



# PARENT GUIDE

Clacton County High School

An Essential Guide for Parents

2018 - 2019



# 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 a large pastoral support team. The Academic Keyworkers, Assistant Pastoral Leaders, Pastoral Leaders and the Director of Pastoral Care, can all be found within the Pastoral Hub. However, all members of staff are dedicated to ensuring that your child has a happy and successful time at this school. The Pastoral Hub will be your first point of contact and able to assist you with all enquiries.

Kind regards

*Neil Gallagher*

NEIL GALLAGHER  
Principal

# Term Dates 2018-2019



## CLACTON COUNTY HIGH SCHOOL

### TERM DATES 2018/2019

Agreed by Governing Body on 26 June 2017

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

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

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

Non Pupil Day    
  Non Pupil Day (Aggregated Time)    
  Weekend/Holiday    
  Bank Holiday  
 (Staff not in school)

#### AUTUMN TERM 2018

Term begins: Tuesday 4 September (**Year 7 and Sixth Form only**)  
 Wednesday 5 September (**Whole School in**)  
 Thursday 27th September (**School will end at 1.15pm for Open Evening**)  
 HALF TERM Monday 22 - Friday 26 October  
 Friday 30 November (**Non-Pupil Day**)  
 Term ends: Friday 21 December

#### SPRING TERM 2019

Term begins: Monday 7 January  
 HALF TERM Monday 18 February - Friday 22 February  
 Monday 25 February (**Non-Pupil Day**)  
 Term ends: Friday 5 April

#### SUMMER TERM 2019

Term begins: Tuesday 23 April  
 Bank Holiday Bank Holiday Monday 6 May  
 HALF TERM Monday 27 - Friday 31 May  
 Term ends: Friday 19 July

**Non-Pupil Days: 5**

**Autumn Term:**

Monday 3rd September  
 Friday 30 November

**Spring Term:**

Monday 25th February  
 (after half term)

**Summer Term:**

Monday 22 July  
 Tuesday 23 July

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 are given every term for those students who achieve excellent attendance of 97% or above.

CCHS does not authorise any holidays during school time, unless for exceptional circumstances agreed in advance.

## What the law says:

- The parent is legally responsible for ensuring that their child receives a suitable education. (*Section 7, Education Act 1996*)
- 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:

- 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, or message CCHS free of charge on the My Ed app.
- 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 school with written confirmation of the reasons for the absence signed by their parent even after a telephone call.

## What is the impact?

- Research suggests that seventeen *missed school days a year* = 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.

## Leave of Absence:

- 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. 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. ***This is a school decision, based on the Department for Education guidance.***
- 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:

- Holidays in term time for financial reasons.
- Looking after siblings.
- Birthdays.
- Visiting relatives.

## How non-attendance can affect your child's education:

- 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 *missed!!*

**Pupil Sick Line: 01255 424266, Option1.**

**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 Pastoral Hub; staff will then make the appropriate arrangements.

If students need to take medication during school hours this can be left in the medical room. Please ensure all medication handed in to the school is in its original packaging, labelled with the student's name, name of medication, expiry date and the prescribers instructions for administration, including dose and frequency. **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 would only administer, if previously 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, a spare must be named and kept in school, another to be kept with the child at all times. 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.

**Any student with a diagnosed medical need must have a completed Healthcare Plan.**

# 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.

## Safeguarding of Children

Clacton County High School, the Local Governing Board and staff, take seriously the responsibility to protect and safeguard the welfare of the children and young people in our care.

Copies of the school's Safeguarding and Child Protection Policy and the Data Protection Policy (General Data Protection Regulations), 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.

The school has a Bicycle Policy and together with their parents, students are required to sign a bicycle agreement. Any reports of riding dangerously, without respect for other road users or pedestrians, may result in the loss of the privilege of accessing the school bicycle facilities. This may also be the case should a bicycle be found to be in a dangerous and unroadworthy condition.

## 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 protocols have 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:

- The safeguarding of all students in its care.
- Ensuring a polite, courteous and prompt response.
- Ensuring we provide an ethos of understanding, respect and acceptance for all; both inside and outside of school.
- 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, Principal's Blog, School App and Parent News.
- Ensuring access to all statutory policy documents is available to download via the school's website.

## In addition, teachers are committed to:

- 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.
- Creating enrichment opportunities, with a range of extra-curricular activities and educational visits.

## Parents are expected to:

- Ensure that all communications with the school are polite and courteous and report any concerns to the pastoral team and work with the school 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:**

- To arrive at school punctually each day, wearing the 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 hand 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:**

- 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:**

- 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:**

- 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:**

- 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:**

- 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 from the school's website.](#)**

# Uniform Policy

CCHS has a strict uniform policy; by choosing this school you are agreeing to comply with these expectations. For those student failing to meet our uniform requirements, they will either be loaned uniform, or placed in isolation from lessons, until the correct uniform is established. Certain items of school uniform can only be purchased from Anglia Sports & Schoolwear via their website: [www.yourschoolwear.co.uk](http://www.yourschoolwear.co.uk)

## BOYS

- Blazer with school logo
- Cardigan, jumper or fleece with school logo
- Tie
- Plain white shirt that buttons to the top, suitable for wearing a school tie (maybe long or short sleeved).
- Plain black school trousers.

**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. Decisions on the appropriateness of school trousers will be determined by school staff.**

## PE kit

- Rugby shirt
- ¼ zip sweatshirt (optional extra)
- Blue CCHS football socks
- White polo shirt
- Navy shorts
- Black/navy swim shorts or trunks

## GIRLS

- Blazer with school logo
- Cardigan, jumper or fleece with school logo
- Tie
- Royal blue pleated skirt (*optional*) which is to be worn with plain tights or below the knee socks.
- 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)

**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. Decisions on the appropriateness of school trousers will be determined by school staff.**

## PE kit

- Rugby shirt
- ¼ zip sweatshirt (optional extra)
- Blue CCHS football socks
- White polo shirt
- Navy shorts
- 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, no suede shoes, no canvas shoes, no VANS or Converse shoes, and 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.
- Finger nails should be of an appropriate length for school, and for participation in PE, or technology subjects.
- Make-up, if worn, should be discreet and appropriate for school.

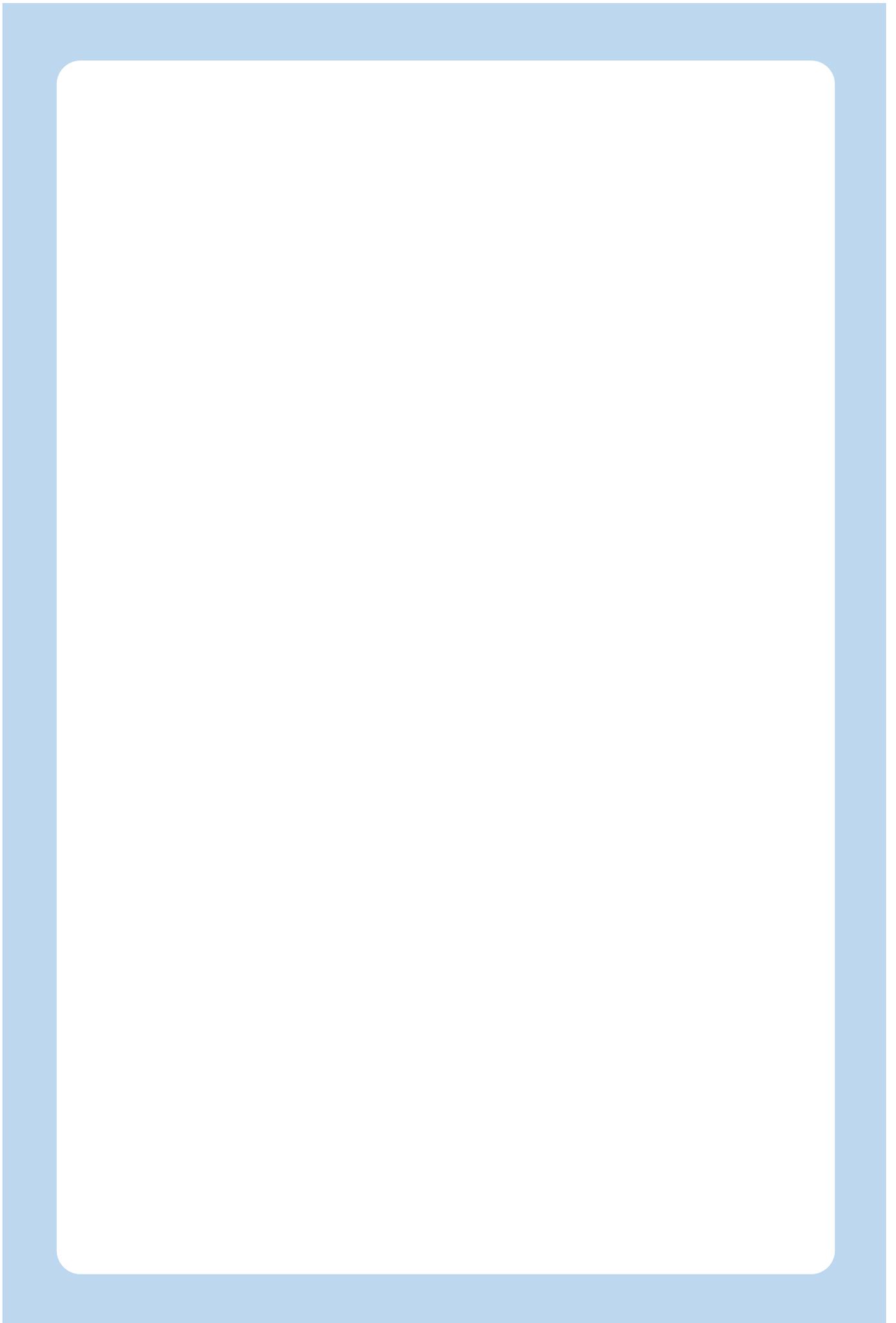
# Useful Contacts

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

<b>Pastoral Hub (Years 7-11)</b>	
<b>Mrs Charly Fennell-Doyle</b>	Director of Pastoral Care
<b>Mr Richard Blanes</b>	Pastoral Leader
<b>Mr Craig Lawrie</b>	Pastoral Leader
<b>Miss Laura Townsend</b>	Assistant Pastoral Leader
<b>Miss Sandi Smart</b>	Assistant Pastoral Leader
<b>Mrs Julie Aldis</b>	Pastoral Manager
<b>Miss Shelley Brett</b>	Academic Keyworker
<b>Ms Alex Chapman</b>	Academic Keyworker
<b>Mrs Tracey Coats</b>	Academic Keyworker
<b>Mrs Jo Granger</b>	Academic Keyworker
<b>Mrs Lucy Harley</b>	Academic Keyworker
<b>Mrs Jenny Humphrey</b>	Academic Keyworker (SEND)

<b>The Safeguarding &amp; Child Protection Team</b>	
<b>Mrs Julie Aldis</b>	Head of Child Protection
<b>Mr Chris Taylor</b>	Designated Safeguarding Lead
<b>Miss Alison Rudd</b>	Designated Safeguarding Lead
<b>Mr Gregg Heighway</b>	Deputy Designated Safeguarding Lead
<b>Miss Shelley Brett</b>	Deputy CP Officer
<b>Mrs Lucy Harley</b>	Deputy CP Officer
<b>Ms Alex Chapman</b>	Deputy CP Officer
<b>Mrs Carole Carlsson-Browne</b>	Designated Safeguarding Governor

Detailed below are names of other members of staff that could be useful to you:	
<b>Mr Neil Gallagher</b>	Principal
<b>Mr Chris Taylor</b>	Senior Vice Principal
<b>Miss Alison Rudd</b>	Vice Principal
<b>Mrs Sarah McKarry</b>	Vice Principal
<b>Mr Gregg Heighway</b>	Assistant Principal
<b>Mr Paul Graves</b>	Assistant Principal (Attendance)
<b>Mrs Helen Bartrum</b>	Special Educational Needs Co-ordinator
<b>Mrs Karen Hawthorne</b>	Assistant Special Educational Needs Co-ordinator



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2018 - 2019