15 days (including holidays, illness, etc) in the year they have 8 chances in 10 of getting 5 A*-C grades.

If a Highcliffe student is absent once a week or more, they have only a 20% chance of getting 5 A*-C grades.

Or put another way, if a student misses more than 30 days (including holidays, illness etc) in the year they have only 2 chances in 10 of getting 5 A*-C grades.

How attendance impacts on attainment:

Jane is in Year 8 - Her attendance rate is always around 90%
She thinks this is pretty good!

90% attendance means that Sally is absent from lessons for the equivalent of one half day each week

In Year 7, Jane's 90% attendance rate means that she missed the equivalent of four whole weeks of lessons in the school year.

If Jane continues to attend for 90% of the time over the 5 years at Highcliffe School, she will miss the equivalent of half a school year.

Our Goal 2014 - 2015

To ensure that:

- All students learn to their full potential in an informed, caring and supportive environment and that challenging learning experiences develop students as successful confident young adults.
- Each student is able to talk confidently about where they are with their learning and what steps they need to take to make further improvements.

Attendance & Performance at a glance.....

National statistics show that student attendance can 'dip' when they enter secondary education. At Primary School attendance is often over 97%. At Secondary School level the trend is for attendance to run between 93% and 94%. This change in the attendance trend creates a 'Learning Gap'. At Highcliffe we are determined to maintain the rate of attendance established at Primary School to promote student achievement.

Attendance figures for Highcliffe 2011-2012 = 93.91%

With your full support we hope to be able to report a school attendance figure in excess of 95% for the end of this academic year.

Please help us to ensure that we do our best for your son/daughter.

"I believe in using what you have, instead of mourning for that which you do not. In thirty years time, I want to be able to look back at my youth and know that I used by talents fully: that I wasted nothing." A former Highcliffe Sixth Form Student



Highcliffe School

Striving to Improve

We always welcome feedback. To enable us to improve the level of information provided to parents and students it would be most helpful if you would forward any comments upon this booklet to office@highcliffe.dorset.sch.uk for the attention of the Headteacher.

In particular, we would like to know which features you have found to be beneficial and perhaps any other aspects of attendance and attainment that you feel you would like to have more information about.

This policy should be read in conjunction with the school's Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.

July 2014



Behaviour Policy

We believe that in order to enable effective teaching and learning to take place, positive behaviour in all aspects of school life is fundamental. This policy seeks to enable all staff, students and parents to work together to develop strategies to support individual students in achieving their true potential and to demonstrate positive learning behaviours. 'Every Child Matters' (i) is a framework which has been developed by the Government to ensure the well-being of children and young people from the ages of 11 – 19. This policy, alongside other policies and procedures, ensures the wellbeing of the school community.

Highcliffe School Values

We aim to provide a safe, secure and happy school, which both stimulates and challenges - a school where students achieve their full potential within a caring community.

At Highcliffe we value:

- **Respect for all members of the school community**
- **Personal responsibility, self discipline and independence**
- **High standards of achievement**
- **The development of positive attitudes to learning**
- **Respect for our learning environment**
- **Honesty, integrity and courtesy**
- **Co-operation and teamwork**
- **Punctuality, participation and attendance**
- **Care and consideration for all members of the community**
- **Making a positive contribution to both local and international communities**

Effective teaching and learning can only take place in a well-ordered environment. Promoting positive behaviour requires the commitment of all parents, staff and students and consistency of practice is needed across the school community to ensure that students know the standards of behaviour that are expected of them.

The school actively supports positive learning behaviours through the awarding of Attitude to Learning grades, merits and merit certificates, attendance certificates, letters of commendation, Headteacher's award and celebration assemblies and lunches.

The Highcliffe School and Specialist College Student Learning Support & Guidance: Behaviour Management Framework for staff, which supports this behaviour policy, provides the principles and procedures upon which the school can build a sound policy and consistent effective practice that ensures the highest level of support and care is available to all.

A shared commitment from parents through the home-school agreement, governors and the wider community is an important factor in promoting good behaviour as is the support of the inclusion policies, social service departments, Connexions, health services

and the police in dealing with challenging behaviour. In some cases a multi-agency approach is essential if the best interests of the student are to be fully met.

The continuous improvement of practice will be at the heart of the behaviour strategy and amendments will be made in accordance with any review, evaluation and in accordance with any necessary developments.

The Governing Body, Headteacher and staff will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender disability or sexuality. They will also ensure that the concerns of students are listened to and appropriately addressed.

The school has ensured that parents are fully informed of the expectations for all students by communicating them through the student organiser, tutor noticeboards, school rules, school prospectus, home-school agreements and the parent area on the school website and H2U newsletters.

The school has communicated the behaviour policy to all new and existing students through the student organiser, school rules, school prospectus, tutor notice board, H2U newsletters, school assemblies, intranet and within the curriculum wherever relevant.

The school has communicated the behaviour policy to all teaching and non-teaching staff by providing copies of the policy and through the staff-training programme. Additional training is provided for trainee and newly qualified teachers.

Disruption of lessons

At Highcliffe we view the right to learn in an ordered classroom environment as fundamental to the aims of the school. All students have the right to be able to learn in a structured, ordered environment in the classroom where they feel safe and able to learn. All students have the responsibility to ensure that their behaviour does not hinder or impede the learning of others. Students who stop the learning both of themselves and others as a result of poor behaviour in the classroom will be subject to the range of sanctions as outlined in this policy.

Acceptable and unacceptable behaviour

The school defines acceptable behaviour as that which promotes courtesy, co-operation and consideration from all students in terms of their relationships with other students within/outside the school, teachers and other school staff and with visitors or other persons within/outside the school premises. It is essential that the whole school community feels safe and secure at all times and does not fear invasion of personal space: emotionally, physically or mentally.

Examples of unacceptable behaviour include – but not exclusively:

- inappropriate physical contact
- invading the space of others: emotionally, physically and mentally
- name calling and/or verbal abuse
- threatening language or behaviour
- intimidation / physical abuse and/or fighting
- bullying
- harassment - including racist, sexual, sexist and homophobic abuse
- misuse of ICT by sending offensive email or text messages.
- inappropriate use of technology
- smoking – this includes being in possession of any smoking related items on school premises, including matches and lighters
- the bringing into school and/or consumption of alcohol in school

- use of an illegal substance – this includes being in possession of items on school premises
- any item that has been, or is likely to be, used to commit an offence or cause personal injury to, or damage the property of, any person
- bringing any item which may be used as an offensive weapon into school e.g. knives, BB guns, laser pens etc.
- being in possession of items which are not permitted on school premises – chewing gum, aerosols, marker pens, correction fluid or anything else that may be harmful to others
- the bringing of fireworks into school
- disrupting lessons and other learning activities
- damage to property and the fabric of the building
- tampering with health and safety equipment and procedures
- the bringing into school, accessing and sharing of pornographic material
- leaving the school premises without permission during the school day
- being in/around areas which are out of bounds during the school day
- any type of graffiti
- lateness
- making malicious accusations against other persons in the school – students and staff members

The above misbehaviour will also be subject to the school's disciplinary and sanctions procedures if it occurs:

- whilst taking part in any school-organised or school-related activity
- travelling to and from school
- whilst wearing the school uniform

and also if misbehaviour could have repercussions for the orderly running of the school or that could adversely affect the reputation of the school.

The school will seek to support students when appropriate by making referrals to multi-agencies and by offering internal support.

When deciding on a sanction the school will always apply the principles of proportionality. Depending on the nature of any unacceptable behaviour that a student has been involved in the following sanctions may apply:

- Make a sincere apology.
- Be placed in a detention after school or at break or lunch time.
- Be placed on daily or weekly support card to monitor behaviour.
- Undergo a series of sessions of detentions.
- Be isolated from lessons for a limited period.
- Pay in part or in whole for any replacements of damage resulting from inappropriate behaviour.
- Be excluded from school for a fixed term or permanently.
- Explain your actions to the police if your behaviour is potentially in breach of the law.

In order for the behaviour policy to be effective, a clear relationship with other school policies is established.

SCHOOLS	
Rights	Responsibilities
<ul style="list-style-type: none"> • To make clear the school's statutory power to discipline students and that students and parents will need to respect this. • To enforce their school-behaviour policy – including rules and disciplinary measures. • To expect students' and parents' cooperation in maintaining an orderly climate for learning. • To expect students to respect the rights of other students and adults in the school. • To expect students to behave in an acceptable manner which promotes courtesy, co-operation and consideration. • Not to tolerate violence, threatening behaviour or abuse by students or parents. If a parent does not conduct himself/herself properly, a school may ban them from the school premises and, if the parent continues to cause nuisance or disturbance, they may be liable to prosecution. • To take firm action against students who harass or who are disrespectful to school staff on or off premises – engaging external- support services, including the police, as appropriate. • To make judgements regarding sanctions that are appropriate, proportionate, balanced and measured. 	<ul style="list-style-type: none"> • To ensure the whole school community is consulted about the principles of the school-behaviour policy. • To establish and communicate clearly measures to ensure good order, respect and discipline. • To ensure the school-behaviour policy does not discriminate against any student on, e.g. grounds of race, gender, disability or sexual orientation, and that it promotes good relations between different communities. • To ensure staff are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies. • To support, praise and, as appropriate, reward students' good behaviour. • To promote the school ethos of acceptable behaviour as that which promotes courtesy, co-operation and consideration from all students • To apply sanctions fairly, consistently, proportionately and reasonably – taking account of SEND and the needs of vulnerable children, and offering support as appropriate. • To make alternative provision from day six for fixed-period excluded students, and where appropriate to arrange reintegration interviews for parents at the end of a fixed-period exclusion. • To take all reasonable measures to protect the safety and well-being of staff and students, including preventing all forms of bullying and dealing effectively with reports and complaints about bullying. • To ensure staff model good behaviour. • To promote positive behaviour through active development of students' social, emotional and behavioural skills. • To keep parents informed of their child's behaviour, good as well as bad. • To work with agencies to promote community cohesion and safety.

STUDENTS	
Rights	Responsibilities
<ul style="list-style-type: none"> • To be taught in environments that are safe, conducive to learning and free from disruption. • To be part of a community where acceptable behaviours are promoted and valued. • To expect issues regarding behaviour to be treated in a proportionate, reasonable, balanced and measured manner. 	<ul style="list-style-type: none"> • To follow instructions by school staff, obey school rules and accept sanctions in an appropriate way. • To act as positive ambassadors for the school when off school premises. • Not to bring inappropriate or unlawful items to school. • To show respect to school staff, fellow pupils, school property and the school environment. • To adhere to the school's expectations regarding acceptable behaviours. • To cooperate with, and abide by, any arrangements put in place to support their behaviour, such as Individual Student Support Plans, Individual Education Plans and Student Learning Plans.

PARENTS	
Rights	Responsibilities
<ul style="list-style-type: none"> • To have access to the school behaviour policy. • To be kept informed about their child's progress, including issues relating to their behaviour at the discretion of the school. • To expect their children to be safe, secure and respected in school. • To be able to contact the school regarding their child's behaviour or that of others. • To request that the school's sanctions are applied in a proportionate, reasonable, measured and balanced manner. • To appeal against a decision to exclude their child, first to the governing body of the school and then, in cases of permanent exclusion, to an independent appeal panel. 	<ul style="list-style-type: none"> • To respect the school's behaviour policy and the disciplinary authority of school staff. • To help ensure that their son or daughter follows reasonable instructions by school staff and adheres to school rules. • To sign the home-school agreement. • To ensure their child adheres to the dressed to learn rules including piercings and hair colours. • To send their son or daughter to school each day punctually, suitably clothed, fed, rested, and equipped and ready to learn and dressed to learn. • To accept the school's sanctions and work with the school to resolve issues of student behaviour in a collaborative and co-operative manner. • To ensure that their child does not bring into school items which are not suitable as per statement in student organiser. • To check and sign the student organiser each week. • To attend parents' evenings. • To contact the school each day of absence.

	<ul style="list-style-type: none"> • To ensure school staff are aware of any SEND-related or other personal factors which may result in their child displaying behaviours outside the norm. • To be prepared to work with the school to support their child's positive behaviour. • To attend meetings with the Headteacher or other school staff, if requested, to discuss their child's behaviour. • If their child is excluded from the school, to ensure the child is not found in a public place during school hours in the first five days of exclusion and, if invited, to attend a reintegration interview with the school at the end of a fixed period exclusion.
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Adults who are in charge of students during on-site or off-site activities have a 'duty of care' responsibility for such students. In certain circumstances (exceptionally or rare) they may need to take action set out in the guidance documents listed below.

This policy is based on the following documents:

"Behaviour and discipline in schools" – Department for Education

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277894/Behaviour_and_Discipline_in_Schools_-_a_guide_for_headteachers_and_school_staff.pdf

"Screening, searching and confiscation" – Department for Education

<http://media.education.gov.uk/assets/files/pdf/s/screening%20searching%20and%20confiscation%20advice%20for%20head%20teachers%20staff%20and%20governing%20bodies.pdf>

"Use of reasonable force" – Department for Education

<http://media.education.gov.uk/assets/files/pdf/u/use%20of%20reasonable%20force%20advice%20for%20headteachers%20staff%20and%20governing%20bodies.pdf>

This policy should be read in conjunction with the school's Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.

Compiled by: N Campbell/ S Riley	Revision number:
Agreed by: J A Potts Headteacher	
Adopted by: Governing Body	Revision date: May 2015

(Reviewed NCL – June 2014)



Mobile Phone Policy & Guidance

Mobile phones are having an impact on every school. A whole distinct culture has grown up around text-messaging that has made clear to us all what early adopters of communication technologies young people are.

Mobile phones are incredibly good safety devices for students and staff. They have also become more powerful in recent years.

Highcliffe School will be moving to explore these very real learning benefits but at the present time these gains are limited. The school however understands the inevitability of the mobile phone in the 21st century.

After consultation with the school's Student Council, the Governing Body has adopted the following policy:

- Mobile phones must only be used in cases of genuine need and not used simply for 'Gossiping' or 'Chatting'.
- Courtesy, consideration of and respect for others, are paramount at all times.
- Electronic devices brought in to, kept at, or used in school are the responsibility of the user. Under no circumstances will the Governing Body of Highcliffe School accept responsibility for their loss or theft. Nor will the school accept responsibility for any adverse effects on health caused by the use of such devices whether potential or actual.
- It should be noted that the mobile phone is a highly lucrative item for thieves. As such, electronic devices should therefore be securely stored when not in use. (Highcliffe is in the fortunate position to be able to provide lockers for our students). Owners may wish to look at insuring their mobiles against theft.
- Mobile phones must be switched off or placed into 'Flight Mode' during lessons, private study times, assemblies and when they are stored in a locker and should only be used for essential communication.
- Mobiles should **not** be used to contact home in cases of medical need. Any student needing to contact home for this purpose should make contact via the Student Support Office.
- They should not be used in any manner or place that is disruptive to the normal routines of the school or to the learning of others.
- Mobile phones must **NEVER** be taken into an examination room in accordance with the examination boards' rules and regulations.
- If the mobile phone has a camera facility it should be used in a responsible manner. As with any camera, you should always seek the permission of others if you wish to take their picture or video – not doing so is invading others' privacy and their personal safety.
- Any photos/videos taken should be for your own personal memories and should never be published on the Internet or passed to any other party. These cameras must never be used to photograph any form of sporting activity or performance. They should **NEVER** be used within changing rooms, toilets or other 'sensitive' areas of the school.
- Video recordings on mobile phones are **NOT** to be taken at School unless as part of an agreed/authorised learning activity.
- If a user of a mobile phone receives any communication that could be portrayed as menacing, causing harassment or offence to others, they should report it to a member of staff immediately.
- The use of 'real-time' messaging systems and 'blogging' (web logging) systems should not be used at school in accordance with the schools ICT policy.
- With many mobile phones now 'doubling up' as MP3 players (or other music file formats), owners should make sure that these are not used in school (including outside and in corridors) – unless specifically authorised by the teacher of your lesson.

- Mobile phones should never be used to send unsolicited messages (voice, SMS, MMS or other types) to people who have not given their permission. This includes 'Blue Jacking' (connecting to other phones via Bluetooth anonymously). It is advisable to disable the 'find me' or 'discoverable' Bluetooth mode on the phone.
- It is advisable to protect phones with security marking and codes.
- If students unexpectedly receive text messages referring to their mobile phone being 'tracked', this may be someone using a mobile phone tracking system to locate the owner. Students should notify a member of staff and their parents immediately.
- **It is a criminal offence under Section 43 of the Telecommunications Act 1984 and the Malicious Communications Act 1988 to use a mobile phone to menace, harass or offend another person. The school may involve the police should such an action occur.**
- Any mobile phones confiscated due to a condition of this policy being broken will be taken to the Student Support Office, be placed into a named envelope and stored securely. The confiscated mobile may be collected by the student at the end of the school day. Students will be asked for identification.

If the user of a mobile phone breaks any condition of the above policy the phone will be confiscated by the school and normal school behaviour sanctions will be invoked.

If a phone/digital camera contains any inappropriate photos, videos or other digital content then the school reserves the right to delete this content. If appropriate, the school may take copies of the inappropriate content and pass this copy or the phone to any relevant agencies. Any material the school retains will be deleted once subsequent investigations have taken place.

In summary, the school understands the importance of mobile phones, with the challenge being controlling their use during school time and allowing appropriate, sensible and safe usage for all the community.

This policy should be read in conjunction with the school's Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.

Compiled by: <i>M.Downs</i>	Revision number: <i>1</i>
Agreed by: <i>Headteacher</i>	
Adopted by: <i>The Governing Body</i>	Revision date: <i>July 2014</i>



Dressed and Ready to Learn

At Highcliffe we believe that appropriate school dress is conducive to creating a good working environment and promotes a sense of belonging to our school community. When dressed appropriately our students make a very positive impression upon the wider community who frequently comment upon their good behaviour and standard of dress.

Highcliffe School has a school uniform policy and a clear dress code of how this uniform should be worn. Uniform applies to all students in Years 7 through to 11 at all times without exception.

Every student attending the school has chosen to join Highcliffe and has done so in the knowledge that we have a uniform and dress code; therefore they should be proud to represent our school as best they can, wearing the uniform with pride. It is an important part of the identity of the school.

This policy has been developed with due regard for the Human Rights Act 1998 and anti-discrimination legislation.

We believe that our uniform helps towards us becoming a better school by setting a smart, business-like ethos amongst our students. In addition, the uniform helps the students to be focused on learning. Importantly, it also gives due consideration to the health and safety of our students.

Our uniform policy and dress code are reviewed regularly in consultation with students, parents, staff, School Council Members and Governors. It is designed to be smart, practical and cost effective. The overriding principle to this code is that

"Uniform should be worn smartly and neatly at all times"

Students who fail to adhere to the Uniform Policy and Dress Code will be sanctioned accordingly.

Highcliffe School uniform can be purchased from our school shop "Barretts" of Southbourne. Barretts has recently been taken over by Stevensons.

www.stevensons.co.uk/School/HighcliffeSchoolChristchurch/Browse

PMG in New Milton also hold our uniform.

Uniform grants are available for students entitled to free school meals. Application forms can be obtained from the Finance Office. A grant for up to £100 per student is available every two years. The Upper School office tries to keep spare uniform for emergency use for all year groups and we are always very grateful for any uniform donations.

Labels

All uniform must be labelled/named; a significant amount of clothing is misplaced and we cannot trace the owner because items are not labelled/named. Misplaced items which are labelled/named are returned to students quickly.

Barretts/Stevensons offer personalised labels which can be ironed on. They also offer a service where they will do this as part of an internet order, therefore all items ordered will arrive with labels already in the clothes.

Exceptions to this dress code are at the discretion of the Headteacher only

Uniform can cause stress between parents and their children as it is not always clear on what is acceptable. This booklet has been produced to make uniform buying and wearing a lot clearer to both parents and students and the areas of uncertainty clarified.

Please note information regarding male and female trousers has been added to help parents.

If you require any clarification on any points of the Uniform and Dress Code please do not hesitate to contact the school.

Please would you return the parental slip to Student Support Office, on receipt of this booklet which contains the advance notice of change of PE kit, EU directive on hair colouring and advice regarding trousers.

Highcliffe School, Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD



Jumper

Approved school jumper. The jumper should meet the waistband of trousers or skirt, no midriff should be visible. The jumper should not be frayed, have holes or rips.

Years 7 through to 10 - Purple

Year 11 - Black

Skirt

The skirt must not be altered in any way, taken in at the sides or length altered.

Approved school skirt, which should be **knee length at all times**

The skirt should be worn just below the waist.

Years 7 through to 10 – Grey with school crest.

Year 11 - Black or Grey with school crest.

Students who fail to wear the correct skirt may be issued with a school skirt to borrow.

Trousers

Years 7 through to 10 – Mid-Grey

Year 11 – Black or Mid-Grey

The school dress code states that trousers for males and females should be of a certain type. They should be properly tailored and should not be considered a fashion trouser. The following trousers are not acceptable: hipster cut, made of lycra, combat style, jeans style, treggins, jeggings, skinny, drainpipe or baggy. Trouser hems should be properly tailored, should not be frayed nor should the hem drag on the floor. No studded or fashion belts are permitted, belts should be black with a small buckle. Students who fail to wear the correct trousers may be issued with a pair of school trousers to borrow.

Many parents have contacted us to ask for clearer guidelines regarding trousers as they have found that Miss Sixty, Miss Sexy, Miss Sassy, New Look, River Island (Male) and Top Man trousers are not fit for schoolwear.

The school has looked at a number of school trousers to help both parents and students. Trutex, Banner, BHS, Debenhams and Marks and Spencer school trousers have all been looked at and discussed with some students and staff. The Marks and Spencer trousers were thought to be the most acceptable by students and staff for fit and a reasonable price for both males and females – ranging from £8.00 to £14.00. As with all Marks and Spencer goods the trousers can be bought online, click and collect or in store.

Our recommendation for both male and female trousers for September 2014 are:

Marks and Spencer Girls' Slim Leg Trousers with Zip Pocket and Stormwear – Product Code T761235, this style can also be bought in short and longer lengths as well as plus fit (T761268P). This trouser is available in mid grey for years 7 – 10 and black for Year 11.

Marks and Spencer Boys' Flat Front Slim Leg Trousers with Stormwear – Product Code T764725, this style can be bought in short and longer lengths as well as plus fit (T764718P). This trouser is available in mid grey for years 7 – 10 and black for Year 11.

All trousers must fall free from the leg from the thigh to the shoe.

Tie

Approved school tie. Years 7 through to 11

Ties are expected to be worn smartly with the knot at the collar. Knots should not be either too small or too large. Guidance on the size of knot will be given to each student during assemblies.

Students who fail to wear their ties correctly may be given a clip on tie to borrow.

Year 11 girls may wear a non-fitted, short sleeved blouse, with revers collar, throughout their time in Year 11, therefore no tie is required.

Year 7 – 10 girls may wear a short sleeved, non-fitted blouse with revers collar during the Summer Term, therefore no tie is required.

Shirts/Blouses

Years 7 through to 11

White, **non-fitted** shirt or blouse to be worn tucked into the students' trousers or skirt with all buttons fastened.

Year 11 girls may wear a non-fitted, short sleeved blouse, with revers collar, throughout their time in Year 11.

Year 7 – 10 girls may wear a short sleeved, non-fitted blouse with revers collar during the Summer Term.

All shirts must be tucked into the waistband of skirt or trousers with all buttons fastened.

Tights

Girls may wear plain natural or plain black tights. No 'coloured' or patterned tights are to be worn.

Socks

Socks - plain white, plain grey or plain black. Other 'coloured' or patterned socks are not acceptable. 'Pop socks' are not acceptable with a skirt. Knee length socks should not be worn with skirts.

Shoes

Plain black leather style shoes are to be worn at all times. Black training shoes, trainer style shoes and boots are not acceptable. Heels should not exceed 5cm.

Students who fail to wear plain black leather style shoes, will be issued with black plimsolls from the Upper School office. The only exception to this rule is where the student has a medical reason not to wear leather shoes, supported by a note from their doctor.

High heels, sandals, open toed or backless shoes or flip flops are not allowed for health and safety reasons.

Jewellery

Highcliffe allows students to wear a limited amount of jewellery. We do not allow excess jewellery as it increases the likelihood of loss or theft. In addition, some items of jewellery can present a health and safety hazard. Students are allowed to wear a wrist watch. One charity wristband can be worn.

Year 11 students may wear an additional discreet bracelet or necklace. Highcliffe School achievement badges may be worn on the jumper. Key and wallet chains should not be visible.

In PE, Science, Art, Design and Technology for Health and Safety reasons it is essential that students remove all jewellery.

Ear piercing

One pair of small plain gold or silver ear studs may be worn in the earlobe (gold or silver). Earrings in any other part of the ear are not acceptable. Earrings will need to be removed for PE.

Piercings

Nose studs, tongue studs, eyebrow studs, tummy piercings or any other body piercings/jewellery are not allowed. Clear plastic bars worn in any such piercings are not acceptable. Students who wear such items will be asked to remove them. Covering these piercings is not acceptable.

Hair

Hair should be clean and tidy at all times. Short hair should be a minimum of a grade 2. The following styles are not acceptable:-

- Braided and/or beaded
- Tramlines
- Any other forms of 'shaving'
- Long hair should be tied back for health and safety reasons and where appropriate e.g. Food Technology a hair net should be worn.
- Only natural hair colours will be accepted. A number of students dye their hair and a red/burgundy/grape/purple sheen can be seen – this is not acceptable. A European Directive states that hair dyes are not intended for use on persons under the age of 16. Hair bands/slides should be plain black or brown and be undecorated and discreet.
- Alice bands should be plain black or brown and be undecorated.
- It is expected that students should be clean shaven.

Eyebrows

Eyebrows should not have shaved lines through them.

Make-up

Coloured nail varnish is not accepted and students will be asked to remove it. False and acrylic nails are not permitted. Students will be asked to remove polish/nails.

Very discreet make up is allowed but if it is thought not to be discreet students will be asked to remove it. Lipstick, eyeliner, eyebrow pencil, eye shadow and foundation is not thought to be discreet.

Aprons

Separate aprons are required for Design Technology and Food Technology lessons. A white craft apron is required for Design Technology and a green apron for Food Technology.

Expressive Arts – Black tracksuit bottoms, black Expressive Arts T-shirt to be worn during Expressive Arts lessons or performance only. Black fleece with crest can also be worn for Expressive Arts over Expressive Arts black T Shirt.

Coats

The school PE shower jacket with crest can be used for journeys to and from school.

Other coats should be suitable for school and offer protection from the weather, therefore denim, corduroy, leather or suede are not appropriate. Coats should not be worn in the building and students should place them in lockers. Scarves must be removed inside the building. **"Hoodies" are not appropriate for school and students are not to bring them to school.**

Hats and baseball caps are not to be worn in school.

Cycle Helmets

Cycle helmets must be worn by all students who cycle to and from school. If a student arrives at school by bicycle without a helmet, parents may be contacted to bring in a helmet to be worn on the journey home. Helmets may be purchased from the Lower School Office in school.

School Bag

A suitable sized rucksack or shoulder bag is required to carry A4 sized folders and the minimum equipment of a School Organiser, a calculator, 2 pencils, 2 pens (black ink), a ruler, a sharpener, an eraser, a small pack of colouring pencils, a secure fresh water bottle and lunchbox. All students have the opportunity to hire a locker during their time at Highcliffe where larger items can be stored securely. Mobile telephones should be switched off and placed in locker during the school day. Bags should be kept in locker during examination times. A handbag or carrier bag is not a suitable item in which to carry school equipment.

PE Essential Kit September 2014

Year 7 - 11

Winterbottom Purple Polo Shirt with crest

Black Shorts

Halbro Purple Rugby Shirt

Purple Socks

White Socks

Football boots

Trainers

Shin pads

Gum shield

Optional Items

Black fleece with crest

Black Shower Top with crest

Black Track Pants with crest

For students taking GCSE PE/Sports Diploma

Winterbottom Purple Polo Shirt with crest

Black Shorts

Halbro Purple Rugby Shirt

Purple Socks

White Socks

Black Shower Top with crest

Trainers, Boots, Shin pads, Gum shield

Optional Items

Black fleece with crest

Black Track Pants with crest

In consultation with the students, many have stated that they would wear the Black Shower Top with crest, to and from school and not only for PE. The school would gladly accept this as it provides protection from the elements.

All team participants must wear team socks which are black and purple with Highcliffe along the back.

For Health and Safety considerations skate shoes and canvas plimsolls are not permitted. Trainers should be a cross trainer or running trainer. Football boots should have studs suitable for football and rugby.

School Trips – It is usual for full school uniform to be worn on all school trips unless directed by the trip leader after consultation with the Headteacher, when students should wear suitable

clothing appropriate to the activity. School rules regarding make-up, jewellery and hair continue to apply during school trips.

Non-Uniform Mufti Days – Occasionally during the school year a non-uniform mufti day will occur to raise money for charity. School rules regarding make-up, jewellery and hair continue to apply during these days. Students should not wear:-

- hats or hoods inside the school building
- clothing which displays motifs which may be deemed 'offensive'
- backless shoes/flip flops
- cropped tops
- shorts which are considered to be too short and do not cover a good proportion of the leg.
- no dyed or inappropriate hairstyles

Additional Information

It is important for all members of our school community to be aware that we seek to ensure that safety and wellbeing are of the utmost importance. As a result, please note that in the interests of:

- Security: the school needs to be able to identify individual students in order to maintain good order and identify intruders easily
- Teaching and learning: a student's face should not be obscured for **any** reason. This is because a member of staff may not be able to judge their engagement with learning or be able to secure their participation in discussions and practical activities
- Protecting the individual: the school dress code seeks to prevent students from wearing clothing which may be associated with anti-social elements in the wider community
- Promoting identity: a strong, cohesive school identity supports the high standards we strive to achieve. If students appear to be very different from their peers, this can inhibit integration, equality and cohesion

We are justly proud of the fact that we are an Inclusive School and our 'Dress Code' reflects our commitment to providing all students with the opportunity to learn within a safe and secure community.

Lost Property

Every effort will be made by the Student Support Office to return named items. However, it is only possible to store lost property for half a term before disposal.

If students forget an item of uniform they should report to their Head of Achievement, **before morning registration**, to borrow a replacement. These items should be returned at the end of the day.

All confiscated items will be clearly named and stored in the Student Support Office for parental collection.

The school will contact parents of those students who attend school without proper uniform, or those who refuse to accept the school's dress code, so that the issue can be successfully resolved.

Dressed and Ready to Learn

Student Name:.....

Tutor:.....

I acknowledge receipt of the "Dressed to and Ready to Learn" information booklet which contains the advance notice of change of PE kit, EU directive on hair colouring and advice regarding trousers.

Signed:..... Parent

Date:.....

Please return to Student Support Office

Highcliffe School, Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD





Highcliffe School

Uniform Grant

To: The Manager
PMG
110 Station Road
New Milton
Hants

Or

The Manager
Stevensons
148-150 Seabourne Road
Southbourne
Bournemouth

Please provide the following items of clothing up to the value of £100 as agreed, and forward an invoice to the Finance Department, Highcliffe School.

Any balance in excess of £100 to be paid by the customer at the time of purchase.

SURNAME	FORNAME(S)	DATE OF BIRTH	TUTOR GROUP/YEAR	CLOTHING REQUIRED

Signed: Resource Manager/Finance Officer

Date:

**Highcliffe School
Parkside
Highcliffe
Christchurch
Dorset
BH23 4QD**

Tel: 01425 273381



APPLICATION FOR ESSENTIAL LEAVE OF ABSENCE FROM SCHOOL

PLEASE COMPLETE PARTS A & B BELOW

IMPORTANT: Please see information on the reverse of this form before completing this request.

(PART A) I request leave of absence for the student named below for the following dates:

FROM (1st day of absence from school)

Day	Date
day	

TO (last day of absence from school)

Day	Date
day	

Total number of school days absent

Name

Tutor Group

(PART B) Please provide a full explanation for the absence in the box below:

I have read the information overleaf and would like to proceed with this request.

Signed: Parent

Name (please print): Parent

For Office Use Only:

For office only:

Head of Achievement aware of absence Signed:

Head of School aware of absence Signed:

Attendance: %

Entered on Integris

Exams and Data:

Code: SRY Signed:

Absence

By law the school is required to ensure that all our students receive a full-time education. We are required to indicate on the register whether a student is present or not and to give the local Education Authority figures for absence rates. As a school, our target is to reduce the number of learning days lost through absence and all students are given an attendance target of 95% as a minimum.

Continuous attendance and good punctuality are essential for each student to learn well and to achieve.

External Examinations

Due to national changes in the structure of examination courses, assessments now place more emphasis on classroom based controlled tests. Any absence during term time will adversely affect preparation for controlled tests, assessments and coursework and they may be missed completely. These changes have made it necessary for the Government to look at absence applications during term time and amendments to the 2006 Regulations make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.



LEAVE OF ABSENCE INFORMATION FOR PARENTS

Before requesting a leave of absence you need to think about:

- ? The lessons your child will miss
- ? The difficulty they will have catching up
- ? The effect it will have on how well they do in school
- ? The school cannot grant any leave of absence during term time

For your information:

You do not have the right to take your child out of school for any leave of absence.

The school must be informed by 10 am on each day of any absence on the school's dedicated attendance line

01425 282337

Amendments to the 2006 Regulations make it clear that Headteachers may not grant any leave of absence during term time unless there are *exceptional* circumstances.

Dorset County Council