



WOOTTON UPPER SCHOOL
& ARTS COLLEGE

STUDENT
HANDBOOK
2016/17

PART 1
INFORMATION
FOR ALL YEARS

'The pursuit of excellence'



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TRAVELLING TO AND FROM SCHOOL

SCHOOL BUSES

The local authorities provide school buses for students who live more than three miles from the school and for whom Wootton is the catchment area upper school. Students who live less than three miles from the school may also be entitled to a place on a school bus where there are issues of road safety, providing that Wootton is the catchment area upper school. Students entitled to School Transport are only permitted to travel on their allocated bus.

Who can I contact about school buses?

Should you have a query or complaint about school buses, please contact School Transport:

For Central Bedfordshire Council:
School Transport Entitlement Team
Central Bedfordshire Council
Watling House
High Street North
Dunstable, Beds LU6 1LF
Telephone: 0300 300 8133

For Bedford Borough Council:
Customer Services
Bedford Borough Council
Borough Hall
Cauldwell Street
Bedford MK42 9AP
Telephone: 01234 718004

Buses from Kempston, Bromham, Biddenham, Stagsden & Bedford

Most students from Biddenham, Bromham, Kempston and Bedford use one of the normal public service buses. To find out the time of a bus, parents will need to get a copy of the current bus timetable, available from Bedford Bus Station or online at www.stagecoachbus.com/bedford. The bus company, Stagecoach, issues 'Termrider' passes to students, which offer unlimited travel throughout the local area. For the academic year 2015/16, the cost of these passes was £165/term or £495/year. Please check the Stagecoach website, <https://www.stagecoachbus.com/promos-and-offers/east/bedfordshire-termrider> - for up to date information. We would advise that parents apply in writing by the beginning of August in order to give Stagecoach sufficient time to plan their requirements.

Buses from Cranfield for students living in North Crawley & Milton Keynes

Parents of students living outside the catchment area in either North Crawley or Milton Keynes may apply for places on one of the school buses that travel from Cranfield by contacting Mainstream Transport at Central Bedfordshire Council by email on mainstream.transport@centralbedfordshire.gov.uk.

Please put 'Concession for Autumn Term' in the subject box and provide your name and home address and the student's name and date of birth in the email, and indicate the stop you wish to use. Places are allocated on a 'first come first served' basis. If there are not enough available places, parents will have to make their own transport arrangements.

Central Bedfordshire Council may not be able to issue concessionary passes until the early weeks of the autumn term. The cost of this concessionary bus pass for the academic year 2016/17 is £155.00 per term.

All of the above information was correct at the time of going to print.

All school buses arrive at the school site in good time for the start of morning school. **Students must not leave the site when they get off their buses.** They should go to either their social area or to the playgrounds. At the end of the school day the buses depart very promptly. Students should go to their bus stop as soon as the bell sounds at 3:00 pm.

Bus Passes

It is very important that students have their bus passes with them **every day** since they will not be allowed to travel on the school bus without their pass. Students must not allow anyone else to use their bus pass.

What do I do if I lose my bus pass?

Students travelling on a school bus: Students who lose their bus pass may ask for a temporary pass from the Guidance Office. This should be requested as soon as possible. However, students should not miss a lesson to do this! If the student's bus pass does not turn up, parents will need to order a new one by contacting the Transport Contracts Team at either Bedford Borough Council or Central Bedfordshire Council on the numbers above. There is a charge for this service which, in 2016/17 will be £10.00 from Bedford Borough Council and £10.00 from Central Bedfordshire Council.

Students travelling on a public bus: If students lose their bus pass they are not entitled to request a temporary pass as their buses are public service buses. Parents may order a replacement bus pass from Stagecoach, but they will be charged the full amount.

BICYCLES

Students may travel to school on bicycles. It is recommended that students wear a **cycle helmet** and have bright clothing, especially in winter months, so that they can be seen by other road users. Students must ensure that their bicycle is roadworthy and that their **front and rear lights** are working. At the end of the day cyclists are not allowed to leave the school cycle shed until after the buses have all left at 3:10 pm - this is for Health and Safety reasons.

Where can I put my bicycle at school?

Students must keep their bicycles in the cycle shed at the front of the school. It is very important that students have a strong cycle lock to secure their bicycles to the racks. Students are strongly advised to remove accessories such as lights and pumps from the bicycle to prevent them from being taken. Cycles are left in the sheds at the owner's risk and the school **does not have insurance to cover loss or damage to personal property.**

CARS

Some students travel to and from school with their parents. It is very important that parents ensure students arrive in school before the bell for registration. **At the end of the day parents are asked to collect students after 3:10 pm to enable all the school buses to depart first and to reduce congestion on Hall End Road.** Cars are not able to access the Wootton Upper School site between 2:30 & 3:10 pm, as the barrier will be down until such time as the school buses depart.

PEDESTRIANS

Students who live in the village of Wootton mainly travel to and from school on foot. Pedestrians should keep to the footpaths and not walk on the roads since it is very dangerous with heavy traffic both before and after school.

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All the school buses and public service buses arrive before 8:30 am, and all other students are asked to arrive not later than 8:25 am. The first bell rings at 8:33 am and first lesson begins formally at 8:35 am. **Students who are late for lessons, whether they travel on foot, by bicycle, or by car are likely to find themselves in School Detention.** Therefore it is advisable for students to arrive in good time.



## LUNCHES AND SNACKS

Wootton Upper School has an on-site kitchen and dining room which will provide meals and snacks during the school day on a cashless basis. Parents and carers of students should ensure that they have given permission for their child to have their biometric data taken on the induction days. Details regarding your child's online account will be sent to you in due course with instructions on how to top up the account for use in the Dining Room and Coffee Shop. Please make sure there are sufficient funds in your child's account.

The menu will include not only main meals but also freshly prepared stir-fries; fresh pasta; salads; paninis; fresh fruit and vegetable packs; and freshly made wraps, baguettes, sandwiches and bagels. The Coffee Shop will be open for breakfast, aiming to offer a good choice of competitively priced breakfast items.

We encourage students to eat healthily to support their learning. Students should not bring energy drinks to school and should consider healthy alternatives to crisps, sweets and sugary drinks. In addition, chewing gum is not allowed in school.

Students who do not want a school meal may bring their own lunch, which may be eaten in the Dining Room, or where appropriate in the year-group social area. Students who live in the village of Wootton may go home, however, **we do require a letter from parents/carers if students wish to go home for lunch. We must ask that this is made a permanent arrangement; we cannot allow students to have some days at home and some at school, since we have to know exactly which students are on site.** On receipt of a letter from parents, the Pastoral Leader will issue students with a lunch pass. Students will need to show their lunch passes to the duty staff before they are allowed to leave the site. Students who go home for lunch must return to school no later than 1:55 pm.



# UNIFORM AND EQUIPMENT

A high standard of dress is expected from all our students at all times. The school uniform regulations are listed below, although attention should be drawn to certain requirements. A black school jumper should be worn at all times, and students should wear black shoes and not trainers. **Jewellery is permitted, but the following limits are enforced: each student must not wear more than one pair of ear studs, one bracelet, one necklace, and one ring.** No facial jewellery of any type is allowed. Exaggerated fashion hairstyles or unusual hair colourings are not acceptable and girls' make-up should always be discreet.

| <b>SCHOOL UNIFORM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Blouses/Shirts</b><br/>These should be plain (not patterned) <b>white</b> cotton or cotton-type material with a collar and sleeves. Necklines should look neat and exaggerated necklines are unsuitable. <b>The school polo shirt may be worn in the summer term only.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>Jewellery</b><br/><b><u>No facial jewellery is acceptable.</u></b> The only jewellery which may be worn is <u>one</u> pair of small close fitting, stud-type earrings. Only <u>one</u> bracelet, neck chain and finger ring are permitted.</p>                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                        |
| <p><b>Pullovers</b><br/>The official Wootton Upper School <b>black</b> pullover with a <b>v-neck</b> must be worn. No other pullovers or sweatshirts are acceptable and should not be brought into school.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Footwear</b><br/>Shoes should be <b>black</b> and fit securely on the foot. Trainers, brightly coloured shoes, open-toed sandals, platform heels, stiletto heels and thick-soled boots are <b>not</b> acceptable.</p>                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                        |
| <p><b>Trousers/Skirts</b><br/>These should be <b>dark grey</b> or <b>black</b>. They should be plain and not patterned or flecked. Cord and jean type garments are not acceptable; neither are leggings. Fashion trousers and skirts of an exaggerated style are not acceptable. <b>Skirts must not be shorter than 7.5cm above the knee or longer than 7.5cm below the knee.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                       | <p><b>Protective Clothing</b><br/>Protective clothing for Design Technology and Food Technology will be provided in school. For Health &amp; Safety reasons, during Design Technology lessons, students are required to wear shoes in which the throat of the shoe covers the whole of the top of the foot, not just the toes. Goggles will be provided in Science lessons for practical experiments. Protective clothing for Art &amp; Creative Design should be provided by the student.</p> |                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                        |
| <p><b>Tights/Socks</b><br/>These should be <b>white, grey</b> or <b>black</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>Bags</b><br/>All students will need a <b>good-sized bag</b> to fit all books and folders, and must be equipped with basic items such as a fountain pen, biro, pencil, ruler, eraser, either coloured pencils or felt tip pens, calculator, protractor, and a pair of compasses.</p>                                                                                                                                                                                                      |                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                        |
| <p><b>Ties</b><br/>A tie is essential for boys but optional for girls. It should be the <b>official school tie.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                        |
| <p><b>PE REQUIREMENTS</b> (All items of PE kit marked* are compulsory and are available from the school shop. Items marked ** are compulsory, but are not stocked by the school)</p> <table border="0"> <tr> <td> <p><b>Girls</b><br/>Sky blue polo shirt*<br/>Navy shorts*<br/>Navy fleece*<br/>Navy tracksuit trousers (optional)<br/>Hockey/football socks*<br/>White ankle length socks**<br/>Training shoes and hockey/football boots**<br/>Towel and soap*</p> </td> <td> <p><b>Boys</b><br/>Sky blue T-shirt*<br/>Claret and sky blue rugby shirt*<br/>Navy shorts*<br/>Navy fleece (optional)<br/>Navy tracksuit trousers (optional)<br/>Hockey/football socks*<br/>White ankle length socks**<br/>Training shoes and football boots**<br/>Towel and soap*</p> </td> </tr> </table> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>Girls</b><br/>Sky blue polo shirt*<br/>Navy shorts*<br/>Navy fleece*<br/>Navy tracksuit trousers (optional)<br/>Hockey/football socks*<br/>White ankle length socks**<br/>Training shoes and hockey/football boots**<br/>Towel and soap*</p> | <p><b>Boys</b><br/>Sky blue T-shirt*<br/>Claret and sky blue rugby shirt*<br/>Navy shorts*<br/>Navy fleece (optional)<br/>Navy tracksuit trousers (optional)<br/>Hockey/football socks*<br/>White ankle length socks**<br/>Training shoes and football boots**<br/>Towel and soap*</p> |
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| <p><b>SAFETY EQUIPMENT:</b><br/><b>Compulsory:</b> Football and hockey shinguards/<b>Strongly recommended:</b> Rugby and hockey gumshields</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                        |

All items of clothing and personal property should be marked clearly with the owner's name. Students must take responsibility for their own possessions. The school has no insurance cover for loss or damage to personal property.

## EQUIPMENT

It is essential that students bring the correct exercise books, files and textbooks for their lessons. In addition students should always have their Personal Organisers, General Notebook and pencil case with them. **Pencil cases ideally should be transparent** so that they can be taken into examination rooms. Students must have fountain pens or biros, pencils, a ruler, protractor and a pair of compasses. Students who are not properly equipped for their lessons disrupt the teaching and learning of other students. A list of equipment requirements for various departments is included in Part 2 for students commencing in Year 9.

## PERSONAL ORGANISERS

Students will be given a personal organiser by the school. Students should bring their personal organisers with them every day, and it should be on their desks in each lesson. All homework set should be written down in their organisers. **Parents should sign personal organisers every week**. If students lose their organiser, they will have to buy a replacement from the Guidance Office.

## VALUABLES

It is strongly recommended that parents should not send students to school with any large sums of money, valuable jewellery or expensive watches. Whilst teachers may take charge of valuables during PE lessons or at a student's request, it must be emphasised that neither teachers nor the school can take responsibility should any valuables be lost, damaged or stolen. If parents wish to let their children bring such valuable items to school they are advised to make their own arrangements to insure against the risks involved.

Students are not allowed to bring equipment such as portable radio/TV/CD/MP3 or 4 players into school. Items such as this are confiscated and stored in a lockable cabinet for collection by parents.

## MOBILE PHONES

We would prefer students not to bring mobile phones to school. However, **if it is imperative that a student brings a mobile to school due to an after-school commitment, it should not be visible or used during the school day**. There is a payphone which the students may use, if they need to contact parents or other people in an emergency. If a student's mobile phone is seen in school, it MAY be confiscated; if this occurs frequently, parents may be asked to collect the phone at the end of the day on each occasion.

## LOCKERS

Most students request a locker in Y9, in which they are able to store their books, PE equipment and outdoor coats for safekeeping. Any student wanting a locker, who has not already requested one, can request one by speaking to Miss Connell and on payment of a £5 key/combination deposit. Lockers limited and are issued on a 'first come, first served' basis.

**Students should ensure that they remember to go to their lockers either before school or during official breaks – students should not go to their lockers between lessons 1 and 2 or between lessons 3 and 4.**

### What happens if I lose my locker key?

If a student loses his/her locker key he/she may order a new one from Miss Connell, but the £5 deposit will not be returned at the end of Year 11. In an **emergency** Miss Connell will be able to open students' lockers for them if they have forgotten their keys, but only during break or lunchtime and not between lessons.

## **LOST PROPERTY**

Lost Property is open at morning break and lunchtime should students need to look for their belongings. Students should report to the Guidance Office first before going to Lost Property, as most items found are delivered there in the first instance. Students should not leave their bags or PE kit around the school at the end of the day, since they are likely to be moved to lost property! However, the Guidance Office will always return personal items which have students' names on them. The lost property cupboard is emptied at the end of every term.

## **SOCIAL AREAS & TOILETS**

Years 10 & 11 have an allocated social area which they may use before school, at break and during the lunch hour. Students are allowed to eat snacks in these areas. Litter bins are provided. There are year-specific toilets in all main areas of the school.

## **SCHOOL LIBRARY**

The School Library is open every day from 8:00 am to 4:00 pm, except on Fridays when it closes at 3:30 pm. The 60-seat library has over 16,500 books as well as audio-visual resources and 10 computers for students to use. The school subscribes to a wide range of newspapers and magazines which students may read. Students in Year 9 are entitled to borrow up to four books or DVDs at a time. The Library uses a single fingerprint to loan books to students and staff. This system adheres to the requirements of the Data Protection Act to maintain private individual information in a secure environment.

Students are asked not to bring food or drink into the library. The Library Manager is Mr S Granby.





# ATTENDANCE AND BEHAVIOUR

## ATTENDANCE AT SCHOOL

We have very high expectations regarding students attending school and arriving punctually. All students should be in school every morning by 8:30 am and should arrive on time for all lessons throughout the day. Those students who achieve a 100% attendance rate will receive certificates each term this happens and at the end of the school year if appropriate. We will usually write to parents if their child's attendance drops, and we work closely with the Education Welfare Service.

## ABSENCE FROM SCHOOL

Schools are required by law to keep a daily register and all absences must be accounted for. If your son or daughter is absent from school, we do appreciate a telephone call (between 8:00 & 9:00 am) to save us contacting you, or an email (attendance@wootton.beds.sch.uk). We require a telephone call or email each day a student is absent, unless you have notified us that the absence will last longer than one day. We will contact all parents by sending a text message during the morning of an absence if no contact or explanation has been forthcoming.

Dental and medical appointments **should not** be made during the school day unless absolutely unavoidable. A letter should be sent to the form tutor in advance of the appointment, to avoid a text being sent for early morning appointments.

**We would ask you to support your child and the school by NOT arranging family holidays during term time. The DfE recommends that absence from school due to parental holidays in term time is recorded as unauthorised except in exceptional circumstances. Any request for a leave of absence in term time should be made not less than four weeks prior to the holiday using the holiday request form obtainable from the Guidance Office.**

**Whenever a student who has been absent returns to school he or she must bring a note of explanation signed by you and give it to his or her Form Tutor. If you telephoned the school on the morning of the absence with a reason, then a follow up letter is not required. An absence not covered by a letter of explanation will be regarded as an unauthorised absence (ie truanting) and will appear as such on the student's report.**

If a student is absent from school, the student is responsible for catching up on the work missed. Form Tutors will help students to organise a schedule to enable this to happen in a managed fashion.

## COMMENDATIONS

Students receive commendations for producing work of high quality, for service to the school community and for demonstrating exceptional commitment to their studies. Commendations are recorded electronically and students and parents receive an email to confirm the subject, issuer and reason for issue of each individual commendation. When students have earned a number of these commendations they will be recognised in the form of a certificate. In the summer term, the Pastoral Leader organises a Celebration of Achievement assembly to recognise the success students have attained in all aspects of school life. The school also hosts an annual Awards Evening at which the achievement and progress of students in all years is recognised.

## SANCTIONS

When students have behaved unreasonably we deal with the incident appropriately. Individual teachers arrange break or lunchtime detentions for minor offences. We also have subject-based and school detentions which operate after school for persistent offenders. If this occurs, you will be notified in advance either via a letter, email, in the student's personal organiser or by telephone.

## CONSEQUENCES

Our system of consequences is based on the belief that students have three rights: the right to feel safe, the right to learn and the right to be respected.

Students who contravene these rights and do not conform to the school or classroom expectations of good behaviour should expect a consequence. The school has a staged consequence system linked to the electronic behaviour log. The electronic behaviour log will regularly send key staff (eg form tutors/heads of year) and parents/carers information on behaviour. To facilitate this, parents/carers must ensure that the school has their current email address. Parents and carers will also be informed if their child regularly misbehaves.

### What happens if you break the school or classroom rules?

**Consequence 1 (C1)** – Verbal warning.

**Consequence 2 (C2)** – Issued when a student chooses to ignore the C1 warning and misbehaves again in the lesson or in a similar time span - the teacher will enter the C2 formal warning on the student's electronic behaviour record for key staff to see.

**Consequence 3 (C3)** – If a student chooses to ignore the C2 warning, persistent misbehaviour in that lesson or over several lessons can result in a C3 – a one hour after school detention in that subject. The C3 will be entered on the student's electronic behaviour record for parents/carers, tutor and head of year to see. A C3 warning will also be recorded in the student's personal organiser to remind them of where and when they must attend the detention. Failure to attend can result in either a day in the school's behaviour room or a C4 school detention (1 hour 15 minutes).

**Consequence 4 (C4)** – If a student chooses to persistently misbehave and their misbehaviour has reached a serious level either in or out of the classroom, they will be put into a school detention for 1 hour and 15 minutes after school on a Wednesday, Thursday or Friday from 3:00 - 4:15 pm. The C4 will be recorded on the student's behaviour record for parents/carers, tutor and head of year to see.

**Behaviour Reports (Teacher, Subject & Pastoral Leader)** – These are used to encourage positive classroom behaviour and to monitor behaviour over a period of time. A student will be told if they are on report, and at what level.

## CLASSROOM RULES

The Classroom Rules and Behaviour for learning code are displayed and implemented in all classrooms.

**Arrive ready to learn** – be punctual, wait quietly, correctly dressed, fully equipped and be ready to work.

**Bags and coats** – take them off and place them where the teacher instructs; coats on the back of your chair or on the classroom hooks, bags under desks.

**Sit down and stay in your seat** – unless the teacher gives permission to move. Behave sensibly and safely at all times.

**The right to feel safe** – we do not have the right to make others feel unsafe in the classroom.

**The right to be respected** – we must treat everyone in our classroom with respect.

**Eating** – no eating or chewing. A plastic bottle of water is allowed on your table for hydration purposes.

## BEHAVIOUR FOR LEARNING

**The right to learn** – we do not have the right to disrupt the learning of others.

**Follow instructions** – first time, every time, without question.

**Respect everyone** – respond to people appropriately. Do not argue or make comments about others.

**Stay on task** – do your best and allow others to do the same.

**Leaving the classroom** – leave the room tidy and suitable for learning.

## CORRIDOR RULES

Always behave like a role model.

### **RESPECT**

Walk, never run, and move calmly and quietly.

Stay to the left when moving along the corridor.

### **RESPONSIBILITY**

Do not disturb learners in other classrooms.

Move quickly and by the shortest route to arrive on time.

Keep the corridor clean by putting your rubbish in bins.

Do not loiter in the corridors because this can cause a jam.

### **ORGANISATION**

Line up quietly outside the classroom.

No food or drink may be consumed in the corridors.

Remove your hat when inside the school.

### **LISTEN & CO-OPERATE**

Wait for teacher directions before entering or exiting the classroom.

Enter and exit quietly and sensibly.

Follow staff instructions first time, every time

## FIRE ALARM

The fire alarm is the continuous ringing of the school bell. If the fire alarm sounds, students should listen carefully to instructions given by their teacher and, when told, move quickly and quietly to the fire assembly point on the tennis courts at the rear of the school. Each tutor group will be allocated a fire assembly point number where they should go to be registered.

Students should form a straight line in alphabetical order and remain quiet to ensure that the fire evacuation procedure can be completed quickly. Should the fire alarm sound at morning break or at lunchtime, students should proceed quickly and quietly to the fire assembly point.

If students leave the school site during the day, it is essential that they sign out at Guidance in case of the fire alarm sounding. If they arrive or return to school during the day, they must sign in at Guidance also.

The fire alarm bell is tested every Tuesday at approximately 5:00 pm.

## **ASSEMBLY**

Students are asked to walk into assembly silently and sit in their tutor groups. Assemblies are usually based on the 'Thought for the Week' theme which is displayed in Tutor Rooms. It is not possible to hold a daily assembly for every year group as the Theatre Hall cannot accommodate an entire year group and each year's assemblies will be in two half year groups.



# STUDENT SUPPORT

## EDUCATION WELFARE OFFICER (EWO)

All issues of attendance will be overseen by the school's Education Welfare Officer. **In extreme cases the EWO will intervene and make contact with parents.**

Students who need to leave school during the day to attend medical arrangements must bring a letter from home beforehand. This should be shown to the Form Tutor. Students will not be allowed to leave school during the day without prior written permission from home. On leaving the school students will need to sign out in the Guidance Department and show their letter. When they return to school they must also sign back in at the same office.

## THE WELLBEING CENTRE

Wootton Upper School is committed to ensuring that **all** students are well supported and cared for during their time in school. The Wellbeing Centre is a dedicated area within the school committed to supporting students. Staff located in the Wellbeing Centre include:

- Mr A Rutter - Assistant Principal (DSP - Safeguarding)
- Mrs C Farrant - Safeguarding & Early Help Officer
- Mrs S Mackridge - School Counsellor

The Wellbeing Centre holds lunchtime drop in clinics with the School Nurse (who is able to offer confidential health advice for all health-related concerns) on Wednesdays and Brook Sexual Health on Fridays.

The Wellbeing Centre is also a place where **concerns about another student** can be reported: for example a student might have concerns that another student is suicidal, at risk of sexual exploitation or is being radicalised and exposed to extremist views.

## SCHOOL COUNSELLING SERVICE

Based in the Wellbeing Centre, the School Counsellor can offer a series of one-to-one appointments to students wishing to access the service. Sometimes a member of staff, parent or friend may encourage students to refer themselves, but ultimately it is up to the individual whether they choose to attend an appointment

There are posters and leaflets located around the school and information on the service is available on the student intranet and in assemblies. For further information, please see the School's website.

## MEDICAL INFORMATION

We would stress the importance of letting the school and the child's Form Tutor know of any medical conditions which are relevant. If students need to bring their own medication into school, parents must complete a Medical Form which can be obtained from the Guidance Office. If a student feels unwell during the school day they should report to Guidance, who will contact parents where necessary to collect their child.

## USEFUL CONTACTS

| Organisation                                                                          | Telephone      | Online                                                                                                                                                   |
|---------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Beat Youthline (Eating Disorders)                                                     | 0845 634 7650  | <a href="http://www.b-eat.co.uk">www.b-eat.co.uk</a>                                                                                                     |
| Bedford Open Door                                                                     | 01234 360388   | <a href="http://www.bedfordopendoor.org.uk">www.bedfordopendoor.org.uk</a>                                                                               |
| Bridge House Family Planning Service                                                  | 01234 792146   |                                                                                                                                                          |
| Brook – Sexual Health Service                                                         | 01234 761090   | <a href="http://www.brook.org.uk">www.brook.org.uk</a>                                                                                                   |
| CALM – for young men (Campaign Against Living Miserably)                              | 0800 585858    | <a href="http://www.thecalmzone.net">www.thecalmzone.net</a>                                                                                             |
| Chatdanger (Keeping Safe on Line)                                                     |                | <a href="http://www.chatdanger.com">www.chatdanger.com</a>                                                                                               |
| Child Bereavement Services (Chums)                                                    | 01582 707469   | <a href="http://www.chums.info">www.chums.info</a>                                                                                                       |
| Childline                                                                             | 0800 1111      | <a href="http://www.childline.org.uk">www.childline.org.uk</a>                                                                                           |
| Connexions (for help with housing, health, careers, relationships, your rights, etc.) |                | <a href="http://www.connexions-direct.com">www.connexions-direct.com</a>                                                                                 |
| Domestic Abuse (Information & Advice)                                                 | 0808 2021796   | <a href="http://www.bedsdv.org.uk">www.bedsdv.org.uk</a>                                                                                                 |
| Frank                                                                                 | 0800 77 66 00  | <a href="http://www.talktofrank.com">www.talktofrank.com</a>                                                                                             |
| The Grove - Pregnancy Counselling Service                                             | 01234 355408   | <a href="http://www.careconfidential.com/">www.careconfidential.com/</a> Bedford                                                                         |
| KidSMART (On-line Safety)                                                             |                | <a href="http://www.kidsmart.org.uk">www.kidsmart.org.uk</a>                                                                                             |
| Like it is (Teenage Pregnancy & Sexual Health)                                        |                | <a href="http://www.likeitis.org.uk">www.likeitis.org.uk</a>                                                                                             |
| Mind – National Association for Mental Health                                         | 0845 766 0163  | <a href="http://www.mind.org.uk">www.mind.org.uk</a>                                                                                                     |
| Missing People                                                                        | 0808 800 7070  | <a href="http://www.runawayhelpline.org.uk">www.runawayhelpline.org.uk</a>                                                                               |
| NHS Direct (24 hrs)                                                                   | 0845 4647      | <a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>                                                                                           |
| NHS Smoking Helpline                                                                  | 0800 169 0169  | <a href="http://www.smokefree.nhs.uk">www.smokefree.nhs.uk</a><br><a href="http://www.smokefreebedfordshire.nhs.uk">www.smokefreebedfordshire.nhs.uk</a> |
| NSPCC Helpline                                                                        | 0808 800 5000  | <a href="http://www.NSPCC.org.uk">www.NSPCC.org.uk</a>                                                                                                   |
| Plan B (if you are worried about drug use)                                            | 01234 344911   |                                                                                                                                                          |
| PUKE (Prevention, Understanding, Knowledge & Education about drugs and alcohol)       | 01234 344133   | <a href="http://www.asc-puke.org.uk">www.asc-puke.org.uk</a>                                                                                             |
| riprap (for 12-16 year olds whose parents have cancer)                                |                | <a href="http://www.riprap.org.uk">www.riprap.org.uk</a>                                                                                                 |
| Talk-time (a service by Relate for 10–21 year olds)                                   | 01234 215726   | <a href="http://www.relatebedfordshireandluton.org.uk/CYP.php">www.relatebedfordshireandluton.org.uk/CYP.php</a>                                         |
| Young Minds (Mental Health & Emotional Well-being)                                    | 020 7336 8445  | <a href="http://www.youngminds.org.uk">www.youngminds.org.uk</a>                                                                                         |
| r u thinking (Sex & Relationships)                                                    | 0800 28 29 30  | <a href="http://www.ruthinking.co.uk">www.ruthinking.co.uk</a>                                                                                           |
| The Samaritans (Suicide)                                                              | 08457 90 90 90 | <a href="http://www.samaritans.org.uk">www.samaritans.org.uk</a>                                                                                         |
| TheSite (for a variety of useful information)                                         |                | <a href="http://www.thesite.org.uk">www.thesite.org.uk</a>                                                                                               |
| Winston's Wish (Bereavement)                                                          | 08452 03 04 05 | <a href="http://www.winstonswish.org.uk">www.winstonswish.org.uk</a>                                                                                     |

## **SEX EDUCATION**

The school has a Sex & Relationships Education policy which describes the teaching and learning we offer to the students in our school, helping them to understand their own and others sexuality and to develop skills for relationships and informed decision making.

Sex and relationships is taught as part of the personal, social and health education programme (PSHE) which is delivered twice a week by the form tutor. Some aspects are also covered in the National Curriculum for Science. Sex education in lesson time is supported by related year group assemblies during the school year. The PSHE programme for sex education includes lessons on contraception, teenage pregnancy and sexually transmitted infections.

Parents have the right to request the withdrawal of their son or daughter from sex education delivered as part of the PSHE programme, but not from National Curriculum for Science.

If you have any concerns or questions about the school's sex education programme, please contact Mrs Farrant (Early Help & Safeguarding Officer) or Miss Newman (Co-ordinator of PSHE).

### **Brook Contraception & Sexual Health Clinic**

Since September 2012, Brook has operated a school-based contraception and sexual health clinic on the school site, in the Wellbeing Centre, every Friday for part of the school day. They will provide a confidential information and advice service for students about sexual health issues. They will also provide free contraception to students and operate within the Fraser Guidelines. Information about the Brook clinic can be found on their website – [www.brook.org.uk](http://www.brook.org.uk).

## **PARTNERSHIP WITH PARENTS**

We attach great importance to our partnership with parents; only by working closely together can we support students well. We urge you to contact us if you have any concern about your child's approach to school and work, and we will deal with this promptly. Our Home School Agreement was introduced after consultation with parents.

## **COMMUNICATING WITH PARENTS**

Towards the end of each half term (and at the end of term) the Executive Principal's Newsletter is published on the school's website. Hard copies are issued to students without access to the Internet at home. The Newsletter updates parents on ongoing matters.

Wootton also produces a half-termly Video News Broadcast called UPLOAD, outlining the achievements of students during the term. The video broadcast is distributed via the school website and Twitter account, and can be viewed via any e-platform or device. In addition to this, video news clips and articles are regularly uploaded to the school website.

There is also an annual Parents' Questionnaire which is normally filled in at the Parents' Evenings. The outcomes of the questionnaires are communicated to parents in the Executive Principal's Newsletter. We use the results of these questionnaires to influence our School Improvement Plans for the following academic year.

If you have your own email address where we can contact you, please let the school have it by sending an email to [aunwin@wootton.beds.sch.uk](mailto:aunwin@wootton.beds.sch.uk).

## **YEAR & SCHOOL PARLIAMENTS**

The Year Parliament consists of one representative from every tutor group, plus one reserve – these are elected by the tutor group early in the autumn term. Year Parliaments discuss issues relevant to the year group and senior staff meet with the Year Parliament to answer questions and to plan future initiatives. Each Year Parliament is also responsible for a focus group, eg recycling, teaching and learning and fundraising. This encourages students to become responsible for key events within the school.

The School Parliament consists of two students from each Year Parliament in the school. It meets half-termly with senior staff and governors and discusses any issue related to the school and school policy.

## **LINKS WITH THE COMMUNITY**

Wootton has established many connections with local industry and commerce, largely through parents of students. As well as industrialists coming in to school to give talks, we have had groups of students undertaking work and solving problems set by companies which have been of tremendous benefit to the broadening of education for our young people. If you think you may be able to help us in some way, please let Mr Stewart know and he will happily add your name to our Parents' Register.

## **PAID EMPLOYMENT**

If students are considering undertaking any paid employment, they should be aware that strict laws govern where and when they will be allowed to work. By law, a child is no longer of school age as from the last Friday in June in the year in which they reach their 16<sup>th</sup> birthday. This date is the official school leaving date. Prior to this date, no child can be employed on a full-time basis.

At age 13 or 14, children may be employed to do light work in one of the following areas:

- Agricultural or horticultural work;
- Delivery of newspapers;
- Shop work;
- Hairdressing salon;
- Office work;
- Car washing by hand in a residential setting;
- In a cafe or restaurant (but not the kitchen);
- In riding stables, catteries and kennels;
- Domestic work in hotels and other establishments offering accommodation.

Any child of school age is required by law to have a work permit. It is the employer's responsibility to ensure that any child that they employ is registered with the Local Authority in the area where they work. The employer must send requested information to the Local Authority before the child is issued with a permit to work.



Permitted working times and hours are as follows:

| At age  | During term time, students can work:                                                                                         | During the holidays, students can work:                     |
|---------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 13 & 14 | 12 hours in a week<br>2 hours on any school day<br>2 hours on a Sunday<br><br>5 hours on a Saturday<br>(4hrs then 1hr break) | 25 hours per week<br>5 hours per day<br>2 hours on a Sunday |
| 15+     | 12 hours in a week<br>2 hours on any school day<br>2 hours on a Sunday<br><br>8 hours on a Saturday<br>(4hrs then 1hr break) | 35 hours per week<br>8 hours per day<br>2 hours on a Sunday |

For more detailed information, visit the following websites:

- [www.direct.gov.uk](http://www.direct.gov.uk) - follow the links for 'Parents', 'Family issues and the law', 'Children's Rights' then 'Child Employment'.
- [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com) - click on the link for 'Child Employment'.

Students should seriously consider the impact that any employment will have upon their studies. Under no circumstances should they undertake any work that will affect their education, either directly or indirectly (eg from tiredness).



# SCHOOL DATES 2016/17

## TERM DATES

### AUTUMN TERM 2016

|                             |          |                                |
|-----------------------------|----------|--------------------------------|
| Training Day                | Thursday | 1 <sup>st</sup> September 2016 |
| Training Day                | Friday   | 2 <sup>nd</sup> September 2016 |
| First Day of Term           | Monday   | 5 <sup>th</sup> September 2016 |
| School Closes for Half Term | Friday   | 21 <sup>st</sup> October 2016  |
| School Re-opens             | Monday   | 31 <sup>st</sup> October 2016  |
| Training Day                | Friday   | 25 <sup>th</sup> November 2016 |
| Last Day of Term            | Friday   | 16 <sup>th</sup> December 2016 |

### SPRING TERM 2017

|                             |           |                                |
|-----------------------------|-----------|--------------------------------|
| Training Day                | Tuesday   | 3 <sup>th</sup> January 2017   |
| First Day of Term           | Wednesday | 4 <sup>th</sup> January 2017   |
| School Closes for Half Term | Friday    | 10 <sup>th</sup> February 2017 |
| School Re-opens             | Monday    | 20 <sup>th</sup> February 2017 |
| Last Day of Term            | Friday    | 31 <sup>st</sup> March 2017    |

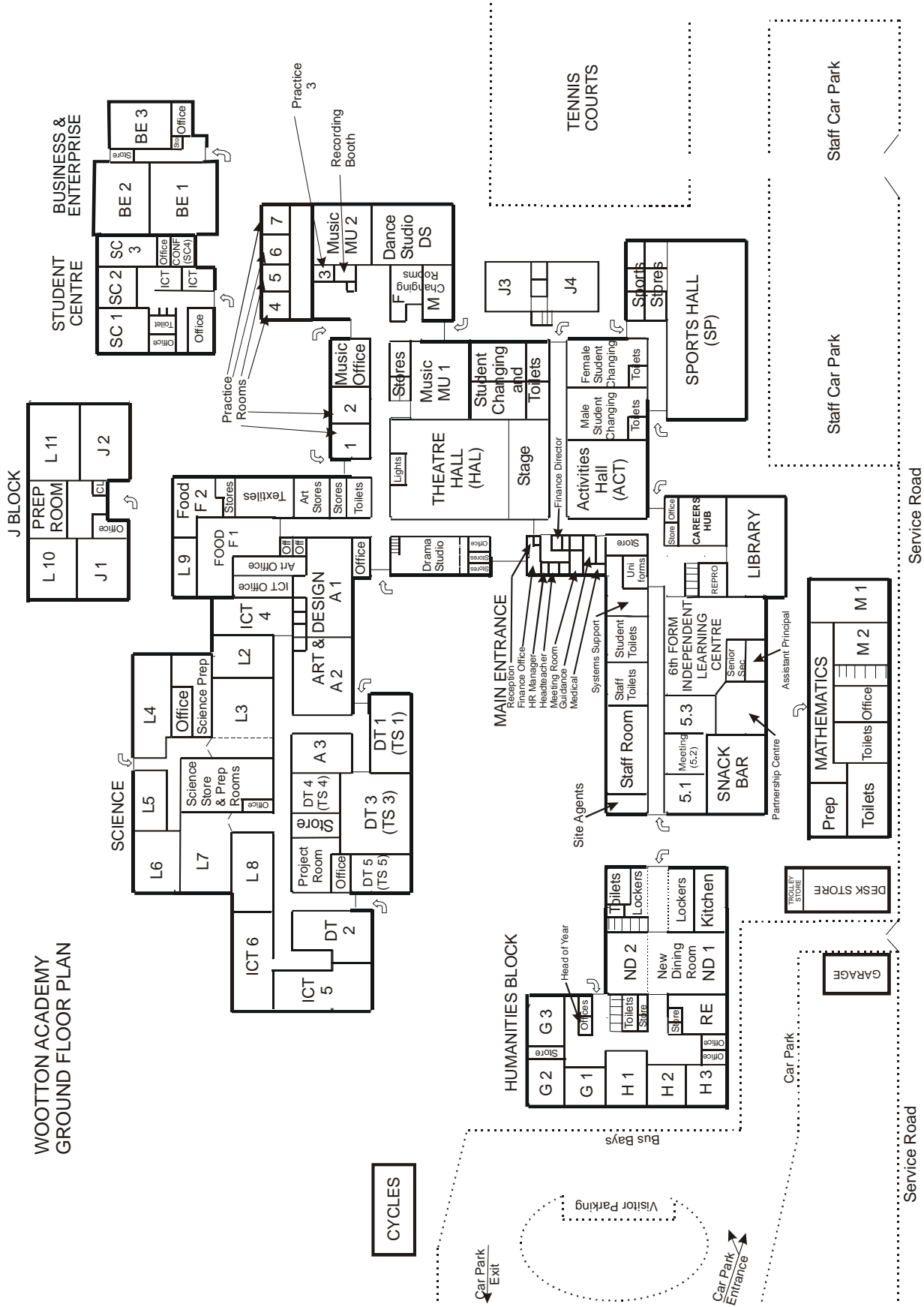
### SUMMER TERM 2017

|                             |         |                             |
|-----------------------------|---------|-----------------------------|
| First Day of Term           | Tuesday | 18 <sup>th</sup> April 2017 |
| Bank Holiday                | Monday  | 1 <sup>st</sup> May 2017    |
| School Closes for Half Term | Friday  | 26 <sup>th</sup> May 2017   |
| School Re-opens             | Monday  | 5 <sup>th</sup> June 2017   |
| Last Day of Term            | Friday  | 21 <sup>st</sup> July 2017  |
| Training Day                | Monday  | 24 <sup>th</sup> July 2017  |



# PLAN OF THE SCHOOL

## GROUND FLOOR PLAN





# PLAN OF THE SCHOOL

## FIRST FLOOR PLAN

