



# **Buxton School**

## **Parent Handbook**

**School Address:**

Cann Hall Road  
Leytonstone  
E11 3NN

Website: [www.buxtonschool.org.uk](http://www.buxtonschool.org.uk)  
Email: [office@buxtonschool.waltham.sch.uk](mailto:office@buxtonschool.waltham.sch.uk)

**Primary Phase Entrance**

Cann Hall Road  
Leytonstone  
E11 3NN  
Tel: 0208 534 3563

**Secondary Phase Entrance**

Terling Close  
Leytonstone  
E11 3NT  
Tel: 0208 534 3425



Dear Parent/Carer,

I would like to offer you a very warm welcome to Buxton School. We place a strong emphasis on the partnership between school and parents/carers in order to ensure the best education for your child. I hope that this will be the beginning of a positive and successful partnership and that your child will take full advantage of all the opportunities that will be on offer over the coming years.

Starting or changing school is a very important stage in your child's education. We are aware that some students may experience anxiety and this booklet has been prepared to give you as much information as possible in order to support you in helping your child to settle into Buxton primary or secondary phase.

We hope that you will take an active interest in the work your child does and that you will check homework, book bags and sign the diary as appropriate to the age group. We trust that you will also support us by ensuring that your child attends regularly and on time; and that they are always dressed in school uniform and are properly equipped. It is important that we work together and that you tell us of any difficulties or problems as soon as they arise. If you wish to discuss any matter relating to your child, please contact the school office to make an appointment to see the relevant member of staff.

All the staff at Buxton School will be working to provide the very best educational opportunities for your child. We are proud of Buxton School and welcome you all to our vibrant learning community.

I very much look forward to working in partnership with you over the coming years.

Yours faithfully



Kath Wheeler  
Executive Headteacher



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## **About the School**

At Buxton School we educate students from 3 to 16 years old with a primary phase which leads seamlessly through to secondary. This provides continuity through the different stages of learning and puts your child at the heart of the 'learning community' where their needs are provided for without interruption to their education.

## **Buxton School Leadership Team**

<b>Executive Headteacher:</b>	Ms K. Wheeler
<b>Head of School, Primary</b>	Ms J. Bowers-Broadbent
Deputy Headteacher	Ms T. McGing
Deputy Headteacher	Ms L. Williams
Assistant Headteacher	Ms S. Patel
Assistant Headteacher	Ms C. Monahan
Assistant Headteacher	Mr N. Taylor
Assistant Headteacher	Ms M. Albertse
Interim Assistant Headteacher	Ms D. McKinson
Business Manager	Ms A. Money
Community and Extended Schools Leader	Ms C. Moloney

Further information about the structure of the classes and members of staff can be found on our website or requested from the school office.

**Buxton School is now on Facebook, Twitter and Instagram**

**Please like or follow the school to get the latest news and updates.**

	@BuxtonSchInfo
	@BuxtonSchool, Leytonstone
	@buxtonschinsta

## Our Vision

We believe that every student can be **inspired** to be the very best that they can be.

We set the highest of **expectations** so that students will develop the skills, confidence and independence necessary to become **successful learners**.

We are a supportive **community**.

We are **ambitious** for our students and the role that they will play in the future of their local and global communities.

**Together** with families we will enable every student to fulfil their potential.

***Learning to inspire, inspired to learn***

## Timings of the school day

### **Nursery Timings**

The Nursery has a morning and an afternoon session. Children attend one of these sessions. Each session is three hours.

Included in these sessions will be a break time.

Morning Session 9:00am – 12:00pm

Afternoon Session 12:30pm – 3:30pm

### **KS1 School Day**

#### **Registration**

**8:55am - 9:05am**

Session 1

9:05am - 10:05am

Playtime

10:05am – 10:20am

Session 2

10:25am - 11:30am

#### **Lunch**

**11:30pm – 12:30pm**

Registration

12:30pm – 12:40pm

Phonics

12:40pm – 1:00pm

Session 3

1:00pm – 2:00pm

Playtime

2:00pm – 2:15pm

Guided Reading

2:15pm – 2:45pm

#### **School Finishes**

**3.15pm**

### **KS2 School Day**

#### **Registration**

**8.50am – 8.55am**

Session 1

8.55am - 10:05am

Session 2

10:10am – 11:10am

Playtime

11:10am – 11:25am

Guided Reading

11:25am – 12:00pm

Session 3

12:00pm – 12:40pm

#### **Lunch**

**12:35pm – 1:35pm**

Registration

1:35pm – 1:40pm

Session 4

1:40pm – 2:45pm

**School Finishes Yr. 3 & 4**

**3.20pm**

**School Finishes Yr. 5 & 6**

**3.25pm**

## Secondary Phase School Day

<b>Breakfast Club (optional)</b>	<b>7.30am – 8.30am</b>
<b>Warning Bell</b>	<b>8.33am</b>
<b>Registration</b>	<b>8.35 – 8.50am</b>
Lesson 1	8.50 – 9.40am
Lesson 2	9.40 – 10.30am
<b>Break</b>	<b>10.30 – 10.50am</b>
Lesson 3	10.50 – 11.40am
Lesson 4	11.40 – 12.30pm
<b>Lunch</b>	<b>12.30 – 1.15pm</b>
Lesson 5	1.15 – 2.05pm
Lesson 6	2.05 – 2.55pm
<b>End of School day</b>	<b>2.55pm</b>
<b>7 4 10 (Year 10 only)</b>	<b>2.55pm – 4pm (Wednesdays)</b>
<b>7 4 11 (Year 11 only)</b>	<b>2.55pm – 4pm (Wednesdays)</b>



### School Uniform

The school strongly believes in a school uniform for all students from the Nursery to Year 11. Correct uniform must be worn at all times, including on the way to and from school, whenever students are representing the school and at Parents' Evenings. The wearing of uniform helps to instil a sense of equality and belonging to the Buxton community and supports the development of an understanding of dress appropriate to the environment. The current school uniform was designed together with students, parents, staff and governors. Parents have a crucial role to play in supporting their children in school and getting the best possible start in life, and we welcome their support in this matter.

Where to buy the Buxton School (secondary phase) uniform:

**Some items of uniform must be bought from the school shop only.** These are:

- Grey blazer with school crest
- School tie
- Skirt (two styles available)
- Purple jumper
- PE top (black polo shirt with school crest)
- PE long purple socks

The Buxton Uniform shop is open every Tuesday between 2.45 to 4.15pm (during term time) with additional dates during the summer holidays. It is on the secondary school site.

Summer 2017 – Shop dates

Day	Date	School	Time
Wednesday	02-Aug	Buxton	10am to 3pm
Thursday	10-Aug	Buxton	3pm to 7pm
Saturday	19-Aug	Buxton	10am to 2pm
Friday	25-Aug	Buxton	10am to 3pm
Tuesday	05-Sep	Buxton	2pm to 6pm

Some items of uniform are available in local supermarkets and parents/carers are welcome to purchase those if they wish as long as they are in line with our Dress Code. These are:

- White shirts
- Charcoal grey trousers
- Shoes
- Socks/tights
- Some items of PE kit
- Black shoes



## Primary Phase

<b>NURSERY</b>	<b>GIRLS</b>	<b>BOYS</b>	<b>BOYS &amp; GIRLS YRS 5&amp;6</b>
White polo shirts	White shirts/blouses White polo shirts	White shirts White polo shirts	White collared shirt & Buxton school tie
Charcoal grey trousers, jogging bottoms, skirt or pinafore	Charcoal grey trousers, skirt or pinafore	Charcoal grey trousers	As previous selection
A choice of: Sweatshirt with school crest Fleece with school crest Cardigan with school crest	A choice of: Sweatshirt with school crest Fleece with school crest Cardigan with school crest	A choice of: Sweatshirt with school crest Fleece with school crest Cardigan with school crest	Purple V-Neck Jumper with School Crest
Summer purple and white checked dress  Grey charcoal shorts (Summer)	Summer purple and white checked dress	Grey charcoal shorts (Summer)	As previous selection
Plain white socks, plain grey or white tights	Plain white socks, plain grey or white tights	Plain white socks, plain grey or white	Plain white socks, plain grey or white
Hair fastenings: Ribbons, braids, clips plain charcoal grey or purple	Hair fastenings: Ribbons, braids, clips plain charcoal grey or purple		For girls as previous selection
Scarves and head veils must be plain charcoal grey	Scarves and head veils must be plain charcoal grey		For girls as previous selection
Black shoes (easy to put on and take off)	Black shoes	Black shoes	Black shoes

## PE Kit for all children

- Black shorts
- Black jogging bottoms
- Black t-shirt with school logo
- Black plimsolls
- Black trainers



## Secondary Phase

**\*Blazer, tie, jumper, skirt and PE top and socks MUST be bought from Buxton School uniform shop**

<b><u>GIRLS</u></b>	<b><u>BOYS</u></b>
*Grey blazer with school crest	*Grey blazer with school crest
White tailored shirt	White tailored shirt
*Plain grey knee length skirt– one of two designs to be sold in school (£10 & £16) <b><u>NO OTHER SKIRTS ALLOWED</u></b>	
Plain charcoal grey trousers, full length ( <u>No jeans/combat style trousers</u> )	Plain charcoal grey trousers (boys should wear <b><u>one</u></b> pair of trousers only. No jeans/combat style trousers)
*Choice of 2 V neck jumpers – grey with purple piping or purple with grey piping	Choice of 2 V neck jumpers – grey with purple piping or purple with grey piping
*School tie with school crest	School tie with school crest
Hair fastenings, scarves and head veils must be plain charcoal grey. Face veils are not permitted.	Religious headwear must be charcoal grey and must not be worn in a fashionable way.
Plain black tights or socks	

## PE KIT (Boys and Girls)

- \*Black polo shirt with school crest
- Black shorts (optional)
- Black fleece with school crest
- Plain black jogging bottoms
- \*Purple Buxton socks

## Uniform Price list

*The Buxton School uniform Shop is open every Tuesday 2.55 to 4:15pm (during term time)*

### **Primary Phase School Uniform Price List (prices correct at time of publishing)**

<b>UNIFORM</b>		<b>Sizes</b>	<b>Price</b>
White Polo Shirt	Embroidered with School Logo	22 – 38	£5.50
Purple Sweatshirt	Round Neck embroidered with School Logo	3 – 13 yrs	£8.00
Purple Cardigan	Embroidered with School Logo	3 – 13 yrs	£9.00
Purple Fleece Jacket	Embroidered with School Logo	3 – 13 yrs	£11.00
Boys Long Trousers	Grey Single Pleat	3 – 12 yrs	£6.50
Boys Short Trousers	Grey	3 – 12 yrs	£5.50
Girls Trousers	Grey Bootleg cut	3 – 13 yrs	£9.00
Pinafore Dress	Grey	3 – 9 yrs	£9.00
Box Pleat Skirt	Grey	3 – 13 yrs	£4.50
Purple Summer Dress	With Alice Band and Scrunchie	3 – 13 yrs	£6.50
Purple Baseball Cap	Printed with School Logo	Infant/Junior	£4.00
Purple Book Bag	Printed with School Logo	N/A	£4.00
Purple Junior Back Pack	Embroidered with School Logo	N/A	£9.00
<b>PE</b>			
Black T-Shirt	Round Neck printed with School Logo	3 – 13 yrs	£3.00
Black Shorts	Shadow Stripe	3 – 13 yrs	£3.00
Black Jog Pants	Plain	22 - 34	£6.00
Purple PE Bag	Printed with School Logo	N/A	£3.50

## School Uniform Price List for Secondary Phase

Uniform Item		Size	Price
Grey Blazer	Embroidered with School Logo	28 – 50	£27.50
V-Neck Jumper	Purple with contrast Grey trim	32 - 48	£16.00
Tie	Striped with School Logo	One size	£5.00
<b>Uniform Pack of Blazer, Tie &amp; Jumper</b>			<b>£45.00</b>
Grey Skirt (sewn-down)	All-round knife pleats	All sizes	£17.50
Grey Skirt (pleated)	With deep waistband	All sizes	£12.50
Grey Boys Trousers		All sizes	£13.00

### PE (Required Items)

Polo Shirt	Embroidered with School Logo (Available in girls and boys fit)	30/32 - 32/33	£13.00
		34/36 - 46/48	£15.00
Micro Fleece	Embroidered with School Logo (Unisex)	30/32 - 32/33	£15.00
		34/36 - 46/48	£17.00
Sports Socks	Purple with vertical embroidery 'Buxton'	2 - 5	£4.50
		6 – 9 & 10+	£5.50
Jogging Bottoms	Plain Black Micro-fibre	9/10 & 11/12 yrs	£9.00
		XS - XL	£12.00

### PE (Optional Items)

Shorts	Plain Black	All sizes	£5.00
Rain Jacket	Embroidered with school crest (worn over uniform outdoors or for outdoor sports)	30/32 - 32/34	£23.00
		34/36 - 46/48	£28.00
Grey Headscarf	Plain Grey headscarf	One Size	£5.00
Beanie Hat	Black embroidered with School Name	All sizes	£4.00

Payment: Credit/Debit Card (minimum £10), Cash Or Order online via the website:

[www.schooluniformdirect.org.uk](http://www.schooluniformdirect.org.uk)

For further information please contact SCHOOL UNIFORM DIRECT on:

Telephone: 01992 763679 Mobile: 07880 838732 or Email:

[info@schooluniformdirect.org.uk](mailto:info@schooluniformdirect.org.uk)

There is also a link to the uniform shop on our website

[www.buxtonschool.org](http://www.buxtonschool.org)

## **Attendance**

Punctuality and regular attendance are of the utmost importance. We wish to work in partnership with parents and carers and so we seek your full support in ensuring that your child attends school every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties but we are also committed to improving attendance levels at Buxton School.

<b>Green Group</b>	<b>No Concern</b> The child attends between 97% - 100% of the time.
<b>Yellow Group</b>	<b>Concern</b> The child attends between 95% - 96.9% of the time.
<b>Amber Group</b>	<b>Risk of Underachievement</b> The child attends between 93% - 94.9% of the time.
<b>Pink Group</b>	<b>Severe Risk of Underachievement</b> The child attends between 90% - 92.9% of the time.
<b>Red Group</b>	<b>Extreme Concern</b> The child attends less than 89.9% of the time.

The target attendance figure for all pupils is **100%**. Based on current attendance figures your child will be placed in one of the following groups below. Your child will be informed of their attendance group.

Regular attendance is not just a legal requirement, but it is vital for children to maximize their learning, and achieve their full potential here at Buxton School. There are a number of important steps that you can take to ensure your child maintains a high level of attendance:

- Ensure your child attends every day, on time, equipped and ready to learn.

- Ensure the school has up to date addresses and telephone numbers. We will contact you by text or by telephone if your child is absent and you have not contacted the school. This ensures that we can contact you about your child, and also can contact you in an emergency situation.
- If your child is ill, contact the school. Please make sure you phone the school every day your child is absent.
- If no contact is received regarding the absence, it is recorded as **unauthorised**. Ultimately the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your child has a poor attendance record.
- Ensure that medical appointments are made outside of school time. If this is not possible, your child needs to register at the school before they are taken to the medical appointment. We will need to see medical evidence upon return.
- Avoid trivial absence such as, 'buying new shoes'. This would not be accepted as a reasonable absence.
- Holidays should not be taken in school time. Holidays will not be authorised unless the circumstance is exceptional, and may result in a fixed penalty notice.
- Respond to school letters or telephone calls regarding attendance and punctuality.
- Speak to your child's Tutor or Head of Year if you are experiencing difficulty in getting your child into the school.

## **Late for School**

### ***Primary***

The school day starts at 8.55am for KS1 and 8.50 for KS2 and your child should be in the playground at this time ready to go into class. The school gates are locked at 8.55am for KS2 and 9am for EYFS and KS1 so if your child arrives after this time they are late and must register their attendance at the school office. Please note that if you arrive as the classroom door or school gates are being locked you are not on time, you are late.

## **Secondary**

All students should arrive at school by 8.30am. If your child arrives after 8.35am but before 8.50am they will be given a detention on the same day, relative to the amount of time they were late, by their Form Tutor. Students who arrived after 9.25am and without a valid explanation will be required to attend at 25 minute detention at lunchtime.

### **Absent from School**

**It is vital** that all information regarding your child's attendance is given to our Attendance Officers. This would include;

- Illness
- Emergencies etc.

For infectious illness such as diarrhoea or vomiting, we have been advised by the Local Health Service that students should not return to school for 48 hours after their last episode.

The attendance officers will then ensure that the register is completed correctly and your child's attendance marks will be accurate. This will ensure that Truancy Call – our computer operated telephone tracking system will not pursue contact when you have already given the attendance officers the information.

You may also receive text message reminders of important dates/other information so it is very important that any change of address, telephone numbers, emergency contacts, family names should also be given through the school office.

### **Medical Appointments**

We do understand that sometimes it is not possible to arrange these appointments outside school hours. Students are requested to bring an appointment card to show their Form Tutor and also so that their absence can be authorised. If your child has an appointment either in the morning or afternoon they are expected to attend school for part of the day.

If you do take your child out of school for leave without permission, the absence will be marked as unauthorised holiday. This may make you liable to prosecution in the Magistrates Court / a Fixed Penalty Notice being applied.

Leave will; inevitably disrupt the child's educational progress. If unsure, please ask for further details from your child's learning manager.

### **Application for Leave During Term-Time**

In line with the Government Policy, permission will not be granted for any student being absent from school for a holiday. Parents do not have a legal right to take children out of school on holiday. If you take your child on holiday during term time you will be issued with a Fixed Penalty Notice- the minimum penalty being £60 and will need to be paid within 28 days. After 28 days it will increase to £120. Failure to pay within 42 days will result in a summons to appear before Magistrates' Court on the grounds that you have failed to secure your child's regular attendance of school. A separate fixed Penalty Notice will be issued to each parent for each child.

### **Conclusion**

Good attendance is the first step towards a sound and successful education. Parents/carers and the school working together can improve the attendance record for every child. Please help us to help your child in their education by ensuring that they attend for all possible sessions.



## School Calendar

### Autumn Term 2017

<b>Start of term:</b>	<b>Friday 1<sup>st</sup> September 2017</b>
INSET Days (students not in school)	Friday 1 <sup>st</sup> September, Monday 4 <sup>th</sup> September & Tuesday 5 <sup>th</sup> September  Students start on Wednesday 6 <sup>th</sup> September
Half Term (students not in school)	Monday 23 October 2017 - Friday 27 October 2017
<b>End of term</b>	<b>Wednesday 20<sup>th</sup> December 2017*</b>

### Spring Term 2018:

<b>Start of term:</b>	<b>Wednesday 3<sup>rd</sup> January 2018*</b>
INSET Days (students not in school)	Wednesday 3 <sup>rd</sup> January 2018
Half Term (students not in school)	Monday 12 February 2018 - Friday 16 February 2018
Easter Holiday (students not in school)	Friday 30 <sup>th</sup> March 2018 – Tuesday 17 <sup>th</sup> April 2018
<b>End of term</b>	<b>Thursday 29<sup>th</sup> March 2018</b>

## **Summer Term 2018:**

<b>Start of term:</b>	<b>Monday 16<sup>th</sup> April 2018</b>
INSET Days (students not in school)	Monday 16 <sup>th</sup> April 2018
Public Holidays (school closed)	May Day Bank Holiday: Monday 7 <sup>th</sup> May 2018 Spring Bank Holiday: Monday 28 <sup>th</sup> May 2018
Half Term (students not in school)	Tuesday 29 May 2018 - Friday 1 June 2018
<b>End of term</b>	<b>Friday 20<sup>th</sup> July 2018</b>

\*please note due to building closures this date is subject to change

## **School Meals**

School meals at Buxton School are designed to provide a varied, healthy and interesting menu for our children and are excellent value for money.

The meals are cooked and prepared fresh each day to supply a good balance of healthy foods to support growth and development and to encourage long-term good eating habits. Meals are varied, to introduce children to different foods, including Caribbean, Asian, Mediterranean, and traditional dishes.

Meals consist of a main course and dessert, freshly baked bread and seasonal fresh fruit and vegetables. Children can also select from the fresh daily salad bar. A copy of the menu can be obtained from the school office or downloaded from the school website.

School meals provide your child with the opportunity to develop social skills while they enjoy eating with other children. Research has shown that a healthy, nutritious school meal can provide your child with the energy required to concentrate in class and cope with the demands of the day.

## **Parent Pay**

Parent Pay is a secure online payment system for making payments to the school.

To use Parent Pay you must obtain a Parent Pay activation letter for your child from the school office. You can make payments to your Parent Pay account, either online using debit/credit cards or at a local PayPoint shop using debit/credit cards or cash.

Details of the local Pay Points shops are available from school office or wherever you see this sign.



Sometimes students find that they have spent all the money in their Parent Pay account. It is important to monitor how much your child is spending each day.

## **Free School Meals**

Your child may be entitled to free school meals if you receive any of the following benefits:

- Income Support
- Income based Jobseeker’s Allowance
- Income related Employment and Support Allowance
- Support under part vI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Working Tax Credit ‘run-on’ – the payment someone may receive for a further four weeks after they stop qualifying for working Tax credit.

### **You can check your entitlement and apply either:**

- Online, by filling in a claim form for Free School Meals on the Waltham Forest Council website at [www.walthamforest.gov.uk/freeschoolmeals](http://www.walthamforest.gov.uk/freeschoolmeals). This is the quickest way to apply and you will sent a confirmation of your entitlement

- By calling Waltham Forest Council on  
020 8496 3000

When you have received your written confirmation you will need to bring it to the school office.

**If you live outside Waltham Forest**, but your child goes to school in Waltham Forest, you will still need to apply for FSM through Waltham Forest Council.

### **IMPORTANT:**

**Entitlement to free school meals is NOT automatic. You are expected to provide a lunch or pay until you provide proof of entitlement. Contact our Family Support at the school if there is a problem.**

### **You must inform the Council immediately if;**

- Your circumstances change, so that your entitlement can be re-assessed.
- Your child is moving to Buxton School from another school or if your child is leaving Buxton School

**It is the parent/carer's responsibility to inform the Council and the School about changes to entitlement.**

### **Packed Lunches**

If your child chooses to have packed lunches, we encourage them to make healthy, nutritious choices. Children must not bring in glass bottles or fizzy drinks and should limit crisps and chocolates.

Children should bring their packed lunches to school with them in the morning; it can be confusing and disruptive to your child if they have to collect their lunch pack from the school office mid-morning. Please label your child's lunch bag clearly with their name and class.

For ideas on healthy school meals visit:

<http://www.nhs.uk/Livewell/childhealth615/Pages/Lighterlunchboxes.aspx>

## **Behaviour and Rewards**

We have a well ordered school and expect high standards of behaviour. Our young people are normally very responsible. Our aim is to encourage self-discipline and to build upon the good relationships between students and teachers. As in all schools, occasionally individual students do present a behaviour problem from time to time and we respond with a range of sanctions. We support students with counselling, social skills and a pastoral support programme where appropriate.

All students are familiar with the ‘Good to be Green’ system, whereby the expectation is that all students are focused on their learning in class so that they can make good progress. Repeated warnings lead to a series of detentions set by the class teacher in the first instance, possibly followed through by serious sanctions which may eventually lead to exclusion in the most serious instances.



## **Rewards and Achievement**

Buxton School is a learning community. It is our aim to enable all students to achieve their full potential and to ensure that all forms of achievement are recognised and celebrated.

We celebrate:

Academic effort and achievement

- persevering with tasks and making a continued effort

- working well and cooperating with others and with staff
- significant acquisition of new skills
- sporting, musical, artistic and dramatic achievement
- excellent attendance and punctuality
- service to the school and community

Students are awarded house points for excellent work, persistent effort and a positive attitude towards others and their learning. Certificates and badges are awarded at appropriate levels of achievement.

Work is marked regularly and feedback is given in written form. Work is displayed in classrooms and corridors and positive letters/ post cards and phone calls will be made to parents and carers.

Each year a rewards and achievement event will take place for the students and parents to celebrate our successes.

Out of the classroom praise and positive comments are given frequently. House Points will be awarded out of class for service to the school. E.g. Helping out at school events, or representing the school at sport, music, drama, art or other academic events.



## Home School Partnership

Buxton School believes that it is in the best interest of **ALL STUDENTS** that school and home work together in a partnership. Parents/carers will undertake to:

- See that my child attends school **regularly** and **on time**,
- Support Buxton School by ensuring my child is in **correct uniform**,
- See that my child is properly **equipped**,
- Support Buxton School's policy on **behaviour**,
- Attend parents' evenings and discussions about **my child's progress**,
- Support **Buxton School's homework** policy,
- Sign my child's diary weekly,
- Inform **Buxton School** of any **concerns I may have**,
- Show my child that I/We are **interested** in their life at **BUXTON SCHOOL**.

## **Homework**

Homework is extremely important in establishing good study habits and in practising skills and testing information. We consider that all students should get into the habit of doing regular homework and we request your assistance in supervising that this is carried out.

### **Primary**

- Check your child's book bag daily for letters and school information
- Read regularly with your child
- Help your child to complete their homework
- Play educational games

### **Secondary**

Your child will be given a diary/planner where they will write the details of his/her homework. This means that you can keep check on what he/she should be doing. Pupils' diaries need to be signed every week by a parent/carer.

## **Bullying**

Buxton School is committed to providing a safe environment that allows all students to learn without fear of harm and we are very successful in this.

Whilst we accept that incidents of bullying can happen in any school, including our own, we are clear that this is unacceptable and implement a policy and procedures to ensure that any reported incident is quickly dealt with.

Dealing with bullying is a shared task and we ask your support in addressing this.

***It is essential that students report any incidents that may occur during the day. We can only deal with incidents we know about.***

By working together we can keep our community a safe and happy place for learning.





## **Extra-Curricular Learning (Extended Services)**

### **Secondary Breakfast Club - The V Café\***

Breakfast Club runs between 7.30 and 8.30am and is fully subsidised for year 7 & 8 students. Research shows us that healthy breakfasts significantly improve educational outcomes for students, in particular in English and Science. A Children's Food Trust study has shown that children in schools are 3 times more likely to concentrate in the classroom following healthy eating habits and that “a poor diet has significant effects on children's behaviour, concentration and mood. Children with diets lacking in essential vitamins, minerals and essential fatty acids tend to perform worse academically, cannot concentrate and are more aggressive.”

### **Lunchtime Clubs**

We offer 60+ lunchtime clubs each week to students including ICT, Book Club, Science and homework catch-up. We also provide and a host of sports activities at lunchtimes including athletics, Football and Table Tennis.

### **After School Clubs**

Study time is offered after school by most departments and the ICT rooms are open until 7pm each afternoon for students to revise and research. There are plenty of sports activities after school including basketball, cricket, athletics, Football and table tennis. After School clubs generally run from 3pm to 4pm.

### **After School Child Care Provision – Brilliant Bears\***

We manage and run our own after School Child Care provision called Brilliant Bears for children aged 3.5 years -16 years. This runs Monday to Friday (term times) 3pm to 6pm daily. Your children will be cared for by a qualified team of staff who will offer a relaxing, stimulating and safe environment.



### **The VProject@Buxton (Volunteering)\***

In partnership with **VInspired** we offer a range of volunteering opportunities for students aged 11 upwards. Students can gain certificates of achievement for 10, 30, 50 and 100 hours of volunteering. Building team work, confidence and organisational skills is linked to improvements in concentration, listening and performance in the formal classroom setting.

### **Weekend Activities**

Buxton School provides educational classes to those students who require additional support. This often happens on Saturdays with smaller classes and a focus on particular areas of study. We also offer Zumba Gold classes for adults on Monday and Thursday evenings and two courses on a Saturday.

### **Duke of Edinburgh Award Scheme\***

Buxton School is a Duke of Edinburgh Directly Licensed Award Centre; this means that the students can carry out and complete their Award here at the school. They have 4 sections complete over time including Volunteering, Skill, Physical and an Expedition at Bronze, Silver and Gold levels.

### **Adult Education**

We offer ESOL classes for adults and parenting courses during term time. Please ask for more details.

### **Holiday Clubs (Buxton Extra)\***

Buxton School offers young people a range of activities during school holidays called Buxton Extra. Please look out for information before each school holiday.

### **The Edge**

This programme will run alongside students' studies and is intended, over time, to develop and accredit the life skills and attributes that employers need – leadership, organisation, initiative, resilience and communication. This will give students a qualification, which runs alongside their academic achievement successes and recognises what they can do as well as what they know.

### **Planet You (PSHE)**

Our PSHE/SMSC programme is delivered under the brand “**Planet You**” which equips students with the knowledge, understanding, skills and strategies required to live healthy, safe, productive, capable, responsible and balanced lives. A critical component of Planet You (PSHE) will be providing opportunities for students to reflect on and clarify their own values and attitudes and explore the complex and sometimes conflicting range of values,

messages and attitudes they encounter within British Society now and in the future. (P.S.H.E means Personal, Social & Health Education and S.M.S.C, Social, Moral, Spiritual & Cultural Education).

### **Buxton Voices (Student Council)\***

Each form group has two representatives chosen by their tutor. Buxton Voices (our Student Council) meetings take place twice per month for each nominated student to discuss ventures, events and solutions to issues of concern - led by senior students and facilitated by staff at the school. These may include healthy life styles, consultations, safety, events or ideas for fundraising events.

### **House System**

Year groups are divided into teams called 'houses' and form group student is allocated to one house. Houses compete with one another through-out the school year, gaining house points for their teams total score. The House System has created friendly competition between students encouraging them to take extra pride the day to day things that you do at school.

\*Application or consent required



## **Computer Resources & Internet Policy- Student Guidelines**

The school has provided computers for use by students, offering access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. You have to use the ICT resources in a sensible way and maintain good behaviour in class. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

### **ICT and Email Contract**

- I will only use my own login and password, and I will not disclose my password to anyone
- I will not give out my full name, my home address or telephone number
- I will use the Internet for the sole purpose of helping my education. I understand that internet use will be monitored and emails sent and received may be read by others
- I will access the Internet in a room specified by a teacher and only when a member of staff is present
- I will not seek to access Internet material which is inappropriate for my educational needs
- I will always respect the privacy of files of other users and will not enter the file areas of other pupils or staff
- I will not enter chat rooms nor play inappropriate Internet games
- I will only e-mail people I know, or my teacher has approved
- I will not use e-mail to arrange to meet someone outside school hours
- I will not use the Internet to bully, hurt or upset others. Any email messages I send will be polite and responsible
- I am aware that the school has an Anti-bullying, Behaviour and Teaching and Learning Policy and procedures will be followed alongside the E-safety policy
- I will immediately report any unpleasant messages sent to me because this will help protect other pupils and myself
- I will not download, use or upload any material or use material which is copyright. I will always seek permission from the owner before using any material from the Internet. If I am in doubt, or if I cannot obtain permission, I will not use the material.

- I will not install any software or download any music
- I will not damage school equipment
- I agree for the systems supervisor to view any material I store on the school's computers or software
- I will follow all staff instructions with regard to using the internet

**Failure to comply with these rules will result in one or more of the following:**

1. A ban, temporary or permanent, on the use of the Internet facilities at school.
2. A letter informing your parents of the nature and breach of rules.
3. Appropriate sanctions and restrictions placed on access to school facilities to be decided by the Head of Year/Department/Learning/Pastoral Manager
4. Any other action decided by the Headteacher and Governors of Buxton School.



## Frequently Asked Questions

- **What if my child becomes ill during the school day?**
  - We do not have a school nurse on the premises and therefore cannot look after children who are sick. If your child is taken ill during the school day, we will contact you so that you can collect them. For this reason, it is essential that you update your contact numbers if they change. We do not allow secondary phase students to go home alone if they are unwell.
  - For infectious illnesses such as diarrhea or vomiting we have been advised by the Health Service that students should not return to school for 48 hours.
  
- **What do I do if I am worried about my child's progress?**
  - If you are concerned about your child's progress or wellbeing at school please contact us so that an appointment can be made with either your child's teacher, form tutor or learning manager. If we are worried about your child we will contact you.
  
- **When can I find out how my child is doing?**
  - We hold a number of parents' evenings throughout the year where you can come to school to discuss your child's progress. We also send out academic reports detailing your child's progress.
  - For more information you can contact the school office.
  
- **How much is the school uniform?**
  - A price list of the uniform can be found on our school website or can be requested from the school office.
  
- **Where can I find more information about the school?**
  - More information about the school can be found on our school website which is [www.buxtonschool.org.uk](http://www.buxtonschool.org.uk) or can be requested from our school office.
  
- **How are students placed in classes in the Secondary phase?**
  - Students are organized in mixed ability tutor groups. In Year 7, they are taught in mixed ability groups for most of their lessons, thus giving them a secure solid base. Care is taken to ensure that there is a balance between girls and boys, abilities, special educational needs, ethnic mix and primary schools as to encourage a good class identity.