



Clacton County High School

Principal: Neil Gallagher



**An Essential Guide for
Parents**

2017 - 2018

Higher Expectations, Raising Aspirations

Introduction

Dear Parent

We have put together this booklet and hope that it acts as a reference point for future information that you may need to know about Clacton County High School and day-to-day school life for students at this school. In this booklet, we refer to both parents and carers collectively as parents.

Enclosed is a sheet which we would ask all parents to complete and return to the School confirming that you have received the information enclosed within this booklet and are aware of the School's commitment to your child and the mutual expectations of the relationships between home and school.

As a school, we are committed to working in partnership with our parents and never underestimate the benefits of the combined support of home and school on the outcomes for students and believe that communication is a vital component of ensuring success.

Clacton County High School has established pastoral teams for each Key Stage of students and all members of staff are dedicated to ensuring that your child has a happy and successful time at this school. Key Stage teams will be your first point of contact and able to assist you with all enquiries.

Kind regards

Neil Gallagher

NEIL GALLAGHER
Principal

Term Dates 2017-2018



CLACTON COUNTY HIGH SCHOOL

TERM DATES 2017/2018

Agreed by Governors on Monday 19th September 2016

SEPTEMBER						OCTOBER						NOVEMBER						DECEMBER					
M		4	11	18	25		2	9	16	23	30		6	13	20	27		4	11	18	25		
T		5	12	19	26		3	10	17	24	31		7	14	21	28		5	12	19	26		
W		6	13	20	27		4	11	18	25	1	8	15	22	29		6	13	20	27			
Th		7	14	21	28		5	12	19	26	2	9	16	23	30		7	14	21	28			
F	1	8	15	22	29		6	13	20	27	3	10	17	24	1	8	15	22	29				
Sa	2	9	16	23	30		7	14	21	28	4	11	18	25	2	9	16	23	30				
Su	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31					

JANUARY						FEBRUARY						MARCH						APRIL					
M	1	8	15	22	29		5	12	19	26		5	12	19	26		2	9	16	23	30		
T	2	9	16	23	30		6	13	20	27		6	13	20	27		3	10	17	24			
W	3	10	17	24	31		7	14	21	28		7	14	21	28		4	11	18	25			
Th	4	11	18	25	1	8	15	22	1	8	15	22	29		5	12	19	26					
F	5	12	19	26	2	9	16	23	2	9	16	23	30		6	13	20	27					
Sa	6	13	20	27	3	10	17	24	3	10	17	24	31		7	14	21	28					
Su	7	14	21	28	4	11	18	25	4	11	18	25	1	8	15	22	29						

MAY						JUNE						JULY						AUGUST					
M		7	14	21	28		4	11	18	25		2	9	16	23	30		6	13	20	27		
T	1	8	15	22	29		5	12	19	26		3	10	17	24	31		7	14	21	28		
W	2	9	16	23	30		6	13	20	27		4	11	18	25		1	8	15	22	29		
Th	3	10	17	24	31		7	14	21	28		5	12	19	26		2	9	16	23	30		
F	4	11	18	25	1	8	15	22	29		6	13	20	27		3	10	17	24	31			
Sa	5	12	19	26	2	9	16	23	30		7	14	21	28		4	11	18	25				
Su	6	13	20	27	3	10	17	24	1	8	15	22	29		5	12	19	26					

Non Pupil Day	Non Pupil Day (Aggregated Time) <i>(Staff not in school)</i>	Weekend/Holiday	Bank Holiday
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AUTUMN TERM 2017

Term begins:	Tuesday 5 September (Year 7 and Sixth Form only)
	Wednesday 6 September (Whole School in)
	Thursday 28 September (Non Pupil Day for Years 7-11 - Sixth Form to attend)
HALF TERM	Monday 23 October - Friday 27 October
	Friday 24 November (Non Pupil Day - Pupils not in)
Term ends:	Wednesday 20 December

SPRING TERM 2018

Term begins:	Wednesday 3 January
HALF TERM	Monday 12 February - Friday 16 February
	Monday 19 February (Non Pupil Day - Pupils not in)
Term ends:	Thursday 29 March

SUMMER TERM 2018

Term begins:	Monday 16 April
Bank Holiday	Bank Holiday Monday 7 May
HALF TERM	Monday 28 May - Friday 1 June
Term ends:	Friday 20 July

Non-Pupil Days: 5

Autumn Term:

Monday 4 September
Thursday 28 September
Friday 24 November

Spring Term:

Tuesday 2nd January
Monday 19 February

Any change to term dates and non-pupil days will be notified to parents via the weekly Parent News

Attendance

Attendance is important at CCHS and vital to achieving success. **It is expected that students attend school every day it is open** and such attendance is celebrated and rewarded. Rewards and a certificate may be given to students with 100% attendance each term and throughout the year.

Students will not be allowed to take holidays during school time, unless for exceptional circumstances agreed in advance.

What the law says:
<ul style="list-style-type: none"> • The parent is legally responsible for ensuring that their child receives a suitable education. (<i>Section 7, Education Act 1996</i>) • Failure to ensure that their child attends school punctually and regularly could lead to legal action being taken against the parent. This could result in each parent receiving a fine of up to £2,500 for each time or up to 3 months imprisonment. • Local Education Authorities are required by law to enforce school attendance. • By law, only the School can approve absence, not the parent.
What CCHS says:
<ul style="list-style-type: none"> • If a child is ill, the parent must contact the School on the first day of the student's illness and each day after, as long as the absence continues. Telephone the 'Student Absence Line' on 01255 424266 option 1. • The School will attempt to contact the parent of any pupil whose absence has not been established by previous contact via the 'Student Absence Line'. • When a child returns to school following a period of absence he/she must provide the Attendance Office with written confirmation of the reasons for the absence signed by their parent even after a telephone call.
Leave of Absence:
<ul style="list-style-type: none"> • The School complies with government legislation, which states that term time leave of absence can only be taken in 'exceptional circumstances'. For example: Forces personnel on leave from a foreign posting or significant family events or circumstances. If this is the case, a 'Leave of Absence' request form must be completed; this can be obtained from the Attendance Office. When returned to the Attendance Office, it should be accompanied by a letter of explanation. • If the School considers an application has not justified 'Exceptional Circumstances' approval will not be given. <i>This is a school decision.</i> • If the leave of absence is then taken regardless, the School may seek to apply for a Penalty Notice in accordance with Education (Penalty Notices) Regulations 2004.
Absences will not be authorised under any circumstances for the following reasons:
<ul style="list-style-type: none"> • Holidays in term time for financial reasons. • Looking after siblings. • Birthdays. • Visiting relatives.
How non-attendance can affect your child's education:
<ul style="list-style-type: none"> • 90% attendance = One day missed school per fortnight. • One school year at 90% attendance = four whole weeks of lessons missed. • 90% attendance over five years of secondary school = half a school year <i>missed!!</i>
What is the impact?
<ul style="list-style-type: none"> • Research suggests that seventeen <i>missed school days a year</i> = GCSE grade DROP in achievement. • If a child's attendance improves by 1% they could see a 5% improvement in attainment. • The greater the attendance, the greater the achievement.

Pupil Sick Line: 01255 424266 following the relevant option choices.

A copy of the School's Attendance Policy is available to download from the School's website.

First Aid

Whilst the School operates a general First Aid provision and will endeavour to provide the best possible care within 'first aid' parameters, it should be noted that our **first aiders are not trained medical practitioners.**

There will inevitably be times when a student develops aches or pains such as headache or toothache during the school day. One or two paracetamol tablets can be administered and this will only be given if the student is showing signs of distress and the School has parental consent.

Students should not contact parents directly to collect them if they feel unwell; they must report to the Medical Room or Key Stage office who will make the appropriate arrangements.

If students need to take medication during school hours this can be left in the medical room. Please ensure it is **clearly labelled** with the student's **name, form and dosage**. This also applies to other medicines used for conditions such as hay fever. **Please keep the School informed of any changes to regular prescribed medication this includes if it is stopped.**

Asthma
Children who require inhalers will be allowed to carry their own in their bag. A spare inhaler should be brought to school to be kept in the medical room for use in emergencies . The student's name should be clearly marked on the inhaler and box and the contents should be renewed periodically. Staff are made aware of children who suffer from asthma and will notify the First Aider immediately of any serious attack. The School holds spare inhalers for use in an emergency and only if we have been informed that the student is asthmatic.
Epilepsy
Parents are advised to notify the school immediately if they discover that their child has epilepsy. Swimming will only take place if one-to-one supervision for students can be arranged.
Diabetes
Diabetics who require insulin can bring it into school and either keep it with them or give it to the First Aider to keep until needed. Supplies of specific food can be kept in the refrigerator in school.
Medical conditions or serious allergies
The School must be made aware by parents of any ongoing medical conditions or serious allergies a child may have, along with written notification of any appropriate medication which may be needed together with a small supply of that medication or EpiPens . With EpiPens, one must be named and kept in school, one to be kept with the child. The First Aider will notify parents when the 'use by date' approaches. Any necessary equipment or medication must be with the child if staying to after-hours clubs/events, or when the child attends a trip, or any school-based activities in holiday periods.

If a student has a condition where a **Healthcare Plan** is in place, a copy of the Healthcare Plan should be provided to the School for reference and records.

Data Check Sheet

You should have already received a 'Data check sheet' please can you ensure that all the information on the form is correct, if not please make any corrections. If you have not received a form, please contact the School.

Please sign and return to the school even if no corrections are made.

If, at any time, you move house or change your mobile phone number etc., please inform us as soon as possible, as we may need to contact you in case of emergency.

Offsite activities during school time

From time to time students may leave the School site, under the supervision of members of staff, for activities associated with his/her schoolwork, such as geography fieldwork at the beach.

Please ensure you complete and sign the enclosed **yellow form** and return this to the School.

Safeguarding of children

Clacton County High School, governors and staff, take seriously the responsibility to protect and safeguard the welfare of the children and young people in the School's care.

Copies of the School's Safeguarding and Child Protection Policy, Data Protection Policy are available to download via the School's website.

Cycling to school

The School provides safe and secure bike sheds for our students use; this facility is a privilege and not a right. It is the responsibility of parents and students to ensure that bikes are in a roadworthy condition, and ridden with due care and attention, in accordance with the Highway Code. Therefore, the School reserves the right to check that all bicycles are in a safe and well-maintained condition. If either the bike or cyclist fail to meet expectations, then the privilege of bringing a bike on to the School site may need to be considered.

Acceptable Internet Use

The computer system is owned by the School and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The School's Internet Access Policy has been drawn up to protect all parties - the students, the staff and the School.

The School reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.

- All internet activity should be appropriate and access should only be made via the authorised username and password, which should not be made available to any other person.
- Social networking sites – no student should post images or video footage or malicious comments that could cause harm or distress to either school staff or students or use images of the School or the School name on any internet site without prior consent.
- Activity that threatens the integrity of the School IT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all e-mails sent.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As e-mail can be forwarded or inadvertently sent to the wrong person, appropriate language and content should be considered.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Our expectations in partnership

Clacton County High School operates a Behaviour for Learning Policy of Rewards and Consequences, which is applied equally and fairly to all students. Students who join CCHS very quickly become aware of our expectations and know and understand these.

The School is committed to:
<ul style="list-style-type: none">• The safeguarding of all students in its care.• Ensuring a polite, courteous and prompt response.• An orderly learning environment with high standards of behaviour and clear expectations of all.• Quick, decisive action to support all students with any issues and dealing with any inappropriate behaviour.• A school environment free of illegal drugs and offensive weapons.• Providing a broad, balanced and appropriate curriculum with extra-curricular activities for all.• Ensuring teachers deliver excellent lessons leading to outstanding learning and progress.• Regular assessments to ensure that parents are fully informed of their child's progress.• Keeping parents informed via the website, School App and weekly newsletter.• Ensuring access to all statutory policy documents is available to download via the School's website.
In addition teachers are committed to:
<ul style="list-style-type: none">• Ensuring classrooms provide a stimulating, safe and supportive environment for learning.• Providing outstanding lessons and incentives to do well.• Involving students with their own educational progress and providing regular information to both students and parents.• Congratulating and rewarding students by recognition of achievements.
Parents are expected to:
<ul style="list-style-type: none">• Ensure that all communications with the School are polite and courteous and report any concerns to the relevant Key Stage team and work with us to resolve any issues satisfactorily.• Encourage excellent attendance and punctuality and notify the School promptly of any absence. (Please do not organise family holidays during term time as these cannot be authorised.)• Support the School's Uniform Policy.• Support the School's Behaviour for Learning Policy.• Ensure your child has the basic equipment necessary to participate in lessons.• Show an interest in and ask questions about the work and activities which your child is engaged in through school or homework.• Periodically look at your child's books and comment meaningfully on their progress.• Attend school Parents' Evenings.• Encourage your child to take part in extra-curricular activities.
Expectations of student life at CCHS
Before School:
<ul style="list-style-type: none">• To arrive at school punctually each day, wearing correct uniform.• To have all the equipment and other materials needed for the School day.• To complete all homework tasks to the best of their ability and handed to their teachers by the deadlines set. (All homework is recorded on 'Show My Homework' for parents to monitor.)• To remove any non-uniform items on entering the School buildings.
At the start of the lesson:
<ul style="list-style-type: none">• To arrive at the classroom on time.• To enter the room calmly and sit where the teacher directs.• To ensure that all mobile phones are switched off and out of sight, including any earphones.• To be prepared with all the equipment needed for the lesson.

During the lesson:
<ul style="list-style-type: none"> ● To get involved and make the most of their learning. ● To follow the instructions given by staff. ● To treat the learning environment and everyone in it with respect. ● To complete all tasks to the best of their ability and to ask for help if unsure.
At the end of the lesson:
<ul style="list-style-type: none"> ● To make sure they know what to do for homework and when it is due to be handed in. ● To return any equipment to its correct location and clear away any rubbish, leaving the area tidy. ● To reflect on the learning that has taken place in their lesson. ● To leave the lesson when dismissed in an orderly manner.
Around the School:
<ul style="list-style-type: none"> ● To take responsibility for keeping the School clean, safe and tidy. ● To think carefully about their actions, to avoid accidental damage or injury and always follow instructions given by staff. ● To be courteous to all members of the School community; swearing or using abusive language is not permitted. ● To ensure that outside clothing and non-uniform items are not worn inside school. ● To never tolerate a bully; students must tell a member of staff straightaway if something happens to them or they see something happening to someone else. ● To be supportive of others, by taking part in team and group activities and participating in extra-curricular clubs; there are clubs to suit all interests.
In the Community travelling to and from school:
<ul style="list-style-type: none"> ● Remember that whilst in uniform students are representing the School. ● Ensure that their actions do not bring the School into disrepute. ● Students cycling to school must do so in a sensible and safe manner.

A full copy of the Behaviour for Learning Policy is available to download via the School's website.

Uniform

Certain items of school uniform can only be purchased from Anglia Sports & Schoolwear via their website:
www.yourschoolwear.co.uk

BOYS	GIRLS
Blazer with school logo	Blazer with school logo
Cardigan, jumper or fleece with school logo	Cardigan, jumper or fleece with school logo
Tie	Tie
Plain white shirt that buttons to the top, suitable for wearing a school tie. (maybe long or short sleeved)	Royal blue pleated skirt (<i>optional</i>) which is to be worn with plain tights or ankle socks.
Plain black school trousers. <u>If not purchasing from our on-line supplier, please note there should be no skinny trousers or jeans, no trousers with patch pockets, even if these are displayed under a shop's 'School Uniform' section.</u>	Plain white shirt/blouse that buttons to the top, suitable for wearing a school tie. (maybe long or short sleeved)
	Plain black school trousers (if not opting for skirt) <u>If not purchasing from our on-line supplier please note there should be no skinny trousers, leggings or jeans, no trousers with patch pockets, even if these are displayed under a shop's 'School Uniform' section.</u>
PE kit	PE kit
Rugby shirt	Rugby shirt
¾ zip sweatshirt (optional extra)	¾ zip sweatshirt (optional extra)
Blue CCHS Football Socks	Blue CCHS Football socks
White polo shirt	White polo shirt
Navy shorts	Navy shorts
Black/navy swim shorts or trunks	Black/navy swim costume, one-piece (no bikinis)



- Please also note that shoes should be full, plain black, low heeled (flat), smart office style (those that can be polished). **No boots, leather, suede or canvas VANS or Converse shoes, no 'casual' shoes or 'trainers'**
- Jewellery can only be worn if it is discrete and appropriate for school.
- Hair, if dyed, must be a natural hair colour, e.g. no purple, blue, pink or green dyes.
- All uniform items should be clearly marked or labelled with the student's name.
- If clothing worn to school is not deemed appropriate by the Pastoral Team, or an item is forgotten, a suitable replacement will be loaned to the child in exchange for a personal item e.g. a mobile phone.

Useful Contacts:

For all enquiries please telephone (01255) 424266; to report your child's absence select the appropriate option.

Pastoral Team (Years 7-11)	
Mrs C Fennel-Doyle	Director of Pastoral Care
Mr R Blanes	Pastoral Leader
Mr S Duffy	Pastoral Leader
Mrs J Aldis	Student Support Manager/Child Protection
Miss S Brett	Student Support Assistant/Child Protection
Ms A Chapman	Student Support Assistant
Mrs T Coats	Student Support Assistant
Mrs Jenny Humphrey	Student Support Assistant (SEN)
Mrs E Markham	Student Support Assistant

Detailed below are names of other members of staff that could be useful to you:

Mr N Gallagher	Principal
Mr C Taylor	Senior Vice Principal
Miss A Rudd	Vice Principal
Mrs S McKarry	Vice Principal
Mr Gregg Heighway	Assistant Principal
Mrs Bartrum	Special Educational Needs Co-ordinator

Privacy Notice - Data Protection Act 1998

We, Clacton County School members of the Sigma Trust, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning
- Monitor and report on your son/daughters progress
- Provide appropriate pastoral care
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

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 the names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please the school's Administration Manager if you wish to opt out of this arrangement. For more information about young people's services, please visit:

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about you to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact admin@countyhigh.org.uk

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.

Clacton County High School and the DfE/LA may also share pupil level personal data with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether the release of personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data. For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit the DfE website or Essex County Council at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> or <http://www.essex.gov.uk/privacy-notice>

If you are unable to access this website, paper copies of this information can be obtained from the school's Administration Manager.