



Finham Park School

INTRODUCTION

I would like to take this opportunity to welcome you and your son/daughter to Finham Park School.

At Finham Park we pride ourselves in catering for the individual needs of all young people in our care. It has been, and will continue to be our ambition to ensure that every student remembers their time here as one of the best times of their lives. This ethos, built around high quality teaching and learning and outstanding support systems will allow your son/daughter to develop, gaining academic success and building skills for life that will eventually lead to them becoming successful in the world of education and work beyond Finham Park.

In summary, I look forward to meeting you personally, to watching your son/daughter enjoy their time at school, and to developing the strong partnership that we need with parents to allow our young people to flourish at Finham Park.

Mark Bailie
Executive Headteacher

WELCOME!

Overview of the Leadership Teams roles within the school

Mr Mark Bailie	Executive Headteacher
Mrs Viv Maginnis	Associate Headteacher
Ms Sarah Megeney	Deputy Headteacher
Mr Ryan Downie	Assistant Headteacher / Head of Sixth Form
Mr Foorkan Kiddy	Assistant Headteacher
Mr Andrew Ditch	Assistant Headteacher
Dr Elizabeth Pyne	Assistant Headteacher (maternity cover)

College Teams

Mrs Maddy Walker	Northgate College Leader
Mrs Kendall Fowler	Northgate Deputy College Leader
Mr Steve Marfleet	Eastgate College Leader
Miss Catriona Reardon	Eastgate Deputy College Leader
Mrs Nicky Buckley	Southgate College Leader
Mr Richard Elliott	Southgate Deputy College Leader
Mrs Penny Finn	Westgate College Leader
Miss Lyndsey Hall	Westgate Deputy College Leader

HOW PARENTS CAN HELP AND SUPPORT

Any school is only as good as the mutually supportive partnership between the school and parents. At Finham Park we have always greatly valued this positive relationship.

We are always seeking to strengthen this relationship. We are constantly looking at ways to improve the links which currently exist between parents and school.

You will receive a password and instructions on how to access Insight and all the valuable information it provides i.e. behaviour and attitude to learning, academic achievement as well as attendance and punctuality.

Please will you continue to work with us by:

- ensuring that your youngster has a **positive approach to school life** and comes each day with the correct and **appropriate books and equipment**;
- ensuring that your youngster has the right conditions for quiet study when doing homework;
- checking that **homework/controlled assessment** is tackled properly and effectively;
- ensuring that each day your child arrives at school in the appropriate school uniform as reproduced in this booklet and in their Student Planner;
- **signing your youngster's Student Planner** on a weekly basis so that we know that you have checked that homework has been completed. The student planner contains useful information on Academic Year dates, where to get help, school policies and your youngster's progress. You can use it to communicate with school as well;
- **checking your youngster's Student Planner** to ensure that homework is listed and that good working routines are being established;
- talking with your youngster about work and progress at school and **letting us know if there are any issues that might affect your child's learning, behaviour or attendance**;
- making sure that your youngster has read and understands our **School Rules** which we expect all students to observe every day in school. For information this is set out in this booklet and in summary in the Student Planner. We hope that all parents will read it too and will support us in **ensuring these rules are observed**;
- letting us know if you have a **particular skill, interest or expertise** which we might use to widen the range of extra-curricular activities we offer or to extend the curriculum in some other way: we welcome parental involvement in these areas!
- accessing school website and/or checking the student planner to check on letters sent home;

- informing us of your youngster's absence in the morning or through the Student Planner.

We want the partnership between school and home to be as strong as possible. It is our aim to ensure that every student here achieves personal excellence and does as well as (s)he is capable of. To achieve this we need to support each other and ask you to support us on matters both of learning and behaviour. It is most important that students see teachers and parents working closely together to enable them to develop as effective and successful learner and as responsible, well behaved members of the community.

Vivien Maginnis
Associate Headteacher

CONTACT BETWEEN SCHOOL AND HOME

Parents should readily be able to make contact with us and find out about their youngster's progress. Throughout the year this will be monitored carefully by his/her Mentor and College Leader:

	College Leader
Northgate	Ms M Thomas
Eastgate	Mr S Marfleet
Southgate	Mrs N Buckley
Westgate	Mrs P Finn

Mrs Kovacs is our Inclusion Manager with responsibility for Special Educational Needs Coordination.

In the Sixth Form Mr Downie is Head of Sixth Form and Ms Purewal is Deputy Head of Sixth Form.

The first point of contact for most matters regarding your child will be their mentor. A list of your child's mentor can be found on the following page.

Please can I add that we would rather hear about a problem before it becomes serious so do not hesitate to get in touch if you feel that things are not as they ought to be. We will always try and help.

Should a mentor not be able to resolve a matter or if it is serious then it may be referred to the College Leader who will be able to sort out on my behalf most of the things you will want to talk about, but I am always willing to see any parent who wishes to speak with me. If you want to make sure of seeing me, telephone Kay Grainger (my PA) and she will fix a time to suit us all. If not, my deputy, Ms Megeney will be pleased to help you.

Northgate

Mentor Gp	Mentor	Room no.
01	Richard Wiggins	B22
02	Jo Jones	M13
03	Sarah Bennett & Bev Chapman	J24
04	Kiran Dhanjal & Becky Holmes	J23
05	Jo Lucas	C24
06	Rebecca Oldfield	D16
07	Laura Heritage	H17
08	Kendell Fowler & Becky Holmes	H25
09	Duncan Radford	K16
10	Hetty Frampton	A37
11	Jenny Spokes & Debbie Watson	K18
12	Paul Darby	L24
13	Vicky Lawton	D14
14	Christine Baker	D12
15	Jenny Staton	B21

Eastgate

Mentor Gp	Mentor	Room no.
01	Lewis Baker	J26
02	Danni Yan & Helen Lewis **	B11
03	Helen Cooke	A32
04	Michael Roberts	L25
05	Jasleen Gill	L22
06	Matt Amos	C11
07	Catherine Kendall & Robert Comley	C22
08	Amair Sayed	J17
09	Susan Miller	H22
10	Lesley Roberts	K17
11	Wendy Harrison & Anton Rixon	E12
12	Stephanie Saffrey	M25
13	Samson Yap	J13
14	Lucy Madden	C25
15	Cat Reardon & Maria Peirce	M21

Southgate

Mentor Gp	Mentor	Room no.
01	Sarah Booker	B13
02	Steve Appleby (Z Bhayat)	J11
03	Phil Stone	H28
04	Rebecca Parker	J21
05	Ruth Charlesworth & Leigh Oxley	J16
06	Ros Atherton	E11
07	Rachel Henshaw	K19
08	Tonia Smith	D13
09	Mike Gunn	A38
10	Pete Maguire	K12
11	Lol Conway & Technology supply	K14
12	Katie Hirst	C12
13	Richard Elliott & Karen Gutteridge	K15
14	Dawn Guyatt & Kit Chan	H16
15	Dan Fox	J12

Westgate

Mentor Gp	Mentor	Room no.
01	Glen Walker	C13
02	Colin Day	M24
03	Lyndsey Hall & Kim Wilkinson	B23
04	Louise Willard	C23
05	Aaron Tighe	D11
06	Mehwish Sarosh & Colleen Taylor	L12
07	Dan Ratcliffe	B12
08	Jenny Darby	B24
09	Avneet Gosal	H27
10	Nathan Howard	H24
11	Iram Ali	J25
12	Kim Smith & Nicola Bancroft	J15
13	Lauren Dempster	M23
14	Kirsty Edwards	H11
15	Sonia Beckinsale	M12

Year 12/13

Mentor Group	Mentor
BTC	Ian BATCHELDOR
BDG	Jon BRIDGEMAN
BYR	Keith BYRNE
DRW	Susan DARWOOD & Harry HENSHAW
MLS	Karen MALLINSON
GRN	Suzie GREEN
HTN	Mariana HUNTON
MHM	Sabrina MAHMOOD
NSH	Emma NASH
SMH	Alex SMITH
WYE	Elaine WAY
WVR	Sandra WEAVER

BEHAVIOUR FOR LEARNING POLICY SUMMARY

3 things to remember about ensuring the good behaviour of our students at Finham Park:

- **Be consistent**- follow procedure- it affects everyone- don't turn a blind eye to students breaking the school code.
- **Be positive**- reward students and tell them why! Students will work better for you if you are positive with them- use Star Stickers, Feel Good Friday calls, postcards etc
- **Relationships are vital**- working hard to have good relationships with students is essential if they are to do as you want- it's worth the hard work!

Finham Park School Code

The 5 rules for learning are;

1. We respect everyone's right to learn
2. We listen to staff and follow instructions straight away
3. We bring the right equipment for learning
4. We listen to other students
5. We respect the school environment

CHOICES SYSTEM

The system is in place to allow all students the right to learn and all teachers the right to teach the following system is used:

Informal warning and reminder of expected behaviour.

Choice 1 (C1): Warning from teacher of how behaviour is not acceptable and its effect on learning. Remind of expected behaviour. Record on board with students initials

Choice 2 (C2): 2nd warning and reminded of expected behaviour; teachers should preempt further misbehaviour by e.g. moving a student, time out. Record on board with students initials

Choice 3 (C3): Teacher sanction- e.g. detention. Record on board with students initials

Choice 4 (C4): Sent to another teacher within subject area— further consequences will apply from the Subject Leader

Choice 5 (C5): Removal to Withdrawal Room by On Call staff – further consequences will apply

Most students at Finham Park go through the whole of their school career without any of the above.

REWARDS & AWARDS

The following is a selection of rewards for students. Some of these will happen regularly, and some are to use on an *ad hoc* basis.

How to get 'Star Stickers'

To get Star Stickers students have to show Learning Behaviour which is above the normal and general expectation.

1. Teachers should award 1 Star Sticker to a student who:-

- ✓ shows an excellent effort
- ✓ makes excellent progress
- ✓ makes an excellent contribution to the lesson
- ✓ participates in a school event
- ✓ shows care and support for others in the school

When students achieve a certain number of stickers the following awards and prizes will be given:

- ✓ 15 Star Stickers = Mentor Letter of Congratulation sent home
- ✓ 40 Star Stickers = College Leader's Letter of Congratulation sent home
- ✓ 75 Star Stickers = Assistant Headteacher's Letter of Congratulation sent home and Bronze Certificate with Bronze 'Finham Lion' badge awarded
- ✓ 125 Star Stickers = Deputy Headteacher's Letter of Congratulation sent home and Silver Certificate with Silver 'Finham Lion' badge awarded as well as a VIP pass for the week
- ✓ 175 Star Stickers = Headteacher's Letter of Congratulation sent home and Gold Certificate with Gold 'Finham Lion' badge awarded as well as a £10 voucher
- ✓ 225 Star Stickers = Governors' letter of Congratulation sent home and Platinum Certificate and Platinum 'Finham Lion' badge awarded as well as a £20 voucher

Examples of Other ways of rewarding students:

Star Trophies the top 2 students from each college with the most stickers that year will have their name engraved on a trophy

'Feel Good Friday' phonecalls - staff call one student per week for praise

Reward breakfasts for top students in year group who make most progress

Postcards- sent out by college and subject areas on an *ad hoc* basis

Mentor Group Star of the Week- students in the mentor group choose a student to award a certificate and star sticker to

Awards assemblies will take place at the end of every term

Awards evening will take place yearly- the week after Easter and will involve all year groups

SCHOOL DRESS CODE 2016-17

We firmly believe that students should take pride in their personal appearance and in membership of our school community by wearing our agreed school uniform. All items of dress and footwear should be suitable for wear in a school in which stairs have to be climbed regularly and in which Health and Safety issues are very important.

GIRLS & BOYS

<u>Footwear</u>	Black, sensible school shoes, with black sole (no coloured stitching or logos) - trainers or boots are not suitable for school, neither are heels.
<u>Socks</u>	Black or grey socks (also white socks for girls) - coloured socks are not suitable.
<u>Tights (Girls)</u>	Plain black, grey or flesh coloured tights - patterned tights are not suitable for school
<u>Trousers</u>	Plain school grey trousers suitable for school - fashion trousers - jean style, 'skinny' or stretch materials are not suitable for school OR
<u>Skirts (Girls)</u>	Plain grey <i>knee-length</i> pleated skirt - fashion skirts, tight, short or very long skirts are not suitable.

NB- The grey colour for trousers and skirts is not charcoal, nor very light grey- in the Trutex brand it is called 'Harrow Grey'- if unsure please ask at our uniform suppliers who can assist with this (Clive Marks, Mrs T, Andy Blair, Cat Ballou).

<u>Shirts</u>	Plain white school shirt buttoned at the neck—long or short sleeved
<u>Tie</u>	Navy and gold clip-on tie with college colour
<u>Jumper/ tank top</u>	Navy school jumper/ tank-top with single gold stripe around neck.
<u>Blazer</u>	Navy blazer with Finham Park logo
<u>Outdoor Coats</u>	Suitable outdoor coat - tracksuit tops, hooded tops, leather or denim jackets are not suitable for school. Outdoor coats must be removed at the start of all lessons, mentor periods and assemblies.
<u>Hats</u>	No hats can be worn on school site apart from navy blue Finham Park hat with logo.
<u>Jewellery</u>	Only one pair of stud earrings can be worn in ears and one small ring are allowed - large items of jewellery or other piercings are not suitable for school.
<u>Make-up (Girls)</u>	Years 10 & 11 girls - discreet make-up. No nail varnish allowed.
<u>Headscarves (Girls)</u>	Headscarves should be black or dark blue.
<u>Hair (Girls)</u>	Only small hairclips / hairbands are allowed.

All students need a suitable bag with all necessary equipment to ensure they are ready to learn

The school is happy to support students in wearing items, which relate to culture or religion. It will be appreciated that there cannot be endless arguments about dress, and the school's decision on whether appearance is appropriate for school or not must be the final one. Students whose appearance is not appropriate for school may be sent home and asked to change.

PHYSICAL EDUCATION KIT 2015-16

Games Kit - Girls

Navy and sky blue sports top
Navy shorts
Navy and sky blue polo top with Finham Park logo
Navy and sky blue striped socks
Optional navy sports trousers
'Skorts' (optional)

Trainers (football boots optional)

Games Kit - Boys

Navy and sky blue sports top
Navy shorts
Navy and sky blue polo top with Finham Park logo
Navy and sky blue striped socks
Optional navy sports trousers

Trainers & Football boots

Boys are strongly advised to purchase shin pads & gum guides

OPTIONAL for girls and boys: Sports hoodie with Finham Park logo; especially useful for students undertaking enrichment sport or who play for a school team

LITTER

As a community we promote the active care of and responsibility for our environment. As part of this we expect everyone to put their litter in the bins provided.

Please talk to your youngster about the importance of ensuring that all litter goes into litter bins.

MOBILE PHONES

Whilst we recognise that many students have mobile phones, and carry these for security reasons, the school accepts no responsibility for their safety. **They are brought in at your own risk and therefore we will not pursue their loss.**

Phones should be neither seen nor heard otherwise they will be confiscated and retained securely in reception and returned to the student, on polite request, at the end of the school day.

During examinations the possession of a mobile phone is forbidden by exam regulations and is deemed 'malpractice' and results in an X grade for the examination where the phone is found. If students bring phones in we provide a box for them to deposit their phones at their own risk. Again, we stress that the school takes no responsibility for their safety and will not pursue their loss.

ABSENCE FROM SCHOOL

Research clearly demonstrates the strong link between good attendance and success at school. We have an excellent attendance record and expect students to achieve a level of attendance beyond 95%.

When a youngster is ill we ask parents to inform us on the morning of the absence either by note or telephone. When a student returns to school following absence, we ask for a brief note of explanation which should reach us promptly on the day of return. There are absence slips in the Student Planner to assist parents with this.

We have noticed that occasionally parents support students in taking odd days off e.g. for extended weekends. May we respectfully remind you that this is illegal and the school cannot support this.

OCCASIONAL EXEMPTION FROM PE

On occasions it may be necessary for a student not to take part in a PE lesson because of illness or temporary incapacity. On these occasions it is helpful if you send a note to us indicating what is wrong with your child. We still expect students to bring some kind of Sports clothing with them, even if they are ill as they can take part in some aspect of the lesson, whether it is coaching, refereeing etc.

Please note that we do not normally excuse youngsters from PE without a note from home.

HOMEWORK

At the beginning of the year it is always important to establish with students the right habits and attitudes regarding homework. A great deal of what is taught needs to be practised and reinforced if it is to be learned thoroughly, whilst it is also important that students learn to study independently without direction, in their own time. It is important for students to develop these skills and learn to manage their own time and resources effectively so that they are fully prepared for the demands that their KS4 and KS5 courses will make on them. Your child will receive details about their homework in the first two weeks of term.

Please do not hesitate to let us know if there are any problems concerning homework and please do not accept situations where students tell you that they have done their homework 'at break' or 'on the bus' - homework must be a serious exercise carried out in the right conditions at home.

The following are important extracts from the School's Homework Policy:

The purpose of homework:

- To encourage students to develop the skills needed for independent learning.
- To develop self-discipline in work habits including working to deadlines.
- To consolidate, reinforce and extend the skills, knowledge and understanding developed in the classroom.
- To enable classwork to concentrate on those activities requiring teacher's direct instruction, support or guidance.
- To open up areas of study or sources of information that are not accessible in the classroom.

- To enable students to meet the demands of GCSE coursework assignments.
- To prepare students for school and public examinations.
- To encourage parents/carers to be involved in students' learning.

The Role of Parents and Carers in supporting pupils:

Most students will complete their homework at home. Parents are therefore in a position to offer vital support and encouragement in this area. Parents can provide this support and encouragement by:

- providing a suitable quiet space in which their son/daughter can work.
- talking with their son/daughter about their homework/coursework, the standards they are achieving and the importance of carrying out homework/coursework tasks.
- checking deadlines and helping their son/daughter manage their time successfully so that these deadlines are met.
- signing their child's planner on a weekly basis.
- praising their son/daughter for a successful completion of homework/coursework.
- make the school aware of any concerns they may have about homework/coursework at an early stage before any potential problem becomes serious.

GUIDELINES FOR USE OF THE STUDENT PLANNER

Student planners are issued to all students. The main purpose of the student Planner is to help students develop the essential skills of being organised and becoming a more effective, efficient and successful independent learner. We have taken the time and effort to consult widely amongst students, staff and parents about what would make an effective Student Planner which is 'fit for purpose'. We hope that you will encourage your youngster to make the very best use of it to achieve the maximum benefit.

Uses of the Student Planner

For students

- A place to record details of homework so that students can make sure that this is done properly and in good time to meet the deadlines set
- A source of useful information – key dates, homework, anti bullying, timetable
- Information on the school's expectations regarding uniform, using ICT, mobile phones, Attitude to Learning levels, equipment
- Advice and guidance on how to learn effectively
- A place to record and track their progress and achievements as well as targets and how to achieve them
- Useful resources and guidance including – maps, grammar, punctuation, etc

For parents....

- what homework your youngster has to do and by when
- as a means of communication between school and home, e.g. absence notes, messages
- a source of useful information – key dates, what the Attitudes to Learning Levels mean, your child's progress and achievements, your child's timetable, the timings of the school day
- School Policies and Expectations- school code of conduct, the Home School Agreement, Uniform, Attendance and Punctuality, Homework, ICT, Mobile Phones, the Rewards System, Anti Bullying
- What letters and newsletters have been given out

We ask Mentors to monitor and ensure that students use their Student Planner effectively. We ask that parents check their youngster's Planner on at least a weekly basis and sign in the appropriate space to indicate that they have done so. When parents support their youngsters in the regular and effective use of this learning tool it makes a real impact on their success as a learner.

LUNCHTIME ARRANGEMENTS

All students in Years 7-11 are to remain on the school site during lunchtime.

12:25 pm – 1:00 pm	Lunch for students on <u>early</u> lunch
1:00 pm – 2:00 pm	Period 4 for students on <u>early</u> lunch
12:25 pm – 1:25 pm	Period 4 for students on <u>late</u> lunch
1:25 pm – 2:00 pm	Lunch for students on <u>late</u> lunch

ROAD SAFETY

There are, as always, three main issues we are anxious to highlight with you:

- 1 Parking/Stopping outside school immediately before and after school**
Please do not pick up or set down your youngster immediately outside the school before or after school. Green Lane is rather narrow and carries a volume of heavy traffic. When nearly 1,500 youngsters are entering or leaving school on foot it can be a dangerous place. Parking obscures visibility, narrows the road and makes accidents more likely. We ask you please to stop or park well up or down Green Lane away from the school entrance (but not on the Green Lane/Bathway Road junction).

- 2 Cycle Safety Helmet**
We strongly encourage all those cycling to school to wear a safety helmet. We also have a scheme to record information concerning cycles in case of theft but we recommend a strong U-lock.

- 3 Safe Routes to School**
We strongly advise that pupils follow the safest rather than the quickest or most direct routes to school. We would especially advise them to use the subway on Kenpas Highway or the two pelican crossings at The Burnt Post and Bathway Road, the latter having two crossing patrol staff. Green Lane should be crossed well away from the Bathway Road junction.

We hope that together we can ensure that all our students take road safety seriously and that accidents to our students continue to be a thing of the past.

THE SCHOOL DAY

8:40am	Briefing for Staff
8:50am	Start of day for students Mentor Group / Assembly
9:05am	Period 1
10:05am	Period 2
11:05am	Break (whole school)
11:25am	Period 3
12:25 – 1:00pm	Lunch for students on <u>early</u> lunch
1:00 – 2:00pm	Period 4 for students on <u>early</u> lunch
12:25 – 1:25pm	Period 4 for students on <u>late</u> lunch
1:25 – 2:00pm	Lunch for students on <u>late</u> lunch
2:00pm	Period 5 for all students
3:00pm	End of school

SCHOOL TERMS AND HOLIDAYS 2016 - 2017

AUTUMN TERM 2016

Monday 5 September is a Staff Training Day

Tuesday	6 September	:	first day of term
Friday	21 October	:	last day of half term
Half Term	Monday 24 – Friday 28 October		
Monday	31 October	:	start of half term
Friday	16 December	:	last day of term

Friday 25 November is a Staff Training Day

Christmas holiday Monday 19 December 2016 – Monday 2 January 2017 (inc.)

SPRING TERM 2017

Tuesday	3 January	:	first day of term
Friday	17 February	:	last day of half term
Half Term	Monday 20 – Friday 25 February		
Monday	27 February	:	first day of half term
Thursday	7 April	:	last day of term

Friday 27 January is a Staff Training Day

Easter Holiday Monday 10 April – Friday 21 April 2017 (inc.)

SUMMER TERM 2017

Monday	24 April	:	first day of term
Friday	26 May	:	last day of half term
Half Term	Monday 29 May – Friday 2 June		
Monday	5 June	:	first day of half term
Friday	21 July	:	last day of term

May Day Bank Holiday is on Monday 1 May

Friday 30 June is a Staff Training Day

Monday 24 and Tuesday 25 July are Staff Training Days

PARENTS' INFORMATION 2016 - 2017

2016

SEPTEMBER	- Year 7 Meet the Mentor - OPEN EVENING	Thursday 22nd Thursday 29th
OCTOBER	- Year 9 Study Skills Evening - Year 11 Study Skills Evening	Wednesday 5th Wednesday 19th
NOVEMBER	- Sixth Form OPEN EVENING - Year 11 Mock Exams	Thursday 24th Monday 28th til Monday 5 th Dec
DECEMBER	- Year 12/13 Parents Evening	Thursday 8th

2017

JANUARY	- Year 12 & 13 Mock Exams - Year 8 Options Fair & Parents Evening	Monday 9th til Friday 13th Thursday 19th
FEBRUARY	- Year 10 Work Experience - Year 11 Parents Evening	w/c Monday 6th Thursday 9th
MARCH	- Year 9 Parents Evening - Year 7 Parents Evening	Thursday 2nd Thursday 30th
APRIL	- Whole School Awards Evening	Thursday 6th
MAY	- Year 10 Parents Evening - Year 11 / 12 & 13 External Exams	Thursday 4th Monday 15th til 29th June
JUNE	- Year 10 Internal Exams - New Parents' Information Evening	w/c Monday 26th Wednesday 28th
JULY	- Year 6 → 7 Transition Day	Wednesday 5th