



Dear Parents/Carers

Welcome to Wrotham School. We are very pleased that your child will be starting here in September. Our aim is to challenge and support your child to make excellent progress, and to provide them with a broad range of opportunities to develop and grow into confident adults.

We value working in partnership with parents and believe the mutual support we can give each other will be of great benefit to your child. We are proud of our strong and highly qualified staff team who will be happy to support you throughout your child's time at the school.

We wish the students every success, and we look forward to working with you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Michael Cater'.

Mr Michael Cater
Headteacher



WE CHALLENGE OUR STUDENTS TO MAKE EXCELLENT PROGRESS

At Wrotham School we believe that every student can make excellent progress academically. We challenge and support all our students to achieve. We believe young people achieve their best in an environment where they feel secure, valued and have high self-esteem.

LEARNING

Learning is at the heart of everything we do at Wrotham. Your child will study a broad range of subjects in Year 7, with the opportunity to develop the vital skills of creativity, problem solving, determination and resilience. We know the importance of constantly improving skills in literacy and numeracy and that these areas benefit learning across the range of subjects. Therefore, your child will continue to see an emphasis on English and mathematics on their timetable.

PASTORAL CARE

The Progress Tutors are the first and most important stage in the pastoral process. They are the vital link between you, your child and the school. Problems can be dealt with quickly if the form tutor is informed by letter, email or telephone as soon as a problem arises.

We have a strong Pastoral team, including Progress Leaders to support the work of the form tutors, and an Assistant Headteacher assigned to year 7, middle school, upper school and 6th form.

Children are invited to spend two days at Wrotham in the summer term (Thursday 6th July and Friday 7th July, 9.15 a.m. to 2.30 p.m.). On both mornings we will be testing students. These tests are to gauge students' general ability in literacy, numeracy and non-verbal reasoning. These results will be used to inform decisions about each students starting teaching group. They will be able to meet their Year 7 Progress Group, will have a tour of the school and take part in lessons. Students should arrive dressed in their PE kit on both days. Students should bring a packed lunch, a pen and a pencil. The day will end at 2.30 p.m.



CELEBRATING AND MONITORING YOUR CHILD'S SUCCESS

To support and challenge children to do their best, the school has to work closely with you and keep you informed of progress. International Baccalaureate credits, achievement certificates, termly grade sheets, an annual progress review day, parents' evenings for each year group, prizes, letters home, telephone calls and the online Parent Portal are all used by the school to inform you of your child's progress. You can also stay up to date with all the news and stories of success from the school via the school website, Facebook and Instagram pages.

Teachers work very hard to help children achieve their best, but parents have an important part to play in the home-school partnership. We need your help and support in several important areas:

Attendance - We aim to achieve 100% attendance from every child. From our first-hand experience high attending children are high achievers. The School's Attendance Officer will monitor your child's attendance. In September 2013 the Department for Education amended the Student Registration Regulations, removing the Headteacher's ability to authorise leave of absence for the purpose of a family holiday. Our Attendance Policy clearly states that "Family holidays, for whatever reason, cannot be approved, even if the parent is unable to take time off work at any other time. Requests for holidays in term-time will not be authorised." We will issue penalty notices for holidays in term time or for persistent unauthorised absence or lateness. Students now have two weeks break between Terms 1 and 2 which also provides an additional opportunity for a family holiday. Of course, sometimes absence is unavoidable but parents can help to ensure maximum attendance by trying to make medical appointments outside school hours.

Punctuality – We expect all students to arrive at school in time for morning registration and progress time at 8.30 a.m. Students who are repeatedly late may have an after school detention, a parental consultation or in extreme circumstances a Penalty Notice may be issued.

Achievement and Attainment - Reaching full potential and succeeding at school and beyond requires learners to be enthusiastic, creative, resilient, flexible and reflective. We aim to challenge and support your child to develop these key skills with engaging teaching on a daily basis.



Attitudes to School and Learning - We want our students to be confident, hardworking and supportive of each other. The school's procedures are designed to encourage good behaviour and strongly discourage poor behaviour. We rely on the support of parents to make the system effective. Included is a copy of Home School Agreement. This agreement is also included in the Admission Form. The school rules and expectation are for the benefit of all members of our community and strongly ask all parents to support us in upholding these standards.

Problems - It is very important that you let us know of any problems outside school that might affect your child's progress. Such information is always treated confidentially. Similarly, if there are problems in school which you think we might not be aware of, please tell us.

HOMEWORK

We use the on line homework website/app called "Show my Homework" to set and communicate homework to both students and parents. Both you and your child will be provided with log in details to access the website which will also enable you to upload the app to your phone.

If you would like more information and a preview of what this service will provide please visit the company website: www.showmyhomework.com

HOMEWORK POLICY

We consider homework to be an important element of the overall learning process.

Through homework students can:

- develop the practice of independent study, and through this perseverance, resilience and self-discipline;
- practice skills learned in the classroom;
- cover more ground and make more rapid progress;
- make use of materials and sources of information that are not accessible in the classroom.
- Push their ability and capability to reach the highest grades.



In Years 7, 8 and 9 each subject will set at least 30 minutes homework each week. (One hour for Maths, English and Science). In Years 10 and 11 this will increase with at least 45 minutes per subject per week.

Homework tasks set may take the form of projects, exercises, preparatory work for future lessons, revision, reading and the completion of work started in class. Homework will meet clearly defined educational objectives and it will be related to the work underway in the lessons. It should reflect the ability and capability of each student. Each student's homework performance will be taken into account when he or she is graded.

Up for the Challenge Homework will also be set as an optional extra for students who want to take on the challenge of higher level work. Prizes are awarded for exceptional work. The students are expected to do this unaided and using their own research skills.

The setting, completion and marking of homework is a partnership involving teachers, parents and students.

Teachers will set and mark homework on a regular basis. Teachers will upload homework tasks to "Show my homework". It is important that homework is handed in on time. Where a student does not submit homework, without good reason, the teacher will record this on their behaviour record which can be viewed on Parent Portal.

Parents are responsible for seeing that homework is completed and for informing their child's teachers of instances of difficulty or any other special circumstance. This can be done via email or by separate letter. Parents are asked to check "Show my homework" on a daily basis to help support their child with their homework. Parents are also asked to support their child by providing a suitable space for homework. Access to the internet is beneficial. Parents can check the Parent Portal to see if this is being handed in on time.

Students are responsible for checking "Show my Homework" daily, for completing the homework and for returning the work to the teacher by the date set for marking. The students can attend Homework Club at lunchtimes if they require support. Homework club takes place in the ICT room (M7) every lunchtime and on some days after school and is run by Teaching Assistants.



THE PARENT PORTAL

The Parent Portal is an online tool that can be accessed via a computer or device from our school website at www.wrothamschool.com

The Parent Portal provides parents with an easy to use summary of your children's:

- Attendance
- Academic reports and grades
- International Baccalaureate Credits
- Sanctions/Behaviour

All reports and grade sheets are distributed electronically via the Parent Portal and are accessible via the 'Progress' tab on the Parent Portal.

Your username to log in is your email address.

Your password will be emailed to you along with an activation request early in September.

It is vitally important the School holds a valid and up-to-date email address and telephone numbers for you. If you change either then you should inform the school immediately so we can still contact you.

THE SCHOOL WEBSITE

The school website is designed to be an easily accessed portal to all the information you and your child will need. As well as, news, email and policy your son/daughter can access any files they have created in school as well as any teacher-prepared files from home using the Home Access button. This again can be assessed from the school website. Students should enter their usual school log-in detail and 5 digit password.

The school website can be found at www.wrothamschool.com

We also have a regularly updated Facebook page at www.facebook.com/wrothamschool



ASSESSMENT

Regular assessment is an important feature of the learning process and reporting to parents is an essential element of the home-school partnership.

Assessment for all students takes place on a continuous basis via classwork, homework, tests and examinations. All lower school students receive termly grades in all curriculum subjects, reflecting their progress, attainment and homework.

Parents' Consultation Evenings are held annually and every Year 7 student receives six data reports a year. An annual progress review day gives each parent and student a chance to discuss their overall progress with their progress leader and year team. In particular cases of concern, a special report and interview can be arranged via the form tutor, subject teacher, Progress Leader or a member of the Leadership team.

REPORTING TO PARENTS

Students will be awarded three grades:

1. One grade which will reflect their attainment and therefore the progress they have made since joining our school. Please see our assessment policy for details of how students are graded.
2. One grade for their Attitude to Learning. These are graded 1 to 4 with a 1 reflecting a very positive attitude to learning and a 4 highlighting a serious concern.
3. One grade for the quality of their Homework. This will also be graded 1 to 4, with a 1 reflecting excellent homework and a 4 highlighting a serious concern.



PERSONAL SOCIAL AND HEALTH EDUCATION – (PSHE)

We have focus days for PSHE whereby members of the Police, Fire, Ambulance, Charities and Health Services attend the school and speak to students.

Sex Education at Wrotham School is taught as part of the Personal, Social and Health Education programme. During the course of the year a variety of topics will be covered during our focus days. These may include Drug and Alcohol issues, Safety on the Internet, Contraception, Sexually Transmitted Infections, Healthy lifestyles, Fire Safety, Road Safety, focus on Bullying, Relationships, First Aid, Fitness and Bereavement. We also cover a large range of PSHE topics throughout the Progress Time programme which is why it is really important for students to be punctual and arrive to registration at 8.30 a.m.

We can request a visit from the school nurse so that any student may speak to her privately on any subject. When possible, anything discussed during these sessions remains confidential (if the student wishes) although the nurse will always encourage them to speak to their parents. The School employs a Professional Counsellor who is able to support students with particular needs. She also holds drop in sessions.

Section 241 of the Education Act 1993 gives parents the right to withdraw their children from the schools programme for sex education, other than the elements which are required in the National Curriculum for Science, where human sexual behaviour is taught from a biological aspect. If you wish to withdraw your child from the sex education elements of PSHE or refuse permission for him/her to speak privately with the school nurse please inform the School in writing before the end of September 2017.



SCHOOL UNIFORM

Students are expected to wear school uniform on all school occasions (unless directed to do otherwise) and to dress smartly and tidily.

Our uniform code has been de-gendered to ensure that all students have the choice of traditional male/ female uniform styles.

Students with pierced ears are permitted to wear one plain stud in each ear (these must be removed for PE). Additional studs or earrings are not allowed. Other body piercing, studs, bars or hoops (nose, belly, tongue, eye brow etc) are not allowed. Apart from watches, no other jewellery is to be worn. Nail varnish, and false nails are not allowed. Subtle make-up may be worn in Years 10 and 11.

Our uniform provider School Time will not only supply skirts, ties, badges, PE shirts and PE sweatshirts but will be able to meet all your uniform requirements. Please find below details of our standard uniform for girls and boys. **IT IS ESSENTIAL THAT ALL PROPERTY IS CLEARLY LABELLED.**

UNIFORM

- White shirt and school tie
- Black blazer and school badge (at no time are hooded tops or cardigans to be worn)
- Plain black school trousers (not jeans, denim, chinos or skinny style trousers) or official Wrotham School skirt. (available from www.schooltime.co.uk).
- Plain black v-neck jumper (when required for extra warmth, not instead of a blazer)
- Plain black or neutral tights/plain black socks, below knee length.
- Sensible black flat leather school shoes (not sandals, canvas shoes, Vans, Converse, Dr Martin or Ugg style boots, open back or trainer style shoes).
- A dark coloured coat may be worn to and from school and during break time – No hooded tops, sweatshirts or non-school jumpers are to be worn at any time.

If a student is wearing non-uniform items as highlighted above, the following will happen:

The student will be sent home to change or the parent may bring in correct uniform items. If we cannot contact parents, the student will be out of circulation at break and lunchtimes.



PE KIT

- White PE Polo shirt with logo
- Black shorts (short)
- Green football socks
- Football boots and shin pads (from Term 2)
- White trainers (non-marking sole)
- PE polo shirts are to be embroidered with the first initial and surname. Our uniform provider will do this.

Optional

- Wrotham Sports waterproof jacket (available from School Time).



GENERAL INFORMATION (In alphabetical order)

Absence

In the event of illness it is important to contact us on the **first day of absence by 9.00 a.m.** If you do not contact us, we have to assume, for reasons of child safety that your child is truanting. In these situations we always try to establish contact with parents/carers to confirm that the student is safe at home. It is very important therefore that we have your up to date emergency contact number for work and home.

Any appointment with the dentist or doctor requires a letter on the day of the appointment stating time and date. Students must sign out and be collected from Reception.

Parents and carers can contact the school via the switchboard number 01732 884207 or email us on attendance@wrotham.kent.sch.uk on the first day of their child's absence. When students return to school they must bring a signed note to confirm the reason and dates of the absence.

Calculators

The Mathematics department know how expensive a new calculator can be at the start of secondary school. We can supply a Scientific Calculator (which will be suitable for the duration of secondary school) at a very favourable price of £10.00 which also includes a geometry set and a clear pencil case which is suitable for exams. If you would like to take advantage of this offer then please complete the form enclosed. Calculators will be available for collection in September, if pre-ordered and paid for.

Cashless Payments

Scopay is a system which will allow parents the opportunity to pay for school trips and other expenses through a parent portal on the school's website. This provides a safer method of payment, reducing the risk of loss.

Cashless Canteen. Through a digital checkout children will be able to purchase snacks and lunch on a daily basis. The system allows parents to:

- Add/top up their child's account
- Check their child's account for updates on purchases
- Ensure that they are satisfied their child is eating a healthy diet.



The cashless canteen also means that students in receipt of Free School Meals will 'purchase' their food in exactly the same way as all students, as the information on their terminal will identify them to the cashier, but no-one else.

Clubs

There are a variety of clubs that run both at lunch time and after school. These change on a termly basis and details can be found on the Club Notice Board and on the website. We encourage all students to be enrolled in a least one club each term to have the opportunity to try new experiences and challenges not covered within the school curriculum.

Communication with Parents

We are signed up to a system run by 'Keep Kids Safe' and Parent Portal which allows us to communicate with Parents via text or email. You will receive a text message to advise you that your child was not in school, that there is an important Parents' Evening coming up or perhaps in the event of a school closure due to severe weather. **It is therefore vital that we have your up to date contact details at all times at both work and home.**

Free School Meals

If your child is eligible or has been eligible for free school meals, they may then attract Pupil Premium funding to the school. This funding is used to help and support children to make progress in school. It can be used as a contribution towards trips and other positive interventions in school. We encourage you to go to <http://www.kent.gov.uk/education-and-children/schools/free-school-meals> for further information and to check your eligibility. Alternatively please contact the school for assistance. Free lunch allocations are dealt with in a discreet and sensitive manner.

Holidays

We firmly believe that every lesson counts. From September 2013 the Department for Education have amended the Student Registration Regulations, removing the Headteacher's ability to authorise leave of absence for the purpose of a family holiday. This decision has been upheld by the high court in a recent well publicised court case. Our Attendance Policy clearly states that "Family holidays, for whatever reason, cannot be approved, even if the parent is unable to take time off work at any other time. Requests for holidays in term-time will not be authorised." We will issue penalty notices for holidays in term time or for persistent unauthorised absence or lateness. Students now have two weeks break between Terms 1 and 2 which also provides an additional opportunity for a family holiday.



Lunches

The school has a canteen which provides hot meals, salads and sandwiches. There is a wide choice. A main meal and dessert is approximately £3.00-£3.50. Students may bring packed lunches. Snacks and drinks are available separately. The Canteen has been awarded The Clean Food Certificate and the school has received the Healthy Eating Schools Award.

Medical Problems/Illness/Medicines

Please ensure that the school is aware of any medical problems. Students who are unwell during the school day should report to a member of staff. Parents will be contacted if we believe a student is not well enough to remain at school. Students must not carry medicines with them in school other than those children who use inhalers for Asthma or an EpiPen. Medicines should be left at the school office with the appropriate forms completed (Request for the School to Administer Medication - copy enclosed). We are not allowed to administer any medicines without written instructions.

Mobile Phones

If brought in to school these must be switched off during school hours and kept safely with personal belongings. Students are not allowed to use mobile phones during the school day. If parents have to be contacted this must always be done using the school telephone, with the permission of a member of staff. For the safety of your child please only communicate with the school office. Students seen using their mobile phones during the day will have them confiscated and returned at the end of the day. The School will not accept any responsibility for loss or damaged mobile phones when used on the school site.

Policy Documents

Our Policy documents are available for Parents and Students to view on the School website. If you require a copy of any Policy please contact the School Office. A small charge may be requested to cover the cost of administration.

Sixth Form Entry

All Year 7 students will be required to stay in education or training until the age of 18. Many will choose to stay in our Sixth Form to study A Levels or the International Baccalaureate.

We hope that most students will stay on to study in our Sixth Form; however, some students may decide to continue their studies at a local FE College or another school Sixth Form. Entry requirements into Wrotham School Sixth Form are at least 5 GCSEs at grades



4 - 9 including either English or mathematics and each individual course have their own entry requirements.

Valuables

Students should leave valuable items at home. Students should not bring large amounts of cash into school and all belongings should be kept safely. The security of all items of personal property is the responsibility of the student and the School will not take responsibility for the loss or theft of such items.

Trips/Financial Assistance

The school organises a range of educational visits which are an important addition to the curriculum. Please contact the Headteacher in confidence if financial assistance is needed. Students in receipt of Free School Meals may be eligible for support on curriculum visits.

Voluntary Fund

Our Voluntary Fund helps to meet the costs of additional expenses and equipment that normally cannot be met by the school's funding but will enrich the life of the school and benefit all students. Some of the items/events that could be supported by this fund are: Extra Curricular Activities, Celebration events for student achievements, Prize Giving, Awards, Trophies and Certificates, Sports fixtures and affiliations, Hire of Coaches/Mini Buses, Drama Productions, Extra items of classroom equipment including computers and library books.

Each year all Parents/Carers are asked to make a donation towards the School Fund. The amount we request for this academic year is £20.00 per family regardless of how many children you have at this school. If you feel you are able to contribute a higher amount, this would be welcomed and very much appreciated. Please complete and return the form. We are sincerely grateful for any donation you are able to make.



TRANSPORT

Young Persons Travel Pass

The Young Person's Travel Pass provides unlimited access to the Kent public bus network for young people Monday to Friday between 6 a.m. and 7 p.m. available to use from the start of the term until 31st July. To be sure of having your pass available at the start of the new academic year, your applications must be received by Friday 14th July 2017.

Who can get one?

- 11 – 16 year olds who are resident in Kent.
- A reduced fee for those receiving Free School Meals
- Free for Young Carers, Young people in care and Care Leavers
- Reduction for more than two full cost passes, you can get the third or fourth for free.

What does it entitle you too?

- Unlimited bus travel between 06:00 – 19:00, Monday to Friday,

When can you use it?

- From the start of the school year until 31 July.

How do we apply?

- You should apply by the 14th July 2017 at www.kent.gov.uk/youngpersonstravelpass.

Further information is available at www.kent.gov.uk/education-and-children/schools/school-transport



Public service routes to Wrotham School are currently run by Nu-Venture, Red Route and Arriva and may be subject to change. Please contact the Companies direct for a timetable.

Contact numbers are below.

BUS COMPANY CONTACT DETAILS

Nu-Venture: (01622 882288)

Service No. 70 to: Maidstone, Allington, Larkfield, East Malling, Lunsford Park, Leybourne, West Malling, Offham, Wrotham Heath, Platt, Borough Green.

Red Route: (01474 353896)

Service No. 408 to: West Kingsdown, Vigo, Meopham, Istead Rise.

Service No 418 to: New Ash Green, Longfield, Istead Rise, Meopham, Culverstone, Vigo.

Arriva: (0871 200 2233 – Travel Line)

Service No. 81 to: Ditton, East Malling, Larkfield, Leybourne, Kings Hill, West Malling, London Road – Addington & Ryarsh.

Service No. 306 to: (pm only) Borough Green, Ightham, Seal, Riverhead, Sevenoaks

Service No. 308 to: (pm only) Culverstone, Meopham, Istead Rise, Gravesend, Northfleet and Bluewater.

British Rail: Otford, Kemsing, West Malling, East Malling, Barming and Maidstone East.



BEHAVIOUR ONLINE – ADVICE AND GUIDANCE

With an increasing amount of communication being conducted online it is important that we make our expectations of behaviour in this area clear.

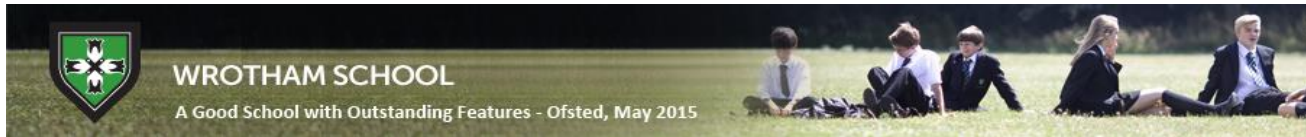
The most important element of our work is to ensure students are safe online and that they conduct themselves to the same high standards expected in other areas of their lives.

We highly recommend that:

- Parents take an active role in monitoring their child's interactions online. This includes the use of mobile phones, social networking sites and the internet in general.
- As parents and teachers we have a responsibility to understand the world our children live in and do our best to learn from them about what they are doing and why.
- Students are encouraged to speak openly about their online experiences and report anything that they feel uncomfortable about. They should not feel scared about speaking to a trustworthy adult if they have any concerns.
- Parents and students ask the school for help in managing their child's online behaviour.
- It is made clear what is "acceptable" and "unacceptable" online behaviour.
- Parents inform and work with the school when online behaviour risks impacting on school life.
- Access to the internet, gaming and social networking is monitored and reasonably limited so that students do not lose sleep, homework time or become unhealthily distracted by it.

We will not tolerate or accept:

- Bullying or intimidating of others online using phones, social networking sites and apps.
- Racist, Sexist, transphobic or homophobic messages, statuses or comments made online in any context.



- The publishing of anything online that may unfairly bring the school into disrepute.
- Public discussion about school matters or incidents online that involve others.
- Any behaviour online that is considered slanderous, illegal or would not be accepted in school.

We actively work to improve student's online safety by:

- Running regular assemblies and PSHE days focussing on online safety.
- Information and discussions during Progress Time.
- Work with the local police force to educate and support students in reporting online crime.
- Keeping up to date with changes in trends and technology that change the way student's access online entertainment, interaction and information.
- Training staff on internet safety and responsibility.
- Providing suitable sanctions for any student that behaves unacceptably online.
- Ensuring that all devices in school are monitored and restricted appropriately.
- Information evenings for parents

If you have any further questions or concerns regarding your child's online safety please contact Mr M Cater, Headteacher



ICT ACCEPTABLE USE POLICY FOR STUDENTS

I know that I must use the computers safely

- I will use only my own login and password, **which I will keep secret.**
- I know that the school can remotely monitor what I do on the computers.
- I will be aware of my personal safety when I am communicating online, and will not share personal information about myself or others.
- I will tell a teacher immediately about any unpleasant or inappropriate material or messages on the computer, or anything that makes me feel uncomfortable when I see it.
- I understand that the school will look after me and my classmates and can help if anything happens online – even if I am using a computer at home.

I know that I must use the computers responsibly

- I understand that the computers are here for school work, and I will only play games on them or use them for personal use if I have permission.
- I will only upload pictures or videos from inside the school if I have permission.
- I understand that the school's security and Internet filter is there to protect me, and protect the computer network, and I will not try to bypass it. If I need access to a blocked website, I will ask my teacher.
- I will only download music or videos onto the computer if it is related to my school work.
- I understand that I must not download or display inappropriate pictures or other material from the Internet.



I know that I must help look after the computers

- If I have a problem with my computer, I will tell a teacher immediately so that the problem can be fixed – I won't leave it broken for the next person.
- I will only use programs that are already on the school computer. If I need a new program, I will ask my teacher - I won't try to install it myself.
- I will not try to connect my own computer or mobile phone to the network.
- I will only change settings on the computer if I am allowed to do so – I won't try to change anything that might cause the computer to go wrong.
- I know that food and drink is not allowed in the computer rooms, and that I should not eat or drink around any computer.

I know that I must respect others when using the computers

- I will always treat others the same way I would want them to treat me – just as I would when not using the computers. I will not use the computers to harass or bully anyone.
- I will be polite online, and I will not use strong, aggressive, or inappropriate language. I appreciate that others may have different opinions.
- I will not take or distribute pictures or videos of anyone without their permission.

The school monitors the use of the computer systems, including the monitoring of websites, the interception of E-mail and messages. We will delete inappropriate material in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.



MUSIC LESSONS

If your child wishes to learn to play a musical instrument, the school is able to arrange lessons with specialist teachers.

Instrumental lessons will take place during normal school hours on a rotation basis so that the same lessons are not missed each week. We are able to offer Guitar, Piano, Vocal and Drum lessons at a cost of £170 for ten lessons of 30 minutes each.

Lessons should be paid for at the beginning of each term. Any lessons lost due to school trips or teachers' absence will be carried forward, but lessons lost for other reasons will be charged for.

If your child does not possess an instrument, it is possible to hire one from various music outlets in the area. Should you require this information, please contact the Music Teacher at school.

If you would like your child to have instrumental lessons, could you please fill in the form at the back of this pack and return it to the School Office, by Thursday 6th July so that lessons can begin as soon as possible in September. Do not send any money at the moment.



PRIVACY NOTICE for Wrotham School

1. Privacy Notice - Data Protection Act 1998

We Wrotham School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school, Kent County Council (KCC) and the Learning Records Service.

2. How we use your personal information

We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care,
- Support you decide what to do after you leave school and
- Assess how well your school is doing.

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

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role; this will include telephone contact details. However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. This right transfers to you on your 16th birthday

3. Supporting you plan your future

3.1 How we share additional data collected in Year 10, 11, 12 and 13 with KCC

The information detailed below that Wrotham School collects from you during Year 10, Year 11, 12 and 13 may be shared with other organisations in order to provide you career and other guidance and for administrative, statistical and research purposes relating to education and training.

3.2 Information we have to pass on by law

We are required by law to pass some of your information KCC as part of the Intended Destination, September Guarantee and Annual Activity processes. This is to assist KCC fulfil its legal obligation under the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 to assist, encourage and enable young people aged 13-19 (and young adults with learning difficulties or disabilities up to the age of 25) to participate in education or training. KCC are then required to share this information with the DfE.

We share the following information about you:

- What you are intending to do after Year 11 in terms of education, training or employment (your Intended Destination).
- Which post-16 provider made you an offer of a place on a course at the end of Year 11 or Year 12 if you stayed at this school after Year 11(referred to as the September Guarantee).
- What your destination is after you leave Year 11 or Year 12 or Year 13, if we are aware of this (as part of the Annual Activity Survey). This could include sixth form at this school.

3.3 Information KCC may share with us once you have left school

KCC has a legal responsibility to track all young people up to the age of 19 (and young adults with learning difficulties or disabilities up to the age of 25). The purpose of collecting this information is to assist the planning of education and training for young people and the support services they require. KCC will inform us of your current activity once you have left the school. This is in relation to education, training, employment with training you may be undertaking and whether you are NEET (not in Education, Employment or Training). Some of this information is then shared with the DfE who use the information to plan at a national level.

3.4 Information that may be shared with other schools and colleges

Some of the information we collect from you during Year 10 and 11 and as part of the Intended Destination, September Guarantee and Annual Activity processes may also be shared with EFA funded post-16 providers (hereafter referred to as 'post-16 providers') who deliver in Kent.

These providers are listed on www.kentchoices4u.com. These providers could offer you a progression route and support your transition into post-16 education, training or employment with training.

To support your transition to post-16 education and to support planning for future learners we, may also need to share further information on you directly with post-16 providers after you have enrolled, this includes:

- Whether you are NEET and may need support finding an education/training/employment opportunity
- Your activity after leaving a FE College after Year 12 or 13
- Your attendance record at school
- Whether you have been excluded from school
- If you have any special educational needs
- Whether you are looked after/or a care leaver
- Whether you are a carer
- Whether English is an additional language for you
- Whether you are a traveller
- Whether you receive free school meals, and
- Whether you are currently supervised by the Youth Offending Team.

4. You have a choice about what information is shared after you turn 16.

You can ask that no information beyond name, address and date of birth be shared with KCC in regard to the provision of Local Authorities support services for young people.

To do this please contact Rachel Martin, PA to Executive Headteacher to let them know which information you do not want to be shared.

5. How we keep your information safe

Wrotham School keeps information about you on computer systems and also sometimes on paper.

We hold your education records securely and retain them from your date of birth until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

6. Need to know more about how we process your information?

If you need more information about how Wrotham School uses your information or to see a copy of your personal information, please contact Rachel Martin, PA to Executive Headteacher.

If you would like to get a copy of the information about you that KCC shares with the DfE or post-16 providers or how they use your information, please contact:

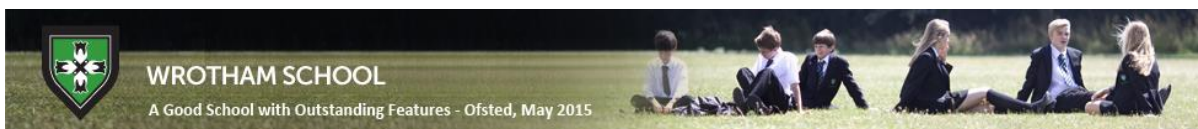
Information Resilience & Transparency Team
Room 2.71
Sessions House
Maidstone, Kent
ME14 1XQ
Email: dataprotection@kent.gov.uk

You can also visit the KCC website if you need more information about how KCC use and store your information. Please go to: <http://www.kent.gov.uk/about-the-council/contact-us/access-to-information/your-personal-information>

To view KCC's Privacy Notice, please follow this link on the KCC website:
<http://www.kent.gov.uk/about-the-council/about-the-website/privacy-policy>

7. Need more information about young peoples' services?

For more information about young peoples' services, please go to <http://www.kent.gov.uk/education-and-children/young-people> or the KCC website at www.kent.gov.uk



**TERM DATES FOR STUDENTS
FOR THE ACADEMIC YEAR – 2017/18**

Term Begins	Term Ends
<p align="center">Term 1 Monday 4th September 2017 <i>Induction day for Years 7/12 Students only</i> Tuesday 5th September 2017 <i>Whole School Returns</i></p>	<p>Friday 20th October 2017</p>
<p align="center">Term 2 Monday 6th November 2017</p>	<p>Wednesday 20th December 2017</p>
<p align="center">Term 3 Thursday 4th January 2018</p>	<p>Friday 9th February 2018</p>
<p align="center">Term 4 Monday 19th February 2018</p>	<p>Thursday 29th March 2018</p>
<p align="center">Term 5 Monday 16th April 2018</p>	<p>Friday 25th May 2018</p>
<p align="center">Term 6 Monday 4th June 2018</p>	<p>Tuesday 24th July 2018</p>

Two Week October Half Term – Weeks beginning 23rd October and 30th October 2017.

Easter Bank Holiday – Friday 30th March and Monday 2nd April 2018.

Bank Holiday - Monday 7th May 2018

Staff Inset Day – Friday 1st September 2017.



TIMES OF THE DAY

0830	Registration and Progress Time
0855	Lesson 1
0955	Lesson 2
1055	Break
1115	Lesson 3
1215	Lesson 4
1315	Lunch
1405	Lesson 5
1505	End of School Day

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication

DETAILS OF PUPIL

Surname: _____

Forename(s): _____

Address: _____ Male/Female: _____

_____ Date of Birth: _____

_____ Class/Form: _____

Condition _____

MEDICATION

Name/Type of Medication (as described on the container) _____

For how long will your child take this medication: (If known/until further notice?) _____

Date dispensed: _____

Full Directions for use:

Dosage and method: _____

Timing: _____

Special Precautions: _____

Side Effects _____

Procedures to take in an Emergency: _____

CONTACT DETAILS:

Name: _____ Daytime telephone No: _____

Relationship to Pupil: _____

Address: _____

I understand that I will arrange for the medication to be given to the School Office and accept that this is a service which the school is not obliged to undertake.

Signature _____

Date: _____ Relationship to Pupil: _____



The International Baccalaureate (IB)

The IB is a set of standards by which every member of the school community is expected to apply in their school and work environment. These are social, moral and ethical standards that sit at the core of our beliefs and shared commitment. Students, staff and all members of the school community are asked to understand and uphold these standards in everything that they do. International Baccalaureate® (IB) programmes aim to do more than other curricula by developing inquiring, knowledgeable and caring young people who are motivated to succeed.

We strive to develop students who will build a better world through intercultural understanding and respect.

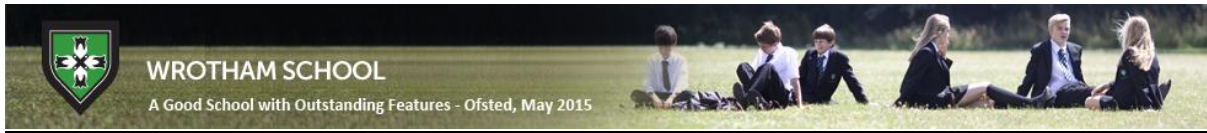
The IB's programme is different from other curricula because it:

- Encourages students of all ages to think critically and challenge assumptions.
- Develops independently of government and national systems, incorporating quality practice from research and our global community of schools.
- Encourages students of all ages to consider both local and global contexts.
- Develops multilingual students.
- Broadens the curriculum (academic, vocational and functional skills)

Our '**Passport to Success**' programme of recognition and graduation also closely follows the IB learner profile. The profile has these main characteristics and each department has identified how to achieve these 'Professional Skills' credits in each of these areas:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Balanced
- Reflective
- Risk - taker





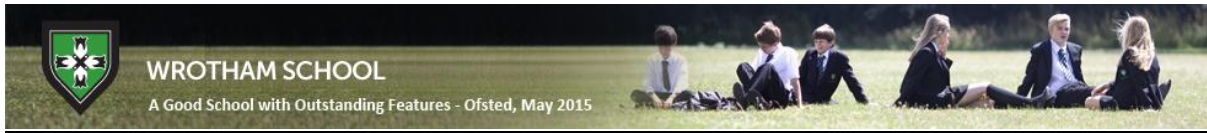
Rewards

The effective functioning of the School can only be achieved by developing a culture of co-operation and consideration. The caring yet purposeful ethos at Wrotham School is maintained through an approach of combining firm discipline and high expectations with encouragement, praise and motivation; this combination is essential in order that students and staff can work together in a happy, positive environment.

Our 'Passport to Success' programme expects our students to evidence development of ten different 'Professional Skills' in addition to meeting their academic targets. Passport to Success is an initiative designed to unlock the potential of all students to improve attainment, aspirations and success in future employment. Graduation from this programme will be an outstanding achievement for our students as the Passport defines what it is to be a successful student of Wrotham School.

While most schools aim for academic achievement alone, we recognise that this is not enough to equip young people for success in life. We want our students to be confident young people who have the professional skills employers are looking for, and often complain that young people no longer have.

Teachers and Progress Tutors create opportunities for students to develop 'professional skills' in during their Progress Group Time, in their lessons and around the school. When a student demonstrates one of the ten skills, it is recorded on SIMs as an IB credit. Every week the Progress Leaders and Progress Tutors receive a report on how their students are progressing and this is shared with the students. They record their progress on a Passport Tracker so they can see where they have strengths and the areas they need to work on. Year group assemblies show a leader board for individuals who are making the highest number of contributions to the year group total.



Wrotham School Sanction and Consequences Guide

At Wrotham we understand the negative impact that poor behaviour has on the experience of others. We take all forms of poor behaviour very seriously and ensure all students and parents that incidents will be dealt with consistently and effectively to prevent disruption to learning.

The table below is a general guide to sanctions. This does not cover every situation nor individual circumstances that may be considered when applying sanctions but does provide a clear framework for parents, staff and students of what to expect in response to poor behaviour choices.

Causes, Consequences and Sanctions:

Cause	Consequence	Duration	Notes
Late arrival to lessons (without reasonable explanation)	Detention	Equivalent to amount of time late.	Break/ Lunchtime only.
Prohibited use of mobile phones	Confiscation	Until end of day	Repeat offence may lead to request to parents to collect.
Incorrect Uniform	Negative behaviour point and isolation during break and lunch until corrected.	Until uniform is correct. If the issue is not resolved quickly parents will be contacted again.	Parents may be contacted to collect student if uniform issue cannot be addressed in school.
Jewellery, Hoodies, other prohibited items	Confiscation	Until end of day	Repeat offence may lead to request to parents to collect.
Refusal to comply with reasonable requests (defiance)	Internal Exclusion	Half to full day	Repeat offence will lead to further sanctions.

Poorly Equipped (planner, stationery, etc)	Verbal Warning	N/A	Repeat offence will lead to tutor intervention.
Disruption to lessons and learning (chatting, silly behaviour, not listening, distracting others).			
1st incident	Verbal Warning	N/A	
2nd incident	Final verbal warning. C1 issued	N/A	
3rd incident	C2 issued (detention)	10-25 minutes Lunchtime	
4th incident	C3 Issued Removed from the classroom. LOL detention	25-60 minutes Lunchtime or after school	A phone call home will be made to discuss behaviour.
Persistent disruption of learning	C4 issued – Head of House, Leadership team detention.	60 minutes after school	A meeting arranged with parents/ carers to discuss an improvement plan.

Poor Behaviour considered to be serious by the School

<p>Failure to attend a lunchtime or after school detention</p>	<p>Escalation of detention if no reasonable explanation is provided.</p>	<p>60 minutes Lunchtime / after school</p>	<p>Failure to attend a detention without a valid reason will result in an escalation of the sanction to Leadership team detention.</p>
<p>Serious Incidents- Violence, sexual harassment, racism, homophobia, drug and alcohol use, smoking, bullying, cyber bullying, bringing the school into disrepute, persistent disruption, defiance or poor behaviour.</p>	<p>Internal Exclusion, fixed term exclusion, permanent exclusion or managed move.</p>	<p>Variable depending on seriousness of incident and circumstances. 1-45 days or permanent.</p>	<p>Parental meetings and behaviour improvement plans will be put into place. Each case will be judged on individual circumstances and an investigation, and will be based on a balance of probability, following all national guidelines for exclusions in schools</p>
<p>Persistent Serious incidents</p>	<p>Permanent Exclusion.</p>	<p>See Above</p>	<p>See Above</p>

Wrotham School Home – School: Behaviour for Learning Agreement

For students to have the opportunity to make excellent progress it is vital that our high expectations of behaviour for learning, uniform, and respect for each other are supported by parents and carers.

We ask all parents, students and staff to read this policy carefully and sign the document to confirm understanding and support for this agreement.

Parent rights:

- To be kept informed about their child's progress, including issues relating to their behaviour.
- To be given a minimum of 24 hours' notice if the school wishes to place their child in detention after school. (Only less if parents agree to this)
- To expect their children to be safe, secure and respected.
- To have any complaint they make about their child being bullied taken seriously by the school and investigated/resolved as necessary.
- To appeal to the Headteacher / Governing Body if they believe the school has exercised its disciplinary authority unreasonably.
- To request a review of the Headteacher's decision to exclude their child, first to the Governing Body of the school and then, in cases of permanent exclusion, to an Independent Panel.

Parent responsibilities:

- To respect the school's approach to ensuring positive behaviour for learning and the disciplinary authority of the staff at Wrotham School.
- To help ensure their child follows reasonable instructions from staff.
- To ensure their child has attendance of at least 98%.
- To send their child to school each day punctually, fed, rested, and equipped and ready to learn.
- To ensure their child attends school in full uniform.
- To follow and support the Home-School Agreement.
- To ensure school staff are aware of any SEN-related or other personal factors which may result in their child displaying behaviours outside the norm.
- To be prepared to work with the school to support their child's positive behaviour.
- To support the school in the use of detentions after school at all times.
- To support the school in the use of Internal Exclusion, this may extend beyond the normal school day.
- To attend meetings with the Headteacher or other school staff, if requested, to discuss their child's behaviour.
- If their child is excluded from the school, to ensure the child is not found in a public place during school hours in the first five days of exclusion and to attend a reintegration interview with the Head of Year or member of the Leadership Team at the end of a fixed term exclusion.
- To monitor their child's behaviour and progress via the Parent Portal.

Wrotham School's rights:

- To make clear the school's statutory power to discipline students and that students and parents will need to respect this.
- To enforce the school's approach to ensuring positive behaviour for learning including rules and disciplinary measures.
- To enforce the school's approach to strive for attendance of at least 98%.
- To expect students' and parents' cooperation in maintaining an orderly climate for learning.
- To expect students to respect the rights of other students and adults in the school.
- Not to tolerate violence, threatening behaviour or abuse by students or parents. If a parent does not conduct himself/herself properly, the Headteacher may ban them from the school premises and, if the parent continues to cause nuisance or disturbance, they may be liable to prosecution.
- To take firm action against students who harass or disrespect teachers or other school staff on or off premises – engaging external support services, including the police, as appropriate.
- Authorised staff have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.
- Authorised staff can also search for any item banned by the school rules.
- To expect students' and parents' co-operation in striving for attendance of at least 98%.

Wrotham School's responsibilities

- To establish and communicate clearly measures to ensure good order, respect and discipline.
- To ensure staff are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies.
- To support, praise and, as appropriate, reward students' good behaviour.
- To apply sanctions fairly, consistently, proportionately and reasonably.
- To follow and support the Home-School Agreement.
- To take all reasonable measures to protect the safety and well-being of staff and students, including prevention of all forms of bullying and dealing effectively with reports and complaints about bullying.
- To ensure staff model good behaviour and never disrespect students, parents or colleagues.
- To promote positive behaviour through active development of students' social, emotional and behavioural skills.
- To keep parents informed of their child's behaviour, good as well as bad, use appropriate methods of engaging them and, where necessary, support them in meeting their parental responsibilities.
- To ensure the school's approach to ensuring positive behaviour for learning does not discriminate against any student on, e.g. grounds of race, gender, disability or sexual orientation, and that it promotes good relations between different communities.
- To cooperate and agree appropriate protocols with other schools and academies in the local school partnership for behaviour and persistent absence.

- To make alternative provision from day six for fixed-term excluded students and arrange reintegration interviews for parents at the end of a fixed term exclusion.
- To work with other agencies to promote community cohesion and safety.

Student rights

- To be taught in environments that are safe, conducive to learning and free from disruption.
- To be treated in a respectful and appropriate manner by all members of the school community.
- To have access to all school facilities and to enjoy and utilise its resources.
- To have access to a clean and comfortable environment in which to learn and socialise.
- To enjoy school and to be able to engage in conversation with other students and staff in a calm and respectful atmosphere.
- To expect support and encouragement from staff.
- To be challenged to reach their full potential within a culture of high expectations.
- To expect appropriate action from the school to tackle any incidents of bullying, violence, threatening behaviour, abuse, discrimination or harassment.
- To contribute to student voice and the student council.
- To have their views considered when developing school policy and making important decisions.

Student responsibilities

- To treat all members of the school community with respect and politeness.
- To respect the school's property and environment, and the property of others.
- To do their best to reach their full potential and take full advantage of the opportunities the school offers.
- To follow all reasonable requests and instructions by staff, to follow school rules and to accept sanctions in an appropriate way.
- To arrive in full uniform and wear it correctly as well as coming to school fully equipped and ready to learn.
- To achieve an annual attendance of at least 98%.
- To act as positive ambassadors for the school both in school time and outside of school. To participate in events and competitions and to encourage and praise fellow students who participate.
- Not bring inappropriate or unlawful items to school.
- To cooperate with, and abide by, the Behaviour Policy and any arrangements put in place to support their behaviour, such as behaviour Contracts, Pastoral Support Programmes or meetings with parents and external support agencies.
- To avoid any engagement in anti-social behaviour.

Name of Student:	Parent/Carer Name:
Signed:	Signed:
Date:	Date:

STUDENT'S AGREEMENT FOR THE USE OF COMPUTERS AND INTERNET AT

WROTHAM SCHOOL

I have read and understand the school's ICT Acceptable Use Policy and I will use the computers, internet and network system in a responsible way and obey these rules at all times.

Name of Student _____

Year/Progress Group _____

Signed _____

Date _____

MUSIC LESSONS

If your child is interested in taking drum, guitar, vocal or piano lessons please complete the appropriate sections below.

I would like my child _____ Progress Group _____

to have drum/guitar/vocal/piano* lessons.

We have our own instrument/we would like to hire an instrument*

*(please delete as appropriate)

Signed _____ (Parent/Carer)

Printed Name _____

Contact Number _____

Email address _____

Address _____

WROTHAM SCHOOL VOLUNTARY FUND

Name of Student(s) _____

Progress Groups _____

I wish to make a donation £_____ cash/cheque towards to the Schools' Voluntary Fund.

Cheques should be made payable to Wrotham School.

Signature of Parent/Carer _____

Printed Name _____

Date _____

Contact No. _____

CALCULATORS - MATHS DEPARTMENT

I would like to order a Scientific Calculator. This will include a complimentary geometry set and clear pencil case.

I enclose cash/cheque (made payable to Wrotham School) for £10.00

Name _____ Progress Group _____

Signature _____ (Parent/Carer)

Printed Name _____ Date _____