

# Great Baddow High School

Specialising in Science and Sport



## INFORMATION FOR PARENTS 2021-2022

Headteacher: Mr P Farmer, BA (Hons)

Duffield Road, Chelmsford, Essex CM2 9RZ

Telephone: 01245 265821

[www.gbhs.co.uk](http://www.gbhs.co.uk)



## THE GOVERNING BODY

<b>Community Governors:</b>	Mr A Oades (Chair) Ms C Evans (Vice Chair) Mrs A Bell Mr J Hull Mrs T Metson
<b>Parent Governors:</b>	Mr P Delf Ms C Garcea Mr R Hanson
<b>Staff Governors: (Teaching) (Non-teaching)</b>	Mr J Butcher Mrs S Howell
<b>Headteacher:</b>	Mr P Farmer
<b>Clerk to the Governing Body:</b>	Mrs M Bradshaw-Pearce Great Baddow High School Duffield Road Chelmsford Essex CM2 9RZ (Telephone No: 01245 265821) (E-mail: mbp@gbhs.co.uk)

## SCHOOL ORGANISATION

All students are allocated to tutor groups, which meet every morning. They are registered in these groups and the tutor group is the social base for each student.

For teaching purposes, groups are determined by school policy and these groups may alter as the student progresses through the school, with setting according to ability being introduced from the start of Year 7 for some subjects. It is also the school's policy to ensure that all students are taught at the optimum level and pace.

## DATES OF SCHOOL TERMS AND HOLIDAYS 2021-2022 (FOR STUDENTS)

### Autumn term

Term begins	Wednesday 1 <sup>st</sup> September 2021 (Years 7 and 12 only) Thursday 2 <sup>nd</sup> September 2021 (Whole School)
<i>Half term holiday</i>	<i>Monday 25<sup>th</sup> to Friday 29<sup>th</sup> October 2021</i>
Term ends	Friday 17 <sup>th</sup> December 2021

### Spring term

Term begins	Tuesday 4 <sup>th</sup> January 2022
<i>Half term holiday</i>	<i>Monday 14<sup>th</sup> to Friday 18<sup>th</sup> February 2022</i>
Term ends	Friday 1 <sup>st</sup> April 2022

### Summer term

Term begins	Tuesday 19 <sup>th</sup> April 2022
<i>Bank holiday</i>	<i>Monday 2<sup>nd</sup> May 2022</i>
<i>Half term holiday</i>	<i>Monday 30<sup>th</sup> May to Friday 3<sup>rd</sup> June 2022</i>
Term ends	Friday 22 <sup>nd</sup> July 2022

*See Parent Calendar in September for Inset Days*

## THE SCHOOL DAY

Students are expected to be on site by 8.40 am and in their tutor bases for 8.45 am, when school starts.

## LUNCHTIME ARRANGEMENTS

A cafeteria lunch system operates, where students are given a card which they may use to purchase food and drink from the Diner. The cashless system will be fully explained prior to any student starting at Great Baddow High School. Students who decide to bring packed lunches may use the dining room facilities or picnic areas. All students in Years 7-11 are required to stay in school at lunchtime. If due to exceptional circumstances parents wish for their child to leave the site at lunchtime to return home, they should make a written request to Miss Draper, Assistant Headteacher.

The Diner is also open before school from 7.30am and at break time. All food must be eaten in the Diner or designated outdoor areas.

## CONTACTING THE SCHOOL

We pride ourselves on communicating swiftly and effectively but please be aware that we cannot always speak or meet with you immediately. Please remember that the Year 7 Pastoral Team are all teachers and are in the classroom most of the time.

If you come into school without an appointment, our receptionist will make sure messages are passed on to the appropriate people and that someone gets in touch with you at the earliest opportunity. This may be at the end of the day if the teacher has a full teaching timetable.

Similarly, phone messages may be taken by reception or you may be transferred to teachers' answerphones.

All teachers' email addresses can be accessed via the information folder on Edulink. All staff check their emails daily and therefore email is normally the best way to contact staff if the issue is not of immediate urgency. Staff will normally respond to your email within 24 hours.

### Who to contact

**A concern or query relating to a subject lesson** - contact the class teacher or the Head of Department. Details can be found on Edulink, which you can access as soon as you have been given your parent password. You will also need your parent password for booking parents evening appointments later in the year.

**A general concern or query** - direct to the form tutor in the first instance. They will inform other staff if appropriate and someone else may then respond to you.

**A serious concern (including any safeguarding issue)** – should be directed to your child's Head of Year, a senior member of staff or in the case of a serious safeguarding issue the Designated Safeguarding Lead, Mrs Field or the Deputy Designated Safeguarding Leads, Mrs Wareham.

## ABSENCE

The Department for Education has carried out studies which show a strong link between students' progress and attainment and their attendance to school. For students to achieve their potential they must attend school regularly.

If a student is absent from school for any reason a parent must inform the school office by **8.45 AM**. There is a facility within the school telephone system to leave a recorded message on the student absence voicemail at any time, day or night. In order to do this, please telephone the school number: **01245 265821** and when answered, **press option 1**. Leave the name of the student, their tutor group, a specific and detailed reason for their absence and an estimated date of return. If the message does not contain these details the absence may not be authorised.

Once they return to school please provide written evidence explaining their absence; this could be in the form of a note to their tutor, an email to the school's attendance team or a message on Edulink.

If a student is absent without notification from a parent and agreement from the school, this is classed as an unauthorised absence and will be recorded on their record as an unauthorised mark.

An automated text/email communication system is utilised to contact parents when a student is absent without a valid reason.

School reserves the right to request medical evidence to support irregular or extended absences. This is also required when a student's absence falls below 90%. A variety of medical evidence is acceptable for this purpose, some examples may be: appointment cards, labelling from prescribed medication and notes from medical professionals. (N.B It should be noted that in certain cases appointment cards or labelling from medical prescriptions may not be considered adequate to authorise the absence and an explanatory note from a medical professional will be required.)

Where concerns about absence persist, cases may be referred to MECES (Missing Education Child Employment Service) for further action.

## **LATENESS**

Punctuality is essential so that registration, assemblies and lessons can begin promptly. If a student is late to school or registration without a valid reason, they will receive a thirty minute late detention after school the following day. It should be noted that rush hour traffic in the Chelmsford area is consistently heavy. Students and parents should take account of this when planning journeys, therefore 'bad traffic' will not, in normal circumstances be considered a valid reason for lateness. If a student is late for school for any reason, please remind them that they **MUST SIGN IN THE LATE BOOK** held in the student administration office. If they do not sign in, we will be unaware that they are in school, which has health and safety implications, and they will be given an unauthorised absence mark. Parents may also be contacted unnecessarily to establish the student's whereabouts. If a student is late to a lesson during the school day, they will be given a strike on their Expectations Card.

## **HOLIDAYS/LEAVE OF ABSENCE REQUESTS**

**Students do not have a statutory right to leave of absence during the academic year.** The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Student Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a student except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application. A penalty notice is likely to be issued for unauthorised absence.

## **SCHOOL UNIFORM (YEARS 7-11)**

It is our aim that students should develop a sense of pride in their work, behaviour and dress. Therefore, a high standard of personal appearance is expected of all students.

Blazer *	Black with school badge
Trousers	Black, plain, smart, tailored ( <i>no denim or leggings</i> )
Shirt	White, in a style that allows a tie to be worn (the top button must be fastened)
School tie *	Standard tie
Socks	Black or white ( <i>no longer than knee length</i> )
Footwear	Smart formal black shoes ( <i>backless, high heels, boots, trainer styles or canvas shoes are not permitted</i> )
Tights	Plain, flesh-coloured or black no patterns
Skirt *	All skirts should be worn at least an inch below the bottom of the knee.
Sweater	Black, v-neck with school crest (purchased only from the school office). No hoodies
Outdoor coats	Black or dark coloured without logos and long enough to cover the blazer. Non front-opening top coats with or without a hood whereby the school tie cannot be seen are not acceptable; neither are denim or leather
Jewellery	If it has to be worn, is limited to one small plain ring and a maximum of <b>one small plain gold or silver stud earring per ear lobe. No other jewellery or piercings (including facial piercings, tongue studs or bars) are permitted. Jewellery items which break the school rules will be confiscated until the end of the half term</b> Girls in Years 7 to 9 should not wear make-up and in Years 10-11 it should be discreet. Nail varnish or false nails must not be worn to school.
Make up	Girls in Years 7 to 9 should not wear make-up and in Years 10-11 it should be discreet. Nail varnish or false nails must not be worn to school.
Hairstyles	No extreme styles, fashion colours or hair patterns (tramlines).

#### GAMES AND PE KIT

<u>Boys</u>	<u>Girls</u>
Sports College black shorts *	Sports College black skirts/shorts *
Sports College white polo shirt *	Sports College white polo-shirt *
Sports College rugby shirt * (with reversible band and badge)	Sports College fleece sweatshirt *
Trainers	Trainers
White sports socks	White sports socks
Plain black swimming trunks	Plain black swimming costume (one piece)
Towel	Towel
Plain black football socks	Plain black football socks
Football boots	
<b>Additional items required</b>	
Shin pads / mouth guard	Shin pads / mouth guard
Plain black tracksuit bottoms	Plain black tracksuit bottoms
Plain white or black long-sleeved thermal top	Plain white or black long-sleeved thermal top
	Plain black sports leggings
	Swimming hat (£2 from the PE office)
	Football/astro boots
<b>Optional items</b>	
Sports College coat *	
Sports College bag *	
Sports College splash jacket *	

\* Purchased only from Pope & Smith (Chelmsford), School Uniform Suppliers, 207-208 Moulsham Street, Chelmsford (telephone 01245 262481).

We advise parents to purchase shin pads and mouth guards for both boys and girls. For safety reasons students who do not wear shin pads will not be able to take part in certain activities. During winter months long sleeved thermal tops can be worn in either plain black or white, appropriate to the activity.

PE kit should be stored in lockers except when needed. If taken to other lessons, it is the student's responsibility to look after it. **All items should be clearly marked with the student's name and tutor group.**

### **Other Equipment**

**Students must always have three pens (two black/blue and one green) and a pencil.** Students are also required to have a calculator - the maths department have specified that this needs to be a **Casio fx-83GTX** or **Casio fx-85GTX**. For the majority of lessons, the following equipment is required: coloured pencils, ruler, pencil sharpener, eraser, glue stick, pocket sized English dictionary. Quiet reading is encouraged at various times – students must always have a reading book.

### **PASTORAL CARE AND DISCIPLINE**

For organisational purposes, the school is divided into year groups. Within each group, the head of year, assistant head of year and a team of tutors monitor the progress and welfare of the children and respond to their varying academic, social and emotional needs. **Parents should regard the tutor as the first point of contact between home and school.** For everyday matters and concerns, email is the best method to contact tutors.

A programme of sporting, practical, social, cultural and other competitive activities are organised on an inter-house basis. There are three houses, each with their own colour. Students receive collective rewards and privileges when their house achieves success in the ongoing competitions.

The school attaches great importance to high standards of personal conduct and the development of good character. Discipline is firm, but fair, with considerable importance attached to encouragement and praise. There is a system of rewards, whereby teaching staff can issue credits to students for work and conduct of a high standard. There are also Headteacher's Commendations given to individual students for an exceptional piece of work.

The school reserves the right to issue after-school detentions and in school isolations, with twenty-four hours' notice to parents, as a disciplinary measure, if necessary. The notice to parents is communicated through a white 'C3' slip which will be handed to the student and is their responsibility pass onto you. On occasions, a student may be isolated immediately if an issue or incident requires it. However, if the parent has not been informed of this, the child will not be kept back after school.

### **BEHAVIOUR FOR LEARNING**

We believe that high standards of behaviour are important for successful learning, for our school to run smoothly and safely and for the benefit of all members of the school community. All students must recognise that they make a choice in relation to their behaviour. The choice they make determines the consequence that follows. There are positive consequences (Rewards) and negative consequences (Sanctions).

We have a fair and consistent system which identifies clear boundaries and expectations. Students' progress and welfare and our good reputation hinge on maintaining the rules of the school and we expect our students to abide by them and for parents to support us in our endeavours in this. Our school rules require the following from students:

1. To arrive punctually for the morning and afternoon sessions and to attend all lessons on time.
2. To attend wearing full school uniform and follow rules relating to jewellery and makeup.
3. To leave at home any item that might be a danger or hindrance to self or fellow students. Large sums of money or valuable items, if they must be brought to school, should be left with the

school office for safekeeping. Forbidden items brought to school will normally be confiscated for a prescribed period and dangerous items, e.g. cigarettes and matches, will not be returned to students but to parents, if they so request; any item which breaks the law will not be returned.

4. To control their language and adopt the highest standards of courtesy.
5. To eat all food within the dining room or prescribed area and to dispose of litter in the bins.
6. To attend all lessons with the necessary books, pens, pencils, clothing and other equipment, taking proper care of these.
7. To remain on the school site throughout the school day. (Any authorised departure from the site, which has been properly requested and approved by a member of staff, must be recorded in the "signing-out" book held in the school admin office. Year 7 students must be collected from reception by an adult when leaving for appointments or sent home ill).
8. To complete and present all homework as required.
9. To observe the highest standards of behaviour during the journey to and from school - in the case of cyclists, observe the Highway Code and dismount on the school site.
10. Drinking water is permitted in the classroom, once permission has been granted by a member of staff (apart from science labs and near computers). This should be brought to the lesson at the start.
11. Mobile phones and all electronic devices must be switched off and kept out of sight during lessons. They will be confiscated if they are seen, heard or disrupt the lesson in any way and a C3 after school detention issued. They should not be used to contact parents if the student is unwell or unhappy; such contact should be made via the appropriate member of staff.
12. Earphones must not be worn when students are in lessons, unless instructed to do so by a member of staff. These should be out of sight during lessons.
13. To maintain the highest respect for all people and property at all times.
14. To carry their Responsibilities and Expectations Card with them at all times and to place these on their desk at the start of each lesson.
15. To respect the authority of staff and to follow instructions from staff the first time of asking.

The Responsibilities and Expectations Card rewards or sanctions students with regard to uniform (including PE kit), not having correct equipment, lateness to lessons, general conduct, etc. 6 'strikes' on the Expectations Card = C3 (see below).

### Rewards

Students will be rewarded by a combination of the following:

- Credits leading to: postcards, letters, badges, vouchers, 'queue jump' passes as certain credit milestones are passed.
- Tutor group rewards e.g. days out of uniform and pizza parties for collective tutor group achievements such as high total credits and excellent group attendance.
- Headteacher commendations for exceptional work.
- Faculty/department rewards for progress.
- Year group awards for attendance, good behaviour and credits gained.
- Rewards achieved through having clear Responsibilities and Expectations Cards.
- Academic awards for attainment and progress.

### Sanctions

If students break the rules, they must accept the consequences.

Misconduct will be dealt with in the following way:

#### Misbehaviour

First misbehaviour in a lesson  
Second misbehaviour in a lesson  
Third misbehaviour in a lesson  
Fourth misbehaviour in a lesson or  
a separate serious incident  
Extreme misconduct

#### Consequences (C)

C1 = Verbal warning  
C2 = Second verbal warning  
C3 = Detention for 1 hour after school  
C4 = Student is removed from the classroom  
and isolated for 1 day (until 4.15 pm)  
C5 = Fixed period of external isolation at a  
partner school or exclusion from school

There may be occasions when behaviour warrants an immediate C3 or higher sanction. Students will be given a detention slip at least 24 hours prior to the detention. It is the responsibility of the student to show this slip to their parents. Parents are contacted if a C4 or C5 is issued.

Very serious cases of misconduct are dealt with by the headteacher or a senior member of staff. In rare cases, parents may be required to keep their child at home or send them to the isolation unit of a partner school for a specified period. The help of external support services, including governors, may be sought. In such cases, a meeting with parents may be arranged.

## **CURRICULUM**

The timetable is set across two weeks, A and B, and consists of 25 1 hour periods, together with tutor/assembly time. In Years 7-9 the subjects studied are as follows: mathematics, English, science, modern foreign languages, history, geography, physical education, computer science, design and technology, music, art and design, drama, religious education, and Personal Development.

Years 10 and 11 are regarded as Key Stage 4 and a wide range of option subjects is on offer to students, in addition to the statutory 'core' curriculum. The school has a large sixth form and we offer an extensive choice of A Levels and BTEC courses.

## **ASSESSMENT AND PROGRESS**

Parents will receive regular feedback on the progress of their children through one full academic report per year and two interim reports via the parent portal. If there are concerns arising from the report, actions will be identified for individual students e.g. report card, homework support, etc. Students will receive regular feedback in a variety of forms. Students' effort, progress and attainment will be celebrated and closely monitored with targets and improvement tasks set alongside feedback. Students are expected to respond to feedback to help develop their understanding of what they have to do to improve. Our whole school marking policy aims to support literacy development, although teachers will not necessarily correct every mistake as this could have a negative effect.

There is one parents' evening per year providing the opportunity to discuss matters with teachers, where we encourage the attendance of students, in school uniform. It is our intention to keep parents fully informed of what is happening in school but, if parents wish to make contact with us, they are welcome in school at any time, having first contacted the school office in order to arrange a meeting with the appropriate member of staff. Edulink will provide parents with interim information on their child's progress. An additional parents' evening for Year 7 takes place in October when parents will have an opportunity to discuss with the tutor how their child has settled in.

## **PARENTAL COMMUNICATION**

The school uses a variety of methods to communicate with parents including:

- The school website ([www.gbhs.co.uk](http://www.gbhs.co.uk)): provides general information, news, a link to the weekly parent newsletter and half termly Magnus newsletter, and access to an overview of students' homework via the "Show my Homework" link;
- Edulink: provides access to your child's information, including attendance, behaviour and achievement, exam information, reports and interim reports, timetables, cashless catering balance and transactions, adverse weather warnings, together with recent letters to parents. Edulink is used to communicate to parents via email or text;
- Letters: distributed via students or sent by post;
- Text messages and emails: reporting student absence, lateness, urgent updates and other information;

In order to ensure efficient communication, it is very important that all parents inform us of any amendments to their contact details, including change of address, home and work telephone numbers, mobile numbers and email address. This can be done via Edulink or contacting main

reception. Logins will be issued to parents at the beginning of the autumn term. School staff can be contacted by telephone via the main office or by email. A list of staff email addresses is available on Edulink. Any problems with access to Edulink should be reported to [admin@gbhs.co.uk](mailto:admin@gbhs.co.uk).

## EXTRA-CURRICULAR ACTIVITIES

Students have the chance to take part in a vast range of extra-curricular activities. Sessions take place before and after school and at lunch time and are supervised by members of staff. A list of what is on offer will be given to students during the first weeks of term.

## INSTRUMENTAL MUSIC TUITION

The school is able to offer individual instrumental music tuition during the school day for a range of instruments. If parents are interested in their child taking advantage of these lessons please email Mrs Baker on [mb@gbhs.co.uk](mailto:mb@gbhs.co.uk) by Wednesday 1<sup>st</sup> September. Payment for these lessons can be made by Parent Pay once you have received your log in details.

Tuition will commence w/b Monday 13<sup>th</sup> September and is available, subject to sufficient demand, for: clarinet; drums; flute; guitar (acoustic and electric); keyboard; piano; saxophone; trumpet; violin; trombone; singing.

If students are interested in tuition for an instrument other than those listed, please contact our Heads of Music in September.

## LOCKERS

It is our policy to offer parents the opportunity to rent a locker in which students can store school equipment. The cost of a locker is £10.00 per annum for new students from September 2021, which is non-refundable. A key will be given to students during the first week of term in September.

If you would like to order a locker, please make a payment of £10.00 on Parent Pay (log in details will be sent out in August). Subsequent yearly locker renewals will be paid each September by Parent Pay. However, should you wish to cancel your child's locker, please hand the key in at the end of term to a member of staff on Main Reception.

## HEALTH AND SAFETY

### First aid/illness

Please remember our first-aid staff are not medically trained other than to deal with minor accidents and injuries. Therefore, if parents have any concerns about their child's health they must contact their GP as school staff are not allowed to make judgements about medical matters. If they are genuinely unwell, please do not send them to school.

### Sudden illness during the day

With regard to illnesses that develop at school, the first aid staff will make a decision as to whether the student is well enough to return to class or needs to be sent home. If a student needs to be sent home, the school will contact parents so they can make the necessary arrangements to collect them. **Please note, we will never send a child home without parental agreement.**

**It is not acceptable for a student to contact their parents directly to request to be picked up during the school day (first aid staff will do this on their behalf if necessary).** Students who are unwell must report to the first aid staff in the student administration office. If this requires a student to leave a lesson, the teacher will issue them with a pass to allow them to visit the first aid staff.

### Long term conditions

If a student has a long term medical condition (allergies, anaphylaxis etc.) full details must be notified to the school, together with clear instructions on how to deal with a problem, should one arise. Asthma pumps and epipens must be clearly labelled and accompanied by a signed letter.

Where required, a Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent at the start of the school year or when a diagnosis is first communicated. Parents should review the Healthcare Plan annually and amend accordingly if there is a change to the circumstances.

### **Accidents and emergencies**

If a student has an accident while in the care of the school, they will be treated by first aid staff. If the first aid staff feel that the student requires urgent medical treatment they will contact the parents and ask for them to be collected. However, in some circumstances it may be necessary for the school to request an ambulance to take them to the Accident and Emergency department of the Broomfield Hospital.

### **FIRE**

Regular fire practice/emergency evacuation drills are carried out and students are required to know and obey the instructions displayed in all rooms.

### **SECURITY**

For reasons of security, child safety and confidentiality, parents who have reason to visit the school must **always report to reception**. Under no circumstances should parents go to other areas of the school, including Student Administration, without having first signed in at reception. If parents need to see a member of the student administration staff, please ask at reception.

### **CAR PARKING AND DROP-OFF**

Access to the school car park is limited to staff only. Therefore, **parents cannot drive on to the school site** to drop off or collect their sons/daughters. The access road is very busy and additional vehicles cause unnecessary congestion and increase the possibility of accidents. Duffield Road should also be avoided as it too becomes very congested. Parents should avoid parking outside the school on Duffield Road wherever possible. We, as a community, need to be considerate of residents' access to their properties and ensure that you do not park in the public bus bays, on yellow lines, on the zig zag lines either side of the zebra crossing or near the driveway entrances.

The school gates are closed until 5pm daily, when it is opened for evening lettings. During this time, visitors should come to reception or use the buzzer to the right of the gates.

### **CONSENT FORMS**

The following forms need to be completed by **Friday 16<sup>th</sup> July** and submitted by clicking on the links below:

- Home-School Partnership Agreement [Home-School Partnership Agreement](#)
- Consent to use photos, videos, audio and pupil coursework for promotional purposes [Consent for promotional purposes](#)
- Acceptable Network Usage Statement [Acceptable Network Usage Statement](#)
- Library consent [Library consent](#)
- Gift Aid Declaration (*optional*) [Gift Aid Declaration](#)

If you are not able to access any of these forms, please email Mrs Sanders on [admin@gbhs.co.uk](mailto:admin@gbhs.co.uk).