Dear Parent/Carer,

I am delighted to welcome you and your child to The Purbeck School family whether you are joining us for the first time or we are welcoming you back.

This is an exciting time to join The Purbeck School as our school goes from strength to strength. Last summer we were extremely proud of our Year 11 and 13 students who posted some of the best results in the school’s history. GCSE results placed us in the top 10% of schools nationally for the progress that students make from Year 7 to 11, and our A level results confirmed us as the top performing school in Dorset. There is continued success in the sporting arena with our Handball team preparing for the national finals after being crowned the South West champions earlier this term. Our musical performance of ‘Grease’ saw three packed nights of audiences and our school choir has performed across the South West. With building projects at the school completed we have a school that is truly equipped for the challenges of the 21st century.

I look forward to your child’s achievements being part of our story of success.

This booklet is designed to provide you with the most important information for ease of reference and to acquaint you with our systems before your child comes to us in September. There is a separate page enclosed within this booklet which includes the ‘Purbeck Contract’ and agreement of policies, we would appreciate you spending some time reading through them with your child and then signing and returning to the school office before the start of the autumn term. The website is also a fantastic source of information, our news is posted several times a week and policies are updated on the site regularly.

I appreciate your support and look forward to developing a partnership with you over the next 5 academic years.

Best wishes

Adam Darley
Headteacher

Important: ‘Purbeck Contract’ and agreement of policies to be signed and returned to the school office.

It is very important that these are signed and returned to school before the start of term.

The material contained in this booklet is for parent and student information. Please be aware that by returning the signed forms you are confirming that you have read and understood the contents.
## INDEX OF CONTENTS

For a Quick Reference Guide please see page 31

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ansbury (formerly Connexions) Careers information advice and guidance</td>
<td>21</td>
</tr>
<tr>
<td>Attendance and absence from school</td>
<td>8</td>
</tr>
<tr>
<td>Academic organisation</td>
<td>9</td>
</tr>
<tr>
<td>Behaviour policy</td>
<td>14 &amp; 15</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>24 &amp; 25</td>
</tr>
<tr>
<td>Emergency arrangements</td>
<td>17</td>
</tr>
<tr>
<td>Employment of children</td>
<td>19</td>
</tr>
<tr>
<td>Governing Body</td>
<td>7</td>
</tr>
<tr>
<td>Governing Body fees and Policies</td>
<td>18</td>
</tr>
<tr>
<td>Instrumental lessons</td>
<td>18, 26</td>
</tr>
<tr>
<td>IT use agreement</td>
<td>25</td>
</tr>
<tr>
<td>Medical room and illness at school</td>
<td>13</td>
</tr>
<tr>
<td>Mobile phones</td>
<td>12</td>
</tr>
<tr>
<td>On-line payments</td>
<td>17</td>
</tr>
<tr>
<td>PE kit</td>
<td>12</td>
</tr>
<tr>
<td>Personal property</td>
<td>12</td>
</tr>
<tr>
<td>Personal, Social &amp; Health Education (PSHE)</td>
<td>18</td>
</tr>
<tr>
<td>Principle Card</td>
<td>15</td>
</tr>
<tr>
<td>Pupil Premium</td>
<td>12</td>
</tr>
<tr>
<td>Religious Education</td>
<td>19</td>
</tr>
<tr>
<td>School equipment and uniform</td>
<td>10 - 12</td>
</tr>
<tr>
<td>Special Educational Needs</td>
<td>20</td>
</tr>
<tr>
<td>Staff List</td>
<td>4 - 6</td>
</tr>
<tr>
<td>Student welfare</td>
<td>13</td>
</tr>
<tr>
<td>Term dates and times of the school day</td>
<td>28</td>
</tr>
<tr>
<td>Transport, including cars and cycles</td>
<td>16</td>
</tr>
</tbody>
</table>
# TEACHING STAFF - SEPTEMBER 2016

**Headteacher:** Mr A Darley BA  
**Deputy Head:** Mr C Morris BSc  
**Assistant Headteachers:**  
Mr S Holmes BA • Mrs D Rayner BSc • Mrs M Simmonds BSc • Mr G Swallow BA  
**Seconded to SLT:**  
• Mr T McNaughton BA

## English
- Mr T McNaughton BA - Head of English  
- Mrs L Smyth BA - Asst Head of English  
- Mr S Holmes BA - Assistant Headteacher  
- Mrs P Irwin BA  
- Miss C Jones BSc - SENCo  
- Mr A Knight BA  
- Mrs M Legg BA  
- Ms J Barrett BA  
- Mr G Remmer BA

## Mathematics
- Mr C Morris BSc - Head of Maths/Deputy Head  
- Mrs L Collins BSc - Asst Head of Mathematics  
- Mr G Potter-White BSc - Lead Practitioner  
- Mrs M Simmonds BSc - Assistant Headteacher  
- Mr S Wilde - BEng  
- Miss L Wrench BSc  
- Mrs N Bain BSc  
- Mr M Benzson BA  
- Mr B Smith - BEng

## Science
- Miss L Rosindell MA - Head of Science  
- Mr B Davies BSc - Head of Biology  
- Mr J Foyle BSc - Head of Chemistry  
- Mrs H Stentiford BSc  
- Mr D Hobbs BSc - Head of Geology  
- Mr M Nicolaides BSc - Head of Physics  
- Miss C Stewart MSc - Head of Applied Science  
- Mr A Davids BSc - Lead Practitioner  
- Mr L Fairweather BSc - Physics  
- Mr J Guy BSc - Biology  
- Mrs L Robinson BSc - Swift House Leader

## Design Technology
- Mrs A Denny - BEd - Head of Design Technology  
- Mr T Mockridge BSc - Asst Head of DT  
- Mr C Eden BSc  
- Mrs D Rayner BSc - Assistant Headteacher  
- Mrs S Shepherd BA  
- Mrs K Siallagan  

## Special Educational Needs
- Miss C Jones BSc - SENCo

## PE
- Mr W Tarbard BA - Head of PE  
- Mrs N Davies BA - Asst Head of PE  
- Miss S Hamblin BA - School Sports Co-ord  
- Mrs A Humphreys BSc - Head of PSHE  
- Mr N Hunt - BEd - Kingfisher House Leader

## Art, Music & Drama
- Mrs L Wilson BA - Head of Music  
- Miss C Gilchrist BA - Head of Drama  
- Mrs N Budd BA - Music  
- Mrs R Richardson BA - Head of Art  
- Mrs M Chengadu BA - Art

## Humanities
- Mr M Rainsley BA - Head of Hums/History  
- Mr D Hill BSc - Head of Geography  
- Miss E Wetherall BTh - Head of RCS  
- Mr L Allen BA - History  
- Mr J Deremaux BA - History/Skylark House Leader  
- Mr G Swallow BA - Geography  
- Mr W Lowis BA - Head of Sociology  
- Miss K Yarnold BSc - Geography  
- Mr L Denham BSc - RCS

## Modern Languages
- Mrs K O’Kelly BA - Head of MFL / Spanish  
- Mr D Shilliday BA - Asst Head of MFL / French  
- Mrs B Martin MA - French  
- Miss L West - Spanish

## Business & Economics
- Miss K Mason BA - Business Studies/Economics  
- Mr M Hayes - BEd - Economics

## ICT
- Mrs R Skelsey BSc - Head of ICT & Computing  
- Mr S Skidmore PhD - ICT and Computing  
- Mrs J Lay BSc - ICT

## Psychology & H&SC
- Mrs B Armstrong BA - Teacher i/c Psychology  
- Mrs R Simmonds - Health & Social Care/COPE

## Media Studies
- Mrs V Gregory - Kestrel House Leader  
- Mr T McNaughton - Head of English
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headteacher’s PA:</td>
<td>Mrs A Rowan</td>
</tr>
<tr>
<td>Support Services Manager:</td>
<td>Mrs T Alford</td>
</tr>
<tr>
<td>Data Manager:</td>
<td>Mrs N Marsh</td>
</tr>
<tr>
<td>Data Officer:</td>
<td>Mrs A Vandervoeet</td>
</tr>
<tr>
<td>Student Services:</td>
<td>Mr M Woodward</td>
</tr>
<tr>
<td>Sixth Form Office:</td>
<td>Mrs H Patterson</td>
</tr>
<tr>
<td>LRC Manager:</td>
<td>Mrs E Baker MSc</td>
</tr>
<tr>
<td>Technicians:</td>
<td>Mrs J Lummes, Mrs N Bartley,</td>
</tr>
<tr>
<td></td>
<td>Mrs J Wright</td>
</tr>
<tr>
<td>ICT Network Technicians:</td>
<td>Mr R Forgan BSc</td>
</tr>
<tr>
<td>Senior Science Technician:</td>
<td>Mrs S Percy</td>
</tr>
<tr>
<td>Site Manager:</td>
<td>Mr D Milne</td>
</tr>
<tr>
<td>Study Supervisors:</td>
<td>Mrs R Simmonds</td>
</tr>
<tr>
<td>Assistant Teacher:</td>
<td>Maths: Mrs W Richards *</td>
</tr>
<tr>
<td>Senior Learning Mentor</td>
<td>Mr M Lawson</td>
</tr>
<tr>
<td>Learning Mentors:</td>
<td>Mr A Tillman BA/BSc, Mr D Hopwood,</td>
</tr>
<tr>
<td></td>
<td>Mrs S Brisco, Mrs C Pinder BSc</td>
</tr>
<tr>
<td>Work Experience Administrator:</td>
<td>Mrs M Beale</td>
</tr>
<tr>
<td>Teaching Assistants:</td>
<td>Miss R Alls, Mrs W Greenslade *,</td>
</tr>
<tr>
<td></td>
<td>Mrs A Bacon, Mrs K Masters *,</td>
</tr>
<tr>
<td></td>
<td>Mrs N Burt</td>
</tr>
<tr>
<td>Higher &amp; Advanced Performers Coordinator:</td>
<td>Mrs J Williams</td>
</tr>
<tr>
<td>Lunchtime Supervisors:</td>
<td>Those with *, Mrs S Gubbins</td>
</tr>
<tr>
<td>Administrative Manager:</td>
<td>Mrs S Penney</td>
</tr>
<tr>
<td>Examinations Manager:</td>
<td>Mrs C Lyons</td>
</tr>
<tr>
<td>Careers IAG coordinator:</td>
<td>Mrs J Seymour</td>
</tr>
<tr>
<td>Finance Assistant:</td>
<td>Mrs J Alford</td>
</tr>
<tr>
<td>Receptionist:</td>
<td>Mrs K Churches</td>
</tr>
<tr>
<td>Reprographics:</td>
<td>Miss G Parry</td>
</tr>
<tr>
<td>Technicians:</td>
<td>Mr M Phillips, Mrs T Hobbs, Mr M Bolton, Mrs M Lee</td>
</tr>
<tr>
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<td>Mr R Forgan BSc</td>
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<tr>
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<td>Mrs A Bacon, Mrs K Masters *,</td>
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<tr>
<td></td>
<td>Mrs N Burt</td>
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<tr>
<td>Higher &amp; Advanced Performers Coordinator:</td>
<td>Mrs J Williams</td>
</tr>
<tr>
<td>Lunchtime Supervisors:</td>
<td>Those with *, Mrs S Gubbins</td>
</tr>
</tbody>
</table>
STUDENT SUPPORT TEAM 2016 – 2017

House Leaders

Head of Swift House:  Miss L Robinson
Learning Mentor attached to Swift:  Mrs S Brisco

Head of Kingfisher House:  Mr N Hunt
Learning Mentor attached to Kingfisher:  Mrs R Stevens

Head of Kestrel House:  Mrs V Gregory
Learning Mentor attached to Kestrel:  Mrs C Pinder

Head of Skylark House:  Mr J Deremaux
Learning Mentor attached to Skylark:  Mr A Tillman

Head of Sixth Form:  Mrs D Rayner
Assistant to Head of Sixth Form:

Special Educational Needs Coordinator:  Miss C Jones
The Governing Body - September

AUTHORITY GOVERNOR
Mrs S Cranshaw

PARENT GOVERNORS
Ms A Andrews
Ms A Daniels
Mrs M Nash
Mr R McFarlane
Mrs M Moriarty (VC)

STAFF GOVERNOR
Mrs R Skelsey

CO-OPTED GOVERNORS
Mr J Burgess
Mr T Grenville Cleave
Dr P Scupholme (C)
Mr A Pellegrini
Mrs R Lewis

ASSOCIATE GOVERNORS
Mr S Clarke
Mr N Fagan
Mr A Weir

CLERK TO THE GOVERNORS
Mrs S Brisco

All of the above can be contacted through the school.
Attendance

The Purbeck School expects regular and punctual attendance and positively welcomes the active support of all parents in encouraging their children to achieve 100% attendance.

Absence for one or more days

On the morning of the first day of absence please inform the school by telephoning the Attendance and Welfare Office on 01929 550077. Please ensure you inform us of your child’s name, tutor group and the reason for absence and if possible, an approximate date of return. On his or her return to school please send in a note to the tutor confirming the dates of absence and reason.

If a student has poor attendance we will ask for medical evidence, for example a doctor’s note, appointment card, prescription or sight of prescribed medication.

If it is known that your son or daughter will be absent for any medical reason please advise the tutor the day before. We monitor attendance on a daily basis and if your son or daughter is absent without prior notice it is likely that we will contact you by telephone.

When students are absent for an extended period due to illness, we are able to arrange for work to be sent home for those able to complete it.

If students need to leave school during the school day, for example for dental and medical appointments, they must produce the appointment card or a note from parents.

Request for leave of absence

Our attendance policy which is common to all schools in the Purbeck area says that “regulations state that Headteachers may not grant any leave of absence during school time unless there are exceptional circumstances”. Holidays in term time are not classed as exceptional. For the full version of the policy please see our website.

Leaving the school site at lunchtime

The following rule is made solely for students' protection when we are, by law, responsible for their safety:

Should there be some exceptional reason for a student going out at lunch time, a letter from parents must be brought in and handed to Student Services, for the attention of Mr Lawson, first thing in the morning. The student will then have to sign 'out' and 'in' in the special book provided in Student Services.
Academic Organisation

In most subjects, students are taught in sets according to their ability. All students follow the same curriculum pattern in Years 7, 8 and 9: those with special educational needs may be supported by a teacher, or a learning coach, teaching within a subject or by the provision of individualised learning materials and programmes of study.

**Key Stage 3**
In Year 7 and 8: English, Maths, Science, PE, DT on a carousel (Product Design, Textiles, Graphics and Food Technology), Art, Music, French or Spanish, History, IT, RE, PSHE.

**Key Stage 4 (Years 10 & 11)**
During Year 9, students make the choice of subjects for Years 10 and 11. Our courses at this Key Stage are under continuous review and full details are available in a booklet published each year. Choices are made in conjunction with parents at an evening held early in the Spring Term. Please contact us if you would like a copy of the current Key Stage 4 booklet. This is also available on the school website (www.purbeck.dorset.sch.uk).

In addition to the option choices students must complete the statutory requirements of Information & Communication Technology, Personal, Social & Health Education, Physical Education and Religious Education.

**Key Stage 5 (Years 12 & 13) sixth form courses**
More than 60% of our Year 11 students regularly choose to stay on into the sixth form and we offer a very wide range of courses at AS and A2 Level and Level 2.

Full details of the courses on offer can be found in our annual sixth form Handbook and on our website. Please contact us if you would like a copy.

**Home learning**
At The Purbeck School, we think it is really important that students have the opportunity to develop their literacy and numeracy. Each Year 7 student will have ‘Reading for Pleasure’ and ‘Maths’ home learning on a regular basis. They also have the opportunity to complete ‘Enrichment Projects’ in lots of other subjects. Home learning tasks aim to develop skills in self-study, organisation and research, as well as providing students with the opportunity to reinforce their learning.

**Academic tracking and mentoring**
All students are set challenging target grades or levels based on their prior attainment and academic ability. Students’ progress will be tracked to ensure they are achieving the grades they are capable of. They will talk through their progression on a regular basis with their tutor and set individual targets to help them achieve their potential.

Should you wish to discuss your child’s academic progress please contact their tutor via the school office.

**Reporting and reviewing procedures**
As a school we are constantly striving to improve our communication with parents. One of the ways in which this is now possible is through our VLE (Virtual Learning Environment) - ‘Moodle’. This allows us to publish information to support the learning of your child in a safe environment that they can access anytime and anywhere there is an internet connection. We have now been able to extend this to allow parental access. If you have provided the school with an email address then a username and password will be sent to the priority one contact on our system; this will allow you to access the parental part of Moodle as well as being able to see your child’s timetable and the course information your child has access to. When reports are published you will receive an email and also a text message to let you know they have been posted online.
School equipment and uniform

Equipment

Having the right equipment for school every day helps to ensure lessons start smoothly and more learning takes place.

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>planner</td>
<td>2 black or blue pens</td>
<td>pencil &amp; sharpener</td>
</tr>
<tr>
<td>eraser</td>
<td>calculator</td>
<td>30cm ruler</td>
</tr>
</tbody>
</table>

A bag big enough to carry all equipment and A4 books in PE kit/ cooking ingredients as required

<table>
<thead>
<tr>
<th>ADVISABLE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>full Maths set</td>
<td>set of colouring pens</td>
</tr>
</tbody>
</table>

The Purbeck School Uniform Policy

Parental support is required to ensure that all students are well presented. The standard of dress is important because it sets the expectation for work and behaviour and projects a positive image of the school in the community.

It is expected that all students will take responsibility for their personal hygiene and arrive dressed in a clean, tidy and respectable manner. We ask parents to support the role in creating a sense of belonging to the school.

Parents are asked not to purchase items of clothing for school which do not appear in the list below. If you are in any doubt or difficulty, please contact the school and discuss the problem with your son/daughter’s House Leader.

We reserve the right to sanction or send a student home who does not comply with our uniform rules.

<table>
<thead>
<tr>
<th>MAKE UP</th>
<th>Must be discreet. This must be removed if requested by a House Leader or senior member of staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAIL POLISH</td>
<td>Must be clear. If false nails are worn they too must be French manicured or plain. No coloured tips/ patterns or designs. These must be removed if requested by a member of staff</td>
</tr>
<tr>
<td>JEWELLERY</td>
<td>The ONLY jewellery permissible is a wrist watch, one ring, one chain (worn under the shirt). Facial/tongue and body piercings are not acceptable even if they are covered up. Transparent studs are unacceptable. If students have pierced ears, only single plain studs must be worn in school. Only ONE stud in each ear. No other form of ornamentation is permitted</td>
</tr>
<tr>
<td>HAIRSTYLES</td>
<td>Must be neat and tidy and of a single natural colour. It should not be excessively short or cut with lines or patterns. No streaks, dips or extremes of fashion or hair accessories.</td>
</tr>
</tbody>
</table>

School uniform - September 2016
<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy school blazer with school badge</td>
<td>Navy school blazer with school badge</td>
</tr>
<tr>
<td>White collared shirt with a top button. Must be tucked in</td>
<td>White collared shirt with a top button. Must be tucked in</td>
</tr>
<tr>
<td>Purbeck School tie</td>
<td>Purbeck School tie</td>
</tr>
<tr>
<td>Purbeck School V-neck jumper</td>
<td>Purbeck School V-neck jumper</td>
</tr>
<tr>
<td>No other type of jumper is permitted</td>
<td>No other type of jumper is permitted</td>
</tr>
<tr>
<td>Girls may choose to wear either a skirt or trousers</td>
<td></td>
</tr>
<tr>
<td>Purbeck School skirt at knee length or</td>
<td>Trousers / Skirt</td>
</tr>
<tr>
<td>Charcoal school trousers purchased from the designated school retailers (AF Joys or PMG) are the only type acceptable</td>
<td>Charcoal school trousers purchased from the designated school retailers (AF Joys or PMG) are the only type acceptable</td>
</tr>
<tr>
<td>Plain white, grey, black or skin coloured</td>
<td>Socks/ tights</td>
</tr>
<tr>
<td>Plain, ALL black, low heeled smart school shoes</td>
<td>Shoes</td>
</tr>
<tr>
<td>Sandals, soft or canvas shoes, trainers, open backed shoes and shoes with logos are not permitted</td>
<td>Sandals, soft or canvas shoes, trainers, open backed shoes and shoes with logos are not permitted</td>
</tr>
<tr>
<td>If worn, must be worn over the top of the blazer</td>
<td>Coats</td>
</tr>
<tr>
<td>No hoodies to be worn on the school site (this includes playgrounds)</td>
<td>If worn, must be worn over the top of the blazer</td>
</tr>
<tr>
<td>No outdoor coats to be worn inside the school building</td>
<td>No hoodies to be worn on the school site (this includes playgrounds)</td>
</tr>
<tr>
<td>No coloured or visible tops must be worn under shirts. Plain white t-shirts are acceptable.</td>
<td>No coloured or visible tops must be worn under shirts. Plain white t-shirts are acceptable.</td>
</tr>
<tr>
<td>BELTS must be plain, black and unobtrusive SCARVES may not be worn as an accessory without outdoor wear</td>
<td>BELTS must be plain, black and unobtrusive SCARVES may not be worn as an accessory without outdoor wear</td>
</tr>
<tr>
<td>HEADGEAR No hats or caps may be worn in the school building</td>
<td>HEADGEAR No hats or caps may be worn in the school building</td>
</tr>
</tbody>
</table>

**Uniform suppliers**

A F Joy 35 North Street Wareham BH20 4AD  Telephone: 01929 552903

PMG Schoolwear  85 High Street Poole BH15 1AH  Telephone: 01202 686688
For safety reasons, whilst participating in PE lessons, ALL jewellery must be removed and hair must be tied back securely. Should your child be unable to participate in PE for any reason, please send them in with their kit and a note. The PE staff will be able to adapt the lesson to accommodate their injury or ailment and they will be expected to be in kit during lesson.

**PP Guarantee**

Pupil premium students have access to an annual grant (for as long as the grant continues nationally). This can be claimed against the cost of uniform.

Please contact Mrs Tania Alford for more details talford@purbeck.dorset.sch.uk

**Students’ personal property**

Students are responsible for their own personal belongings; therefore it is not advisable to bring large sums of money or expensive items into school. Lockers are available; please see Student Services. If a student has to bring money in for school trips etc., they should hand it to Student Services immediately.

While we would not encourage students to do, they may bring mobile phones, iPods etc with them in school. However, if students choose to do so, the following conditions will be strictly applied

- They must be switched off completely and carried in bags during lesson times and at all times in the school buildings
- Students may only use them before and after school or during break and lunch and only outside the buildings or in designated spaces and café.
Student Welfare

Any concern about a student’s welfare should be directed initially to their tutor, who will be able to talk through the support available.

First aid
Mild illness is treated at school and students are allowed to rest in the Medical Room after reporting to a member of staff. First Aid is available throughout the school day. Any cases requiring urgent attention are sent to hospital. The school is unable to dispense medicines directly to students. Please contact the school and make arrangements if there are any concerns.

Bullying
We do not tolerate any form of bullying. Should your child have any concerns they should ask their tutor, sixth form welfare prefect or any other member of staff, for support. Alternatively if you are concerned about your child please contact their tutor. A full copy of the school anti-bullying policy can be found on the school website.

Youth Centre
We are very fortunate to have Wareham Youth Centre attached to the school and students are able to access the support and advice networks they offer.

Physical Activity
We encourage all students to be active and healthy. The PE department runs extensive extra-curricular provision for all years. A timetable of PE clubs is distributed to all students at the beginning of each term via the newsletter.

A nut free school
The Purbeck School, like many others, has adopted a ‘nut free’ policy in school because a number of our students have very severe nut allergies.

Please respect this policy by omitting nut fillings, foods and snacks from your child’s lunchbox.
Behaviour Policy

Section A: The Purbeck School Behaviour Policy – Our School Ethos

‘Achieving excellence together’

At The Purbeck School it is our profound belief that every student has the right to make progress, excel, and feel valued within a safe and secure environment. Irrespective of background, current academic progress or learning requirements we seek to develop a whole-school ethos built upon mutual respect and strong working relationships.

At The Purbeck School, we believe that all students have the same equal right to an education. This right, however, is also a responsibility and every student must play their part in working together to help create the best possible learning conditions, both inside and outside of the classroom. We seek to work collaboratively with our students, parents, carers, and governors to create a strong school ethos which enables all students to thrive and achieve their ambitions.

The Purbeck School believes that poor behaviour should never interfere with learning. As a school we have a responsibility to teach our students values and good character. We will do this by modelling the key values and characteristics to our students, rewarding desirable behaviour with praise and tangible rewards and also by imposing consistent and clear sanctions for unacceptable behaviour. Students feel safe with clear boundaries and it is the job of the school to provide these. The school will be relentless in its expectations of the behaviour of our students and seek to work in partnership with parents and governors in reinforcing these standards and expectations.

Purbeck School Students

Whilst students are with us at The Purbeck School, we believe that it is our responsibility to work with them to not only inspire and educate, but to help shape and mould them into young adults who have the skills and learning competencies to succeed at university. Our Principles below outline the day to day qualities we expect to see in our students and which we feel will help provide them with opportunities in the future. We are very proud of our students and seek opportunities to celebrate their successes.

The Purbeck Principles

The ‘Purbeck Principles’ are a set of core values and qualities that all students and staff should rigorously strive for. These values and qualities are, without doubt, the cornerstones of the young adults that we hope will leave our school at the end of their time with us. Rather than being simple statements of intent, these Principles should be seen on a lesson by lesson basis, around the school site and in the local community.

At The Purbeck School, we are committed to ‘Achieving Excellence Together’ through...

Principle 1: Respect

Purbeck School students are committed to showing respect for each other, irrespective of background, religion or sexuality and are proud to belong to a community which celebrates the importance of identity. This includes the language used towards each other and the importance of listening and taking into account others views.

Principle 2: Aspiration

Purbeck School students are confident in their ability to be successful and achieving their dreams. Aspiration can be seen in students completing the smallest of tasks or aiming for the very biggest of dreams. Aspiration provides hope and develops a culture within our community of pride in both individual and collective achievements.
**Principle 3: Perseverance**

Purbeck School students will challenge themselves and seek solutions to problems. Responsibility will be taken by our students when it comes to facing academic and social challenges. With perseverance, all students can achieve the future they desire.

**The Purbeck Contract**

The Purbeck Contract is a really important document which outlines the partnership between staff, students and parents. The Purbeck Contract also sets out the role that each partner will play in ensuring students understand the behaviour expectations and standards at The Purbeck School. The Purbeck Contract is signed by students and parents at the beginning of the year in order to remind us all of the importance of working collaboratively to help our students succeed.

**The Language of Discipline**

At The Purbeck School, we are passionate about how our language can impact upon and positively alter the behaviour of other individuals. Often, very subtle changes in our choice of words can make a huge difference in another person’s behaviour and actions. As such, all staff at The Purbeck School should always endeavour to speak to students in a manner which will bring the very best of every situation and conversation. Staff training and CPD will include a focus on the ‘Language of Discipline’ to ensure consistency in approach.

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Principle Card

<table>
<thead>
<tr>
<th>Name</th>
<th>Tutor Group</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>SCR Number</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<tr>
<td>3</td>
<td></td>
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<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Speak to tutor

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**The Purbeck Principles**

1. Respect
2. Aspiration
3. Perseverance

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Outside lessons, it is my responsibility to make sure that I meet the expectations below.

1. I will walk on the left when walking between lessons.
2. I will always remain within bounds.
3. I will always walk when inside the school building.
4. I will make sure I am neatly dressed in the correct uniform at all times.
5. I will follow instructions given by any member of staff immediately without question.
6. I will help to keep my school free from litter.
7. I will line up silently for assembly in alphabetical order.
8. I will only use headphones or electronic devices in the school buildings at breaktime or lunchtime.
9. I will use appropriate language in school and will speak in a calm manner and without shouting.
10. When speaking with a member of staff, I will refer to them as ‘Sir’ or ‘Miss’.
```
**Confiscation**

The Purbeck School staff will confiscate student property if it is felt that the property is inappropriate for school, incorrect or additional items of clothing or if the property is not being used within agreed boundaries (i.e. mobile phones).

Property will either be returned to the student at the end of the school day, returned to parents or disposed of following a conversation with parent or student. If the property is illegal in anyway the police will be involved. If a student has a type of item removed three times within a term it will be only be returned to parents.

**Transport**

**Buses**

Free school transport is provided for all catchment area students living more than three miles from the school if they are under 16 years of age.

The school continues to work closely with community partners to ensure that students who travel on the buses feel safe and happy on their journeys. Monitors are assigned to all buses. They monitor and inform the school of both good and unacceptable behaviour during travel.

If your child has a concern about the bus journey they can inform the school by speaking to their tutor, House Leader or Mr Swallow, Assistant Headteacher.

**Cars**

Understandably, local residents object to cars using their front drives and entrances as turning or waiting areas for school drop offs. Additionally, stopping in Worgret Road causes traffic congestion and is dangerous when children have to cross the road. The main entrance to the school is narrow, very busy at peak periods and consequently hazardous. Therefore we ask that parents dropping students to school drive into the large open space at the front of the school site.

**Bicycles**

Parents are asked to ensure that cycles are in a roadworthy condition and provided with lock and chain. We encourage parents to provide their sons and daughters with cycle helmets.

**Sixth Form vehicles**

Sixth Formers may bring a motor-cycle, scooter or car with permission from the Head of Sixth Form. This is granted on the understanding that students drive safely with consideration for other road users and pedestrians on the school site. Anyone who fails to do so will not be allowed to park their vehicle anywhere on the school grounds.
Emergency Arrangements

Accidents
Should your child have an accident or be taken seriously ill within school time we will arrange emergency treatment.

We will endeavour to contact you at the earliest opportunity. For this reason it is very important that we have a number of up-to-date contacts in case of unavailability. If you change your contacts and/or telephone numbers please inform Student Services.

Should your child need hospital treatment a member of staff will accompany them, and stay with them, until you are able to reach the hospital.

Emergency closure information
While it happens only rarely, there are occasions when the school has to close before the scheduled end of the school day. This typically occurs in the winter when it snows and arrangements are usually rather last minute.

We will always do our best to contact you immediately through local radio announcements, our website and text or email alerts, but experience shows this can be difficult. If we cannot contact you it is important that we know what arrangements are in place for your son or daughter.

You can be assured that school will always remain open and staffed and that no student will be left unsupervised or sent home unless we are happy with the circumstances; however, it would be a great help to us if we know your wishes. Therefore, if you are happy for your son or daughter to make his/her own arrangements with you, or a friend, in order to get home, you need to do nothing. However, if you would prefer that he/she remains in school until you are able to collect him/her please indicate this on the consent form on page 36.

Fire drill
Warning of a fire is signalled by a continuous sounding of the school alarm. All students should evacuate the building as directed by staff, following the shortest, safest route. All students then assemble in the bus park at the front of the school to be registered. A fire drill is always carried out at the beginning of the school year and once a term thereafter.

Online Payments
We use an online payment system to enable parents to pay for trips, music lessons and school dinners online. Cash and cheques are still be accommodated; this gives you the option to pay online by credit or debit card.

This system has a number of important benefits:

- Simple to use web interface.
- Payments are made through WorldPay so they’re secure and reliable.
- Parents can view their payment history online.
- Reduces risk of pupils losing cash.

You will receive a letter detailing your online link code (passwords can be changed when you first log-in to the system); we will also include key information about how to use the system. Further information on page 26.
Governing Body information about fees and policies

Tuition for playing musical instruments

Instrumental music lessons are available at a charge for all students.

For - 2016, the rates are:

- **£10.50** for one individual 20 minute lesson per week
- **£5.25** for one shared 20 minute lesson per week

All fees must be paid half-termly in advance in order for lessons to commence.

Public examination fees for Years 7 – 11

Where the school prepares a student for a prescribed public examination, no entry charge will be made. When a student is entered for a public examination other than on the prescribed list, a charge will be made.

If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid, the entry fee will be recovered from parents. These are in between £20 and £40 per student per subject. Our policy on examination entry is that we enter all students for examinations for which they have completed a course of study, and complied with all requirements.

For information on sixth form examination fees please see the Sixth Form Information Booklet.

School property

The governors reserve the right to make charges for the cost of damage to or loss of school property where this has been caused by a student's misbehaviour or negligence.

Personal, Social and Health Education

All students follow the Personal Social and Health Education programme. This encompasses a wide range of topics including aspects of Sex and Relationships Education, Careers Education and Citizenship. The main aims of PSHE are to increase knowledge, promote responsible attitudes and teach those skills which will enable students to become active responsible citizens. Sex and Relationships Education is taught within the context of relationships and responsibilities. It includes family and parenthood, gender roles, social pressures and sensitive issues such as sexually transmitted infections and contraception. The governing body has approved the school's policy on Sex Education which is available on request.

Parents have the right to withdraw their children from Sex and Relationships Education and should contact the House Leader if they wish to do so.
Religious education

Religious Education **must** be provided in the school under the terms of the 1944 Education Act and the 1988 Education Reform Act. The Dorset Agreed Syllabus lays down broad guidelines within which the school is required to work out its own scheme of work.

The Purbeck School has no affiliation with any religious denomination and enjoys warm relationships with local religious communities. RCS (Religious & Cultural Studies) is taught throughout Years 7 - 11 and as a full option to GCSE and A Level. Parents have the right under the 1944 Education Act to withdraw their children from RCS and from worship and should contact Miss E Wetherall if they wish to do so. Regular assemblies are held for each year group.

The Local Education Authority has set up a Standing Authority Council for Religious Education (SACRE) with the following role:

1. To support and encourage good practice in Religious Education and School Worship.
2. To monitor staffing, resources and training.
3. To keep the agreed syllabus of Religious Education under consideration, and, when necessary, call for its review.
4. To issue an annual report.
5. Within the framework of the Statutory Regulations, to deal with complaints and requests for waiving of the requirements that worship should be wholly or mainly of a broadly Christian character.

The SACRE meets three times a year and correspondence should be addressed to the County Education Officer at County Hall, Dorchester.

Employment of Children

Parents and students are reminded that the type of part-time job that young people of compulsory school age may take and the hours they may work are strictly controlled by law. Any young person who has a job should have a work permit issued by Dorset County Council. Before gaining a permit the council makes sure that the job will not interfere with the student’s education or health and that it satisfies the legal requirements. Breaking the law will render an employer’s insurance invalid and may lead to legal proceedings.

Particular attention is drawn to the legal condition that no young person may have a job before his or her 13th birthday.

Work Experience

The Purbeck School is committed to providing genuine and beneficial work experience opportunities for Year 10 students.
The Purbeck School is fully committed to supporting all students and providing a wide range of opportunities in a mainstream setting for students with special educational needs. The Learning Support Department helps to develop the variety, quality and quantity of learning support it can offer to all its students.

In Key Stage 3, specialist literacy and numeracy lessons have been timetabled for students whose basic skills cause a barrier to them accessing the curriculum and making the expected rates of progress. These students are identified through liaison with the partnership schools.

In Years 10 and 11 Learning Skills lessons have been included in our curriculum offer for students who would benefit from extra time to focus on their literacy and numeracy; this also enables additional support to be given to their GCSE courses. Individual and group provision is also provided through the deployment of Learning Coaches for students unable to access all parts of the curriculum across the whole school.

The work of the Local Authority Special Educational Needs Support Service and Behavioural Support Service continue to be accessed and widely disseminated within the school. The school’s multi-agency pastoral support group continues to meet once each half term and we are very appreciative of the consistent commitment health, education and social service professionals from outside the school have made to this: we recognise that we are a singularly fortunate school to have this long established example of best practice. This whole range of specialist input has meant that teachers and teaching assistants have been trained and are regularly updated, on a weekly basis, where appropriate for specific students.

We are confident that the skills, experience and hard work of all our staff allow us to implement the requirements of the code of practice for SEN to a high standard. We also recognize that parental engagement is an important factor in the success of students with SEN and therefore encourage regular contact to ensure that success is celebrated and problems resolved.
Careers Information, Advice and Guidance

Information, Advice and Guidance (IAG) aims to provide high quality and effective careers advice and guidance for all students. We aim to ensure that all students leave school with the very best preparation for adult life and the IAG programme is geared to this purpose. The planned programme is designed to help students:

1) Understand themselves and develop their capabilities
2) Investigate careers and opportunities
3) Implement their career plans

The function of IAG is to provide a means of developing students’ knowledge, understanding and experience of opportunities in education, training and employment and nurturing the skills necessary to make informed decisions at important points of their career pathway.

Every student has access to an independent professional careers adviser who is available to provide guidance and advice on the best way to achieve their career ambitions. We actively encourage students to take advantage of this extremely beneficial service if they ever need help or are unsure about their future.

The IAG Library is located in the school’s LRC and offers an extensive range of careers information. It also provides access to a full range of information on further and higher education as well as access to university websites. Licensed IAG websites are available for all students who wish to extend their classroom experience so that they can plan their future routes.

We work closely with local colleges and employers in order to provide a service tailored to the individual needs of our students.

Professional careers advisers visit The Purbeck School on at least three days a week and liaise with the school staff to help students make smooth transitions to adulthood and working life. They:

• provide information on a wide range of vocational opportunities gleaned from their regular contacts with employers and knowledge of employment trends, both locally and nationally;
• provide individual careers guidance, where required, to help students make informed decisions about future career directions;
• help students with applications for employment, apprenticeships and college courses appropriate to the student’s needs.

Ansbury can be contacted on 01305 782180 or you can visit www.ansbury.co.uk. For further careers information and advice please visit: nationalcareersservice.direct.gov.uk.
Communicating with you

Paying for your child’s meals and school trips

We operate the SCOpay system which we use to communicate with parents it also offers the facility to pay for trips online and top up your child’s cashless catering account.

SCOpay also helps us reduce the substantial cost and environmental impact associated with our paper and photocopying.

SCOpay will be beneficial to you because:

**Communication**
- Messages will get to you reliably
- We can send messages directly to mums and dads at the same time
- You will quickly know about important or urgent messages
- We can tell you more about what’s going on at the school

**Online payments and Cashless Catering**
- Pay for school trips online
- Top up your child’s cashless catering account

To use SCOpay we need to collect your email address and mobile telephone number, we would ask you to complete this field on the consent form enclosed with this booklet.

You should have received a letter with your activation code to enable you to use the SCOpay system, this letter also includes full instructions and a link to a user guide which is available on our website.

**If you have any queries you can email Administrative Officer Mrs Penney, spenney@purbeck.dorset.sch.uk**

**Parents’ evening booking system**

The school has introduced an intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. It should only take a few minutes of your time - we are confident this will be an improvement to the previous system and would welcome any feedback.

You can login via the website; [https://thepurbeckschool.parenteveningsystem.co.uk](https://thepurbeckschool.parenteveningsystem.co.uk) or there is also a link on our website; [www.purbeck.dorset.sch.uk](http://www.purbeck.dorset.sch.uk) under the ‘for parents’ tab. A separate instruction sheet has been included in your information pack.
The Purbeck School

Code of Conduct

for all students representing the school

Being selected to represent the school in any subject is one of the highest honours that the school can give students. It is something that students should be very proud of and something that they will remember for many years to come.

All staff at The Purbeck School are proud of the school and the students that take part in a wide range of activities. Staff who run activities do so to enhance the opportunities for the students.

When students represent the school they are expected to follow the code of conduct below:

1. *Work to the best of my ability at all times in lessons and when representing my school.*

2. *Show respect for teammates, classmates, officials, staff and other people at all times.*

3. *Keep to school rules.*

4. *Listen and respond to instructions given.*

5. *Attend training/study sessions and inform staff when I am unable to attend.*

6. *If I need to ask permission to leave lessons early to attend an event for the school, I will catch up with all work missed in the lesson.*
Code of conduct for using transport to and from school

Whilst travelling to and from school on the bus service the following considerations must be made:

1. EVERYONE HAS THE RIGHT TO A SAFE JOURNEY
   This means that any behaviour which will affect the health and safety of myself and others will not be acceptable. This means:
   ✓ I will remain seated throughout the journey. Movement may distract the driver which can be dangerous.
   ✓ I will not eat and drink on the journey.
   ✓ Shouting is not acceptable as it distracts the driver.
   ✓ I will not drop litter on the bus or out of the bus – it can hurt others if it hits them or they trip over it.
   ✓ Smoking is not permitted.
   ✓ I will not throw any objects or missiles whatsoever from the bus whilst it is either stationary or moving.
   ✓ I will not touch or interfere with any part of the bus structure or moving parts.
   ✓ I will have a bus pass to travel – this ensures the buses are not overloaded and dangerous.

2. EVERYONE HAS THE RIGHT TO FEEL SECURE & COMFORTABLE ON THEIR JOURNEY
   This means that any behaviour on or off the bus which causes people harassment, alarm or distress will not be tolerated. This means:
   ✓ I will be polite to everyone, including the driver.
   ✓ I will be mindful and respectful to other passengers.

If I am concerned about the conduct on the buses I can let someone know by:
   ✓ Putting the information in the bus box in the LRC.
   ✓ Contacting the bus company.
   ✓ Letting Mr Swallow know about the situation.
Acceptable IT use agreement

Version 3.0 – May

The School IT network consists of many devices that provide staff and students access to a large array of resources and services. The IT network is essential for teaching and learning and for the smooth running of the school.

This user agreement provides guidelines and information about what constitutes appropriate use of the IT network at The Purbeck School.

1. Access to the IT network must only be made with the user’s own username and password.
2. Users must not tell other people their password.
3. All activity on a user’s own account is their responsibility.
4. All IT equipment must be treated with proper care, and users must follow any health and safety guidelines. In lessons, IT facilities must be used according to the direction of the teacher, to support the learning objectives of the lesson.
5. Users are responsible for all files that are saved under their username. These files must all be relevant to the user’s teaching and learning.
6. Users are responsible for ensuring that any files that are no longer required are deleted,
7. Copyright of all digital materials must be respected.
8. Users are responsible for the e-mails they send and should only be used in support of teaching and learning.
9. The Internet is only to be used as directed by staff.
10. Users must not access any inappropriate content online.
11. Users must not attempt to bypass any IT security systems that have put in place.

The school monitors how IT facilities are used. This helps ensure that the user agreement is being followed. Some of this monitoring is automatic. Files, e-mail and internet use are all monitored.

Users who do not adhere to this agreement may lose the use of the IT facilities. This may include the suspension of Internet access, e-mail use, or network access.

Users may be liable for the cost of any replacement parts and servicing costs incurred by not following this Acceptable IT Use Agreement.

We do attempt to block all inappropriate online content, but there are occasions where some new content may take a short amount of time to be blocked. We ask our students to use common sense when using the internet, and only to access content they feel is appropriate in the school environment.

If a student has a concern about content they come across online, we ask that they inform a member of staff immediately.

James Bray
IT Systems Manager
The Purbeck School
Individual Instrumental Lessons
September

- Each lesson is twenty minutes in duration.
- Lessons may be individual or shared by two students.
- Lessons are organised on a rota system and will therefore not necessarily be at the same time each week. Each student will be issued with a timetable; however it is advised that students check times on the notice board in advance.
- If a student cannot attend at the time listed they must let Student Services know before the scheduled time.
- Where a lesson is missed because of teacher absence we will reschedule the lesson.

If you wish to cancel lessons we need half a term’s notice.

These conditions are necessary only in order to ensure the smooth running of the lessons and to ensure that the costs of the lessons are met. Instrumental lessons are not part of the national curriculum and we do not receive funding to cover the costs.

We require payment termly, in advance, students will not be timetabled until payment is received.

If your son/daughter would like to take individual or shared lessons, please could you return the consent form as soon as possible before the start of term.
# Quick Reference Guide

## What should I do if....

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am concerned about the amount of home learning my child is receiving?</td>
<td>Your child should log their home learning in their planner. Encourage them to use this regularly. If you are concerned about the amount of home learning please contact the House Leader via the school office.</td>
<td>9</td>
</tr>
<tr>
<td>I think my child is being bullied?</td>
<td>We do not tolerate bullying of any kind. If you think your child is being bullied please encourage them to talk to their tutor or another adult in school. Alternatively you could contact their tutor or House Leader.</td>
<td>13</td>
</tr>
<tr>
<td>I think my child is in the wrong set?</td>
<td>Students are set in different subjects. This is regularly reviewed by the Heads of Faculty. If you think your child may be in the wrong set please contact the House Leader who will direct you to the relevant Head of Faculty.</td>
<td>9</td>
</tr>
<tr>
<td>My child is absent from school?</td>
<td>If your child is absent please ring the school on 01929 550077 stating their name, tutor group and reason for absence. On their return please send them in with a note.</td>
<td>8</td>
</tr>
<tr>
<td>My child has forgotten their equipment for school?</td>
<td>Please ring the school to let us know, stating the equipment they have forgotten. If you choose to bring the equipment in please leave it in reception and we will get it to your child as soon as possible.</td>
<td>10</td>
</tr>
<tr>
<td>My child is unable to do PE?</td>
<td>If your child is able to attend school they are able to take part in some form of physical activity. All of the PE staff are trained to adapt activities to suit the individual, even if this is umpiring or analysing the performance of others. Please send your child in with their PE kit (for health &amp; safety reasons) and a note explaining the situation. Students will not be made to take part in anything detrimental to their health.</td>
<td>12</td>
</tr>
<tr>
<td>My child seems unhappy at school?</td>
<td>There may be a number of reasons for this. In the first instance please inform the tutor who can keep an eye on the situation. We may ask the School Attendance and Welfare Officer to speak to them. Regular liaison between the school and you will allow us to monitor and support your child.</td>
<td>13</td>
</tr>
<tr>
<td>I want to discuss my child’s academic achievement?</td>
<td>If this relates to only one subject please contact the Head of Department via the school office. If it is a more general concern the House Leader will be happy to help. Please ring the office and leave a message.</td>
<td>9</td>
</tr>
<tr>
<td>There is a problem on the school bus?</td>
<td>If the issue is about the bus route or an administrative issue please contact the transport department directly on 01305 224545. Alternatively please contact Mr Swallow, Assistant Head.</td>
<td>16</td>
</tr>
<tr>
<td>My child has a part time job?</td>
<td>We encourage student’s personal development in this area as long as it does not affect their school work. There are strict rules for the employment of children. Please go to <a href="http://www.dorsetforyou.com">www.dorsetforyou.com</a> for the work permit form.</td>
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## Term Dates 2016 – 2017

<table>
<thead>
<tr>
<th>Term Dates 2016</th>
<th>Thursday 1st September</th>
<th>Friday 2nd September</th>
<th>INSET DAY - school closed to students</th>
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<tbody>
<tr>
<td></td>
<td>Monday 5th September</td>
<td>Friday 7th October</td>
<td>Start of term – Year 7 and Year 13</td>
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<tr>
<td></td>
<td>Half Term 24th October</td>
<td>28th October</td>
<td>Year 12 enrolment day</td>
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<td></td>
<td>Friday 2nd December</td>
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<td>Start of term - Years 8, 9, 10, 11 &amp; 12</td>
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<tr>
<td></td>
<td>Monday 19th December</td>
<td></td>
<td>INSET DAY – school closed to students</td>
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</table>

<table>
<thead>
<tr>
<th>Term Dates 2017</th>
<th>Tuesday 3rd January</th>
<th>INSET DAY - School closed to students</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Wednesday 4th January</td>
<td>Start of term</td>
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<tr>
<td></td>
<td>Half Term 13th – 17th February</td>
<td>INSET DAY – School closed to students</td>
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<tr>
<td></td>
<td>Friday 31st March</td>
<td>Easter Holidays</td>
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<td></td>
<td>Easter holidays 10th April – 21st April</td>
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<td></td>
<td>31st March</td>
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<table>
<thead>
<tr>
<th>Term Dates 2017</th>
<th>Monday 24th April</th>
<th>Start of term</th>
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<tbody>
<tr>
<td></td>
<td>Bank Holiday</td>
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<td></td>
<td>Monday 1st May</td>
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<td></td>
<td>Half Term 29th May – 2nd June</td>
<td>Start of summer holidays</td>
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<td></td>
<td>Monday 24th July</td>
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To simplify, staff training days are: Thursday 1st September 2016, Friday 7th October 2016, Friday 2nd December 2016, Tuesday 3rd January 2017 and Friday 31st March 2017.

## Times of the School Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>8:45</td>
<td>Registration</td>
</tr>
<tr>
<td>8:55</td>
<td>Period 1</td>
</tr>
<tr>
<td>9:55</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:55</td>
<td>Break (20 minutes)</td>
</tr>
<tr>
<td>11.20</td>
<td>Period 3</td>
</tr>
<tr>
<td>12:20</td>
<td>Period 4</td>
</tr>
<tr>
<td>13:20</td>
<td>All Lunch</td>
</tr>
<tr>
<td>14:00</td>
<td>Tutorial</td>
</tr>
<tr>
<td>14:20</td>
<td>Period 5</td>
</tr>
<tr>
<td>15:20</td>
<td>End of lesson 5</td>
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