



CLIFTON

Community School

Handbook for Parents 2016-2017

A warm welcome to

CLIFTON COMMUNITY SCHOOL

Clifton Community School is a popular 11-16 school.

We have clearly defined aims and values:

- >> We are child centred and our students are always the priority.
- >> Our primary objective is high quality learning for all.
- >> Everyone should leave lessons feeling that they have made significant and sufficient progress in skills, knowledge and understanding.
- >> We recognise that it is everyone's responsibility to produce maximum effort all of the time.

Our school is business-like and purposeful and students are here to work hard. We are also a caring and welcoming community where learning is enjoyable and achieved in a harmonious environment. Smart dress, politeness and good manners are in evidence because we are keen to promote positive attitudes and behaviour.

Student Expectations

Classrooms, Labs, Workshops & Sports

1 At the start of lessons students should:

- >> Arrive on time
- >> Enter rooms sensibly
- >> Take off and put away outdoor wear
- >> Take out pens, books and equipment
- >> Put bags away
- >> Remain silent during the register (except when their name is called)

2 During lessons students should:

- >> Remain silent and listen when the teacher talks to the whole class
- >> Bring the right equipment for every lesson
- >> Work sensibly with classmates, not distract or annoy them
- >> Apologise and expect to make up the work that has been missed, if the student is late for a lesson
- >> Record homework in their planner
- >> Remember that eating and chewing are not allowed in lessons
- >> Not leave the lesson without permission

3 At the end of the lesson students should:

- >> Remember that the teacher decides when the lesson is over
- >> Keep working until they are told to stop
- >> Pack away when they are asked to do so
- >> Put materials, equipment and chairs away tidily
- >> Put all litter in the bin

Rewards

Your child will be rewarded for following our code of conduct and meeting our high standards.

They will receive a cause for praise award for every lesson in which they make a special effort. Your child may receive extra points for being helpful, gaining a high score, supporting others or for anything positive. These are recorded electronically and can be accessed by their teachers, themselves and you. You will be given a password in September to check the rewards balance: you can log on at any internet enabled computer.

Your child will be eligible for rewards and events such as certificates, winter and summer discos, rewards trips and more when they achieve a certain number of points. Other rewards include small prizes such as stationery and vouchers, postcards and positive telephone calls home.

They may also be recommended to receive a commendation for academic achievement and improvement; this is a certificate presented in rewards assemblies to which you may be invited.

If things go wrong...

If your child does not follow our code of conduct there are consequences. Teachers will record any behavioural incidents electronically. This will result in a detention or further action. An overview of incidents can be accessed by teachers and parents to monitor engagement with school, via the same system as the rewards programme. Letters or phone calls of concern, reports, isolation or education off-site for fixed periods are other sanctions. Exclusion is a very serious step and parents will be asked to meet with us before children are allowed back in lessons.

Attendance

To achieve their best students must be on time and in school every day. Children should only be absent if they have a really good reason for being away. Research shows that students with attendance of over 95% produce the best results at GCSE. Therefore, being in lessons will help your child to keep up with their learning. Their attendance will appear in their school reports and is reported to colleges or employers when your child leaves school.

If there is a problem which prevents your child attending there is always someone in school who you can talk to about it. Your child's Form Tutor or Student Pastoral Manager. The attendance office will always help you to get the support you need.

School Day

8:45 - 9:00	Form Tutor Time
9:00 - 10:20	Lesson 1
10:20 - 11:40	Lesson 2
11:40 - 12:10	Break
12:10 - 1:25	Lesson 3
1:25 - 1:55	Lunch
1:55 - 3:10	Lesson 4

Illness and Medical Appointments

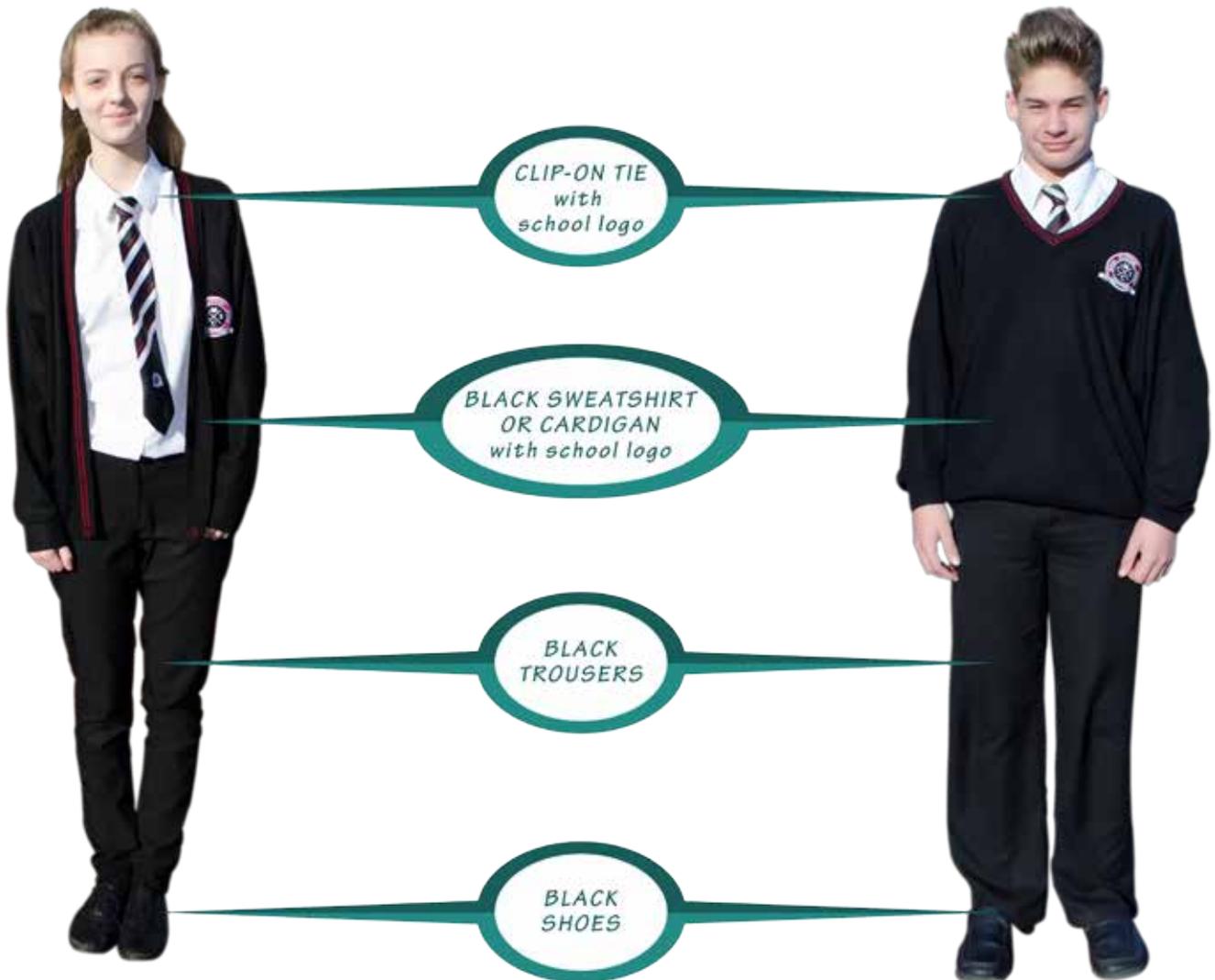
If your child is ill please telephone the Attendance Team on 01709 538 333 before 9am the same day. For absences known in advance, e.g. a medical appointment, a note must be provided (you can use your child's planner for this purpose). This should be presented to the attendance office as children sign out. Children should sign back in on their return.

If your child is not at school we need to make sure they are safe. We will text or telephone you to ensure you are aware they are not in school. It is our duty to investigate unexplained absences either through school or the Educational Welfare Officer.

Holidays in term time

We will NOT authorise holidays in term time. Any holidays taken will be classed as unauthorised absence from school

School Uniform



Uniform is an important symbol of belonging to the community of the school. We expect everyone to wear it with pride as they represent our school in the surrounding neighbourhood. Uniform must be worn correctly.

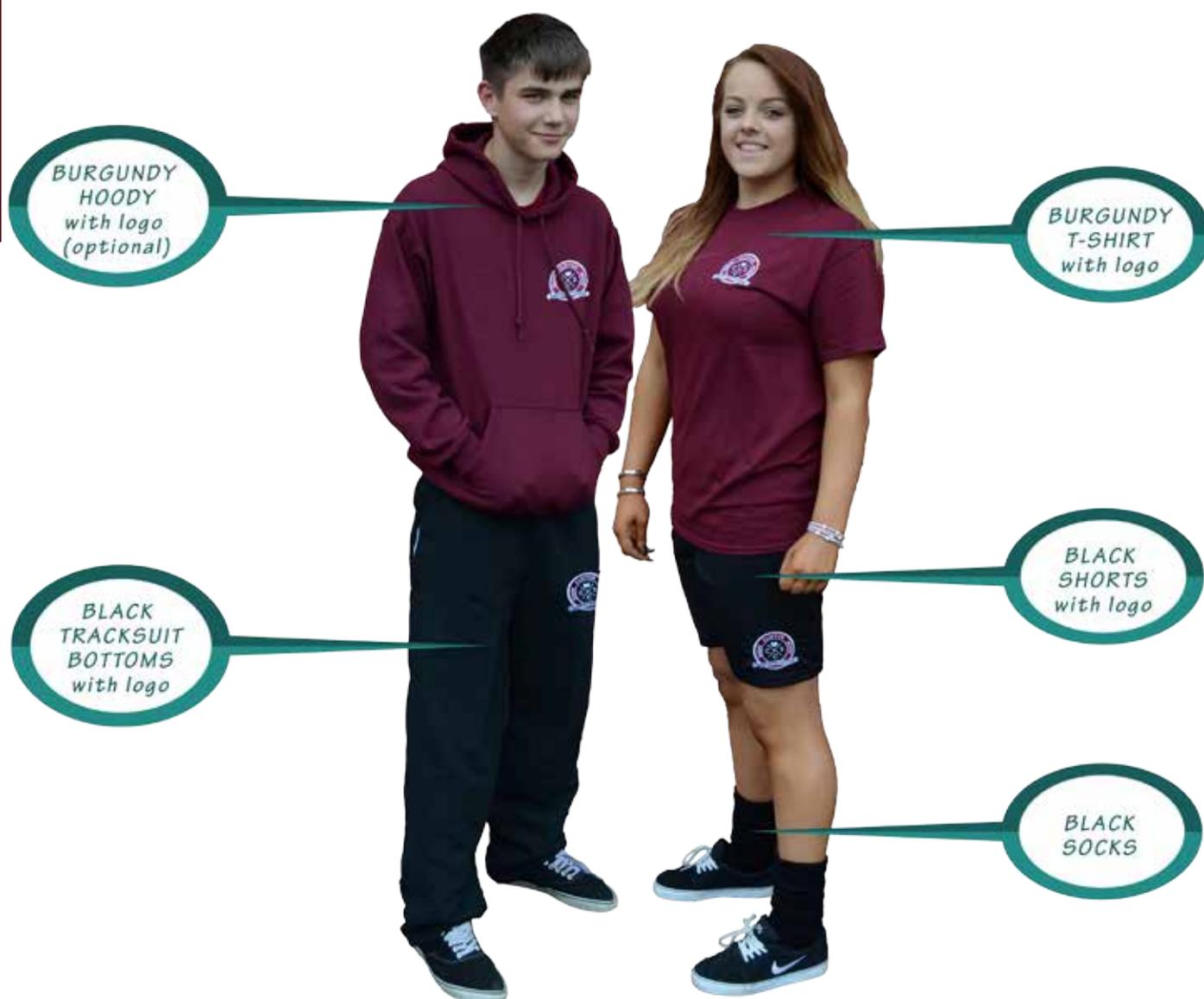
All school uniform items bearing the Clifton Community School logo can be purchased from;
Pinders School Wear, College St, Town Centre, Rotherham S60 1QB 01709 720043

PE Uniform

Our burgundy PE hoodies are optional but highly recommended by our PE staff.

Students may choose to wear either black shorts or black tracksuit bottoms (both with school logo).

All PE uniform items bearing the Clifton Community School logo can be purchased from;
Pinders School Wear, College St, Town Centre, Rotherham S60 1QB 01709 720043



Staying Safe at School

Your child should always feel safe at school. If you have any worries just ask your child's Form Tutor, Student Pastoral Manager or any member of staff that you trust and we will help you. Children should stay safe on the way to and from school by using the crossings provided and arriving on time when there are staff on duty to supervise.

We believe that students at Clifton should be able to enjoy coming to school without the fear of being bullied. We will not put up with students being persistently bullied. Bullying hurts and harms people in many different ways. A bully might like to think that others are upset or frightened; they should not say "I was just messing about".

NEVER LET A BULLY GET AWAY WITH IT, TELL SOMEONE AT ONCE.

Encourage your child to speak to their Form Tutor, Head of Year or Pastoral Manager

Illness - If your child feels unwell at school, they should inform their subject teacher who will assess their wellbeing. Teachers will decide what to do. Your child might sit quietly in the lesson or be sent to the attendance office for assessment. Staff in the attendance office will contact you if your child is too ill to stay in school.

In serious cases, including accidents for example, we may need to take your child directly to hospital. A member of staff will have to arrange this and fill in an accident form. Please ensure we have up to date emergency contact details.

Lost property - Make sure all possessions are labelled with your child's name and form. Remind them not to bring valuable items to school.





School Teams and Clubs

The school offers a wide variety of out of school sports activities. Teams play during the week and Saturday mornings.

Anyone playing for a school team is representing the school and therefore, a high standard of behaviour is required at all times. When playing for a school team, students must turn up on time wearing uniform. They have a responsibility to the rest of their team and are required to attend practices when organised. If they cannot attend, they should inform the member of staff taking the team or inform the team captain.

NO PRACTICE, NO PLAY.

Out of School Activities

As well as lessons, lots of other activities take place in and out of school. By joining in with these students will enjoy school more and gain wider experience for the future.

Details will be advertised in form tutor time. Some of the things students can get involved in include:

Breakfast, Lunch & After School Clubs	Other Activities	Performance Activities	Sports
Maths Marvel; Home learning club; Filmclub; arts & crafts; media; graphics; humanities; languages; ICT; quiet puzzle & games club; Careers Drop in sessions; KS3 & KS4 revision & booster classes; Mythical creatures club; Pokemon Club; Tactical Games Club; plus many more!	Baby doll; Student council; visits abroad; local visits.	School productions; soul band; Tuesday night band; music clubs; music lessons; Clifton Choir; dance clubs.	Football (girls and boys); rugby league; netball; hockey; cricket; basketball; rounders; athletics; cross country; badminton; tennis; table tennis; trampolining; boxing/fitness club; inter-form football

Break Arrangements

No-one is allowed to leave school at break or lunchtime.

A variety of hot and cold snacks will be available using a swipe card at both break and lunchtimes and they will be able to go either outside or stay in their form rooms with their friends.

Payment – Food is bought in units. The average cost of a balanced meal is approximately £2.00. Halal food is available too. Students who have free lunches will be given a lunch that has a face value of £2.05 but children who wish to have more may do so if they pay the extra money.

Academic Monitoring Scores

Your child will be set academic targets, in all subjects at the start of Y7 (based on performance at KS2).

At several points during the year their teachers will assess them and you will receive a letter informing you of your child's progress. Once a year you will receive a more detailed report. This will help you to measure your child's progress towards their target and help them to set short term goals. You will also be invited to an annual parents evening where your child's progress will be discussed in more detail.

Effort Scores

Subject teachers will assess your child's effort each term. These will be included in the progress letter to you. Parent consultation sessions will be held twice a year when you can meet your child's tutor who will discuss their effort and attainment scores with you.

- E** Excellent: You are always engaged in your learning; you do everything required of you, and sometimes more. You complete all work, including homework, to the best of your ability and are often a credit to yourself and the class.
- C** Coasting: capable of more: You fulfil the minimum expectations of the class teacher in both class work and homework, but you could do more.
- R** Requires significant improvement: There is evidence of some concerns regarding your effort and work rate, either in or out of the classroom, which could impact on your progress. Action is needed.
- P** Poor: You demonstrate an unacceptable attitude to your learning evidenced by your poor learning behaviour, lack of engagement and poor work rate.

Home Learning

Study & research at home is important for developing your child's independence, to allow them to reflect on learning in school and to enable them to discuss and to practice skills with you.

Your child's teachers will set regular home learning. This may be a short task or longer project to be completed over several weeks. If it is a large project they will need to break it up into manageable chunks and set milestones – please work with them to plan so they don't leave it all to the last minute! If your child is not set specific tasks consider spending time with them discussing in detail what they have learnt that day or use the VLE or internet to do some independent study. Extra home learning resources can be accessed via the link on the Clifton website: www.cliftonschoool.org

In their planner there is a page for every week of the year where they can fill in the home learning that has been set and when it is due to be completed.

By completing this regularly, it will help your child to get organised for school; it will help you and their Form Tutor to keep a record of their progress at school.

**For latest news, information about term dates
and parents' evenings, photographs and
more details about our school please visit
www.cliftonschoool.org**



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