

# Welcome to Oldfield School

ESSENTIAL INFORMATION  
for students entering the school  
from September 2016.





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## WELCOME TO OLDFIELD SCHOOL

I hope you are as excited as we are about joining our community this September. Here at Oldfield we are justly proud of the high quality education which we provide but, equally, we believe this is a caring and vibrant school with a range of extra-curricular activities on offer. We hope you take the opportunity to join at least one new activity next year that will widen your interests and develop new friendships.

To ensure that every student achieves their full potential we insist on high standards. We will expect you to work to the best of your ability and behave in a courteous and caring manner. You will also be expected to follow our uniform requirements and take pride in your environment.

Within this booklet you will find all the key information you will need to know about life at Oldfield School, from what equipment you will require, to our expectations regarding absence and mobile phones for example.

When you arrive in September you will be part of a tutor group. As a tutor group you will meet every morning for registration in your tutor base. You will then attend most of your lessons together in Year 7. If at any time you need any support or help, it will be your tutor who you talk to, as they will be the member of staff who knows you the most. Your parents can also make contact with the tutor via email to [enquiries@oldfieldschool.com](mailto:enquiries@oldfieldschool.com) or telephone on 01225 423582. Your tutor in Year 7 will be supported by myself as your Head of Year 7. You will see me during assemblies and in your tutorial sessions.

We also have a House system at Oldfield. Your tutor group will be part of one of the 4 Houses, all named after famous Bath figures (Austen, Holburne, Shelley and Palmer). As a member of your House you will take part in a variety of competitions throughout the year to win prizes and trophies for your House. You will also take part in raising money for your House charity and other events. This year we even had a pumpkin carving competition!

To ensure your parents are able to know what is going on in school you will be given a Contact Book in September. You can record your timetable, homework and general reminders within this book and there is also a place for your parent/carer to communicate with your subject teachers or tutor. They can also find out about what is going on in school through our website, twitter page **@Oldfieldschool** and the school newsletter.

I hope you have an enjoyable summer and we are looking forward to seeing you on **Friday 2nd September**.



Miss B Davies  
**Head of Year 7**

## SCHOOL COMMUNICATION

As a school we believe strongly in the home-school relationship and the importance of this in your child's educational experience. We encourage parents/carers to contact us if you have any concerns or questions about life at Oldfield. If there are particular concerns about your child, please contact the relevant member of staff as outlined in the table below. In most cases, parents /carers are encouraged, in the first instance, to contact their child's tutor via the contact books, email or phone.

Communication regarding	Contact?	What happens next
Absence from school <i>(please contact the school every morning that your child is absent from school)</i>	Main office number and leave a message	Message sent to Admissions Officer and relevant tutor to note on student's record. This should be followed up with a note in the student's contact book when they return to school.
Medical issues	Main office number and leave a message or email <a href="mailto:enquiries@oldfieldschool.com">enquiries@oldfieldschool.com</a>	Message sent the Student Welfare Officer. This information is recorded on your child's record.
Lost property	Main office number or email <a href="mailto:enquiries@oldfieldschool.com">enquiries@oldfieldschool.com</a>	Message sent to Student Welfare officer.
Home / out-of-school problems	Tutor via main office number or email <a href="mailto:enquiries@oldfieldschool.com">enquiries@oldfieldschool.com</a>	Message sent to relevant staff member. The teacher will have responded within 5 working days.
Behaviour problems / Lesson / Homework problems in one subject	Subject teacher via main office number or email <a href="mailto:enquiries@oldfieldschool.com">enquiries@oldfieldschool.com</a>	
Continual behaviour / Lesson / Homework problems in one subject	Head of Subject /Head of Faculty via main office or email <a href="mailto:enquiries@oldfieldschool.com">enquiries@oldfieldschool.com</a>	
Behaviour / friendship / attendance problems (general)	Tutor via main office number or email <a href="mailto:enquiries@oldfieldschool.com">enquiries@oldfieldschool.com</a>	
Persistent poor behaviour / friendship / attendance problems	Head of House via main office number or email <a href="mailto:enquiries@oldfieldschool.com">enquiries@oldfieldschool.com</a>	
Requests for authorisation for absence for exceptional circumstances	Request must be made <b>in writing</b> to the Assistant Headteacher: Pastoral via email <a href="mailto:enquiries@oldfieldschool.com">enquiries@oldfieldschool.com</a>	Application is considered on an individual basis. Notification is provided in writing within 5 working days.
All concerns in relation to safeguarding / child protection of a child	Request to speak to the Designated Safeguarding Lead via main office.	A Designated Safeguarding Lead would contact you the same day by phone.

<b>Main School Contact Number</b>	01225 423582
<b>Email</b>	<a href="mailto:enquiries@oldfieldschool.com">enquiries@oldfieldschool.com</a>
<b>Twitter</b>	@oldfieldschool
<b>Website</b>	<a href="http://www.oldfieldschool.com">www.oldfieldschool.com</a>

## CONTACT BOOK

The Contact Book is designed to be a means of communication between the tutor and the parents. It is also designed to assist the students in organising themselves. It contains:

- Spaces to write in homework (this is optional, though best practice. All homework is captured on [www.showmyhomework.com](http://www.showmyhomework.com). Login details will be provided in September.)
- School timetable
- Absence notes
- Appointment sheets for Parents' Meetings
- Uniform Requirements
- Important dates

These can also be used for messages such as praise or information which does not warrant a formal letter. The use of the Contact Book is monitored by the Tutor and as parents you are expected to sign it weekly. If at any point you lose your Contact Book you may purchase a new one from the main school office at a charge of £2.60.

## PARENTPAY

All our communication and payments are currently made through our ParentPay system, [www.parentpay.com](http://www.parentpay.com). Your login details will be given to your child within their first week at Oldfield School. If you do not have internet access and therefore cannot register with ParentPay you must write to or email the school office and ask for hard copies of all correspondence. It is really important you do this, so as to not miss out on vital information about events, trips and activities taking place at school.

## UNIFORM REQUIREMENTS

\* All these items **only** available from the uniform supplier, Price & Buckland.

* JACKET	Navy with white trim with school logo
* SKIRT	Navy (pleated or straight) restricted to 7cm below knee or 5cm above knee.
* TROUSERS	Navy
* TIE	Navy and white (worn to cover the buttons of the shirt)
* SWEATER	Pale grey with school logo

Shirt	White (roll-neck pullovers or coloured/patterned T-shirts may not be worn under the shirt)
Socks	Black/white/navy
Tights	Navy, black or neutral coloured tights
Shoes	Plain black formal leather flat shoes ( <u>not</u> permitted are trainers, boots, suede shoes, patent leather shoes, daps, canvass shoes, wedges, heels and creepers.)
Outer coats/jackets	Dark colour, plain style Denim / leather jackets are <u>not</u> permitted

Scarves or dupattas, if worn, must be navy, black or white.

No jewellery is permitted, except a wrist watch and one pair of plain ear studs or sleepers. No other facial or body piercing is acceptable; Tape cannot be used to cover new piercings. No false nails may be worn. Hair accessories must be navy, black or white. No make-up is permitted (this includes nail varnish). Hair should be natural coloured and not of extreme style (as decided by the Headteacher).

## Physical Education Uniform

### Compulsory

- \* Black and royal shorts or skort
- \* Black and royal sports polo
- \* Black socks
- \* Black and royal tracksuit
- Trainers
- Football boots

### Optional

- \*Black dance T shirt
- \*Black dance pants
- Shin pads

\*OBTAINABLE only from the uniform supplier, Price & Buckland.

To enable the school to return lost property promptly we strongly advise that you name all your child's school uniform and belongings.

The school has decided to pay for a new uniform jacket for **any** student who is entitled to free school meals. In order to claim your free jacket, please contact the main office and request the Free School Meals Jacket Order Form. This needs to be returned to the main office by the 20<sup>th</sup> July. A copy of this form is also available for download from the parents' section of the school website and can be returned by email to [enquiries@oldfieldschool.com](mailto:enquiries@oldfieldschool.com) If your child is entitled to free school meals you must apply through Bath & North East Somerset Council via their email address [freeschoolmeals@bathnes.gov.uk](mailto:freeschoolmeals@bathnes.gov.uk) or you can phone them on the direct number 01225 394317.

## TIMING OF THE SCHOOL DAY

<b>8.30 – 8.55am</b>	Tutor Period / Assembly		
<b>8.55 – 9.55am</b>	Period 1		
<b>9.55 – 10.55am</b>	Period 2		
<b>10.55 – 11.15am</b>	Break		
<b>11.15 – 12.15pm</b>	Period 3		
<b>12.15 – 1.45pm Lunch Period</b>	Years 9 & 10 Lunch 12.15 – 12.45pm	Year 7 Period 4A 12.15 – 12.45pm	Years 8, 11,12 & 13 Period 4 12.15 – 1.15pm
	Years 9 & 10 Period 4 12.45 – 1.45pm	Year 7 Lunch 12.45 – 1.15pm	
			Year 7 Period 4B 1.15 – 1.45pm
<b>1.45 – 2.45pm</b>	Period 5		
<b>3.00 – 4.00pm</b>	Extra-Curricular Activities		

## SCHOOL TERM, HOLIDAY DATES AND IMPORTANT DATES

2016/2017 Academic Year (1<sup>st</sup> September 2016 ~ 31<sup>st</sup> August 2017)

<b>Term 1</b>	
Start / Staff Training Day (INSET)	Thursday 1 September 2016
Year 7 & Year 12 start school	Friday 2 September 2016
Years 8,9,10, 11 and 13 start school	Monday 5 September 2016
OSA Meeting	Tuesday 13 September 2016
Year 7 Information Evening	Thursday 15 September 2016
Staff Training Day (INSET)	Thursday 29 September 2016
Finish	Friday 21 October 2016
<b>Term 2</b>	
Start	Monday 31 October 2016
Tutor Afternoon/Evening	Thursday 17 November 2016
Staff Training Day (INSET)	Friday 18 November 2016
Finish	Friday 16 December 2016
<b>Term 3</b>	
Start / Staff Training Day (INSET)	Tuesday 3 January 2017
Finish	Friday 10 February 2017
<b>Term 4</b>	
Start	Monday 20 February 2017
Year 7 Parents' Evening	Thursday 30 March 2017
Finish	Friday 7 April 2017
<b>Term 5</b>	
Start	Monday 24 April 2017
Finish	Friday 26 May 2017
<b>Term 6</b>	
Start	Monday 5 June 2017
Staff Training Day (INSET)	Friday 23 June 2017
Finish	Friday 21 July 2017



## KEY INFORMATION

### EQUIPMENT

In order to facilitate their educational experience students are expected to carry the following items with them for use in school and at home.

- Pen – Biro, fountain or roller ball – blue/black ink
- Pencils, sharpener and eraser
- Ruler
- Coloured pencils - 5/6 basic colours
- Protractor and compass.

Many of these items can be purchased from the Oldfield School Stationery Shop in the Learning Resource Centre, in the main building.

A dictionary, although not essential, is frequently required in all subject areas. We recommend the Collins New School Dictionary.

No tippex is permitted.

To help your child ensure that he/she has the correct equipment for each mathematics lesson at Oldfield we offer the following -

**Casio scientific calculator (£6.50)** - this calculator is suitable for use up to including A-Level and will satisfy your child's needs in their mathematics to that level. These are available on ParentPay from the beginning of September.

### PUBLIC TRANSPORT

If your child will be using public transport the best place to get information on the buses is from the First Somerset Bus website, as this is the most up to date information on bus timetables, [www.firstgroup.com/westofengland](http://www.firstgroup.com/westofengland)

All new Year 7s will require a First Bus photocard to purchase a ticket. Enclosed with this pack is an application form. If possible we would appreciate you completing the form and returning it to reception by Wednesday 20<sup>th</sup> July together with a passport- sized photograph of your child. We can then prepare the photocards ready for the new term in September. Please note we cannot sell tickets before 1st September. The current prices of tickets are as follows but please note these may change. First Bus will have the up-to-date information;

Years 7-11	Weekly £11.90	Monthly £43.20
Years 12 and 13	Weekly £16.30	Monthly £60.50

We issue First Somerset bus tickets as follows:

- Tickets are ONLY sold via reception on a Monday. All bus pass request envelopes must be completed and handed to reception by 11.10am Monday morning. Any bus pass request after this time will be returned to the student. The bus passes will be ready to collect by the end of the school day.
- The photocard will be valid for three years as from 1st September 2016.
- A valid photocard must be shown each and every time a ticket is purchased.
- A ticket is only to be issued to the student whose picture is shown on the photocard.
- Cheques should be made out to Oldfield School.
- Parents should write on the back of the cheque their child's name and tutor group.
- If paying in cash the correct money is required. No change will be given.
- Please also state the date from which you wish your ticket to be valid and indicate the type of ticket required.

## **ROAD SAFETY**

### **Main School Car Park**

We have a limited amount of car parking in front of the main school buildings which is restricted to staff use only.

### **Parking on Kelston Road**

Please **DO NOT** park on the yellow zig-zag lines as it makes crossing the road very dangerous for pedestrians.

Please **Do NOT** drop students off by reversing into the Kelston Road entrance.

### **Penn House Entrance**

Students need to be dropped off or picked up at Penn House in Penn Hill Road. The slight inconvenience for students in walking over from Penn is far out-weighed by the safety factor.

Congestion is avoided and safety increased if drivers enter the Penn lay-by by the school entrance and leave by the upper exit.

## **SCHOOL MEALS**

The school currently doesn't have the facility to provide school meals although by September there will be a limited catering provision available. All food whether supplied by the outside caterer or brought from home has to be eaten in a designated area. This is in the dining area, school hall or outside in the school grounds.

### **Free School Meals**

If your child is entitled to free school meals you must apply through Bath & North East Somerset Council via their email address [freeschoolmeals@bathnes.gov.uk](mailto:freeschoolmeals@bathnes.gov.uk) or you can phone them on the direct number 01225 394317. Please complete your application as a matter of urgency and remember it can take some time to be processed.

## **LOCKERS**

There are only a small number of lockers located around the school due to space constrictions. Unfortunately, this means that not every student will have access to a locker. Students should have their own padlock for lockers to ensure anything left in their locker is safe; the school does not provide padlocks. The school is not responsible for anything lost or stolen from a locker.

There are a small number of lockers specifically allocated for medical special needs students. If you think your child is eligible for such a locker please write to our Student Welfare Officer at [enquiries@oldfieldschool.com](mailto:enquiries@oldfieldschool.com).

Please make sure all items are removed from your child's locker at the end of each term, any items found in the lockers during the holidays will be disposed of by the school.

## **FIRST AID AND MEDICAL CONDITIONS**

This short guide has been written to give parents a clear idea of what the school is able to provide in relation to First Aid and Medical Conditions.

The main thing to be understood is that we are only equipped to provide a first-line response to an accident or emergency. The school has neither the facilities nor the expertise to provide treatment. Some parents send children to school with a request that a swollen wrist or a bruised knee be "looked at by someone"; this is something we cannot do. Injuries like this should be referred to your family doctor or direct to the Accident & Emergency Department in your local hospital.

The notes which follow also emphasise the need for you to give us up-to-date contact numbers for use in an emergency or when your child has to be taken home. Failure to do so, often causes unnecessary distress and prevents prompt treatment at hospital.

### **First Aid**

Some members of staff have been trained in basic first aid. They have the knowledge and skill necessary to act in an emergency. After giving first aid, they will, if necessary, refer cases to the Accident & Emergency Department of the Royal United Hospital in Bath.

When a case is referred to the Accident & Emergency Department no treatment (except in a life-threatening situation) can be given until a parent or legal guardian arrives. Parents are asked to:-

- (a) keep the school informed of an up-to-date emergency telephone number
- (b) respond immediately to the school's request to attend the Accident & Emergency Department (we regret we cannot arrange transport for parents). An appropriate member of staff will accompany students to hospital where possible.

### **Feeling Unwell**

When students say that they are unwell they are sent to the Medical Room having had their contact book signed by their teacher. Here, they are seen by the Student Welfare Officer. One or more of the following things may then happen:-

- (i) the student may be advised to return to his/her lesson
- (ii) the student may be permitted to stay in the Medical Room for a **short** period of rest
- (iii) if after a period of rest the student is no better, a call is made to a parent, legal guardian, named relative or friend for him/her to be taken home immediately.

Our facilities for rest and recovery are extremely limited. The school is unable to take responsibility for students who are ill beyond a **very short** rest period. Again, it is essential for parents to give us telephone numbers for daily contact. These may include other relatives or friends as long as this information is given in writing and the relationship of the person clearly stated. Remember, if your child is ill he/she may become very distressed if you cannot be contacted quickly. **Students should not phone home of their own accord or leave the site without signing out at Reception.**

### **Medication**

As a general rule, school staff are not allowed to administer drugs (including things as basic as aspirin, paracetamol etc.)

There are exceptions to the above and they are:-

#### **Prescribed Medicines (Occasional)**

Sometimes a student may need to take medicine prescribed by his/her doctor. Because of the risk of losing drugs, we insist that such medication be kept in the Medical Room in a locked cabinet. Please arrange for it to be handed in, in an envelope, along with a completed Medication Permission and Record form, which is obtainable from the school office. We cannot issue reminders to students and it remains their responsibility to ask for their medicine.

#### **Asthma and Other Persistent Medical Conditions**

With the **written** permission of parents, students suffering persistent medical conditions such as anaphylaxis, asthma, diabetes or epilepsy are encouraged to keep their inhalers/medicine/EpiPens with them for self-treatment. Parents of students with medical conditions will be provided with a Healthcare Plan which they are asked to complete in conjunction with their child's healthcare professional and return it to school as soon as possible. Parents are further asked to ensure that it is kept up to date by informing the school of any change in their child's condition.

### School Nursing Service

We share a nurse, employed by the Area Health Authority, who visits the school regularly. Students may consult the nurse privately on any health-related issue.

The nurse also comes into school when routine medical checks and inoculations are carried out. She is also involved in Health Education through her contribution to lessons involving: the proper use of medicines; Drug Abuse; Preventative Medicine; Alcohol Education; Sex Education and Personal Hygiene.

### Confidentiality Issues

Teachers cannot offer or guarantee students unconditional confidentiality.

Should issues arise of a sensitive nature with relation to either a sexual or drug based issue the school, whilst providing maximum support for the student, will aim to involve the parents and any relevant support agency. The school does provide opportunity for any student to speak in confidence to the school nurse and encourages, through its pastoral programme, students to discuss issues with their tutor. The school's response to confidentiality is the safety of the student in both the short and long term.

### VALUABLE ITEMS

Students are strongly discouraged from bringing valuable items such as iPods / iPads into school. As a school we cannot be held responsible for any loss/damage of such items. If they are brought onto school premises they must stay switched off and in the student's bag at all times during the school day. In addition, students are discouraged from bringing in money to school except that which is necessary to travel to and from school.

## ASSESSMENT AND REPORTING

### Reports

Reports represent a significant aspect of home to school communication. Reports are sent home three times a year at the end of Terms 2, 4 and 6. These are data-rich reports allowing you to see how your child is progressing in all the subjects. In the report at the end of Term 6, you will receive the usual quantitative data report but also a qualitative written comments section from your child's tutor and Head of Year.

Effective reporting is essential to provide useful feedback to students and parents and carers. Reporting also provides useful comparative information to teachers, subject leaders, heads of faculty and senior leaders.

### Assessment Data

The student attainment data generated by the reporting process is a very useful tool to analyse the current performance of students and groups of students and is used to identify underachievement and plan interventions. Assessment data is collected six times per year. This is usually done through a process of assessments in class in each subject. In the summer term, the assessments are held in the Sports Hall in the core subjects in KS3 in order to give the students experience of formal exams.

At each assessment point, data on student achievement is recorded. In year 7 students will be assessed along four main bands, which in turn represent "flight-paths" towards GCSE grades.

KS3 Descriptors	Predicted GCSE flightpath	Predicted GCSE flightpath translated into "old grades"
Mastering	7 – 9	A – A*
Securing	6 – 7	B
Developing	4 – 5	C
Emerging	1 – 3	D or below

## Learning profiles information

Learning profiles information is reported three times per year. This is numerical information which assesses students in the following areas:

- Readiness for learning;
- Attitude to learning;
- Independence of learning;
- Quality of homework.

In each category, a numerical value between 1 and 5 is reported.

## Learning Profiles – Definitions

Attendance	
100% - 96%	No concern, Green
95.9% - 90%	Concern, Yellow
89.9% - 80%	Risk of underachievement, Amber
79.9% - 60%	Severe risk of underachievement, Pink
59.9% - 0%	Extreme concern, Red

Teachers assess students against each of these Learning Profiles. Each indicator is scored out of 5. Most students will score within the green bands. Where students score below the green band, this can be seen as an area for improvement.

Readiness for Learning	
1	Excellent punctuality, correct equipment, highly organised
2	Good timekeeping, adequate resources, well organised
3	Occasionally late, variable focus, a little disorganised
4	Often late, frequently forgetful, poorly organised
5	Repeatedly late, unsatisfactorily indifferent, deliberately ill-prepared

Attitude to Learning	
1	Excellent behaviour, always works well, participates enthusiastically
2	Good behaviour, generally works hard, participates positively
3	Occasional misbehaviour (e.g. noted on Sims), variable effort
4	Poor behaviour (noted on Sims), limited effort, easily distracted
5	Frequent misbehaviour (e.g. removed from lesson), little effort, disruptive effect

Independence of Learning	
1	Able to work effectively without direction
2	Able to work effectively with minimum direction
3	Able to work effectively with some guidance
4	Needs significant direction to work effectively
5	Unable to work effectively without constant direction

Quality of Homework	
1	Completed to best of ability and always on time
2	Completed usually to best of ability; rarely late
3	Completed but below ability; sometimes late
4	Incomplete and well below ability; often late
5	Rarely completed; always late if it is submitted
N/A	No homework set (e.g. PE)

## **HOMEWORK**

As a school, we encourage children to pursue out-of-school activities, of which homework is just one. Homework should be used to effectively reinforce or extend what is learned in school. We hope that children will feel a sense of personal satisfaction in a task completed well and that their efforts will be recognised and praised, both at home and at school. Homework tasks should be undertaken to the best of their ability. We hope that parents and carers will be willing and able to give their active support to ensure that work completed at home is done so conscientiously and in the best possible conditions. We know that on entering secondary school, homework is often an area of anxiety for our students. We try to do everything we can to help them manage this transition.

### **How much homework will my child get?**

At Key Stage 3 (years 7-9), students are set homework per week of not more than 30 minutes per subject. In most subjects, this equates to one homework per week. Some subjects will set project-type homework over a longer period.

### **How much homework will my child get at first?**

To allow students the opportunity to settle into good homework routines at the start of year 7, we ask that teachers set homework as follows:

- No homework in the first week;
- English, Maths and Science homework only in the second week;
- Homework in all subjects from week three onwards.

### **How will my child record their homework?**

We recognise the vital role that parents play in the education of their child and we strongly believe in the value of a good home-school partnership, which our homework policy reflects. To allow for the effective involvement of parents and carers in homework, the school uses Show My Homework. This is an online homework calendar for which all students and parents/carers receive a unique log in and which shows details of all homework set along with its due date.

### **How will I know how to support my child with their homework?**

Show My Homework also allows teachers to provide more guidance on what is expected, along with the option to attach resources and useful weblinks. We have found that this alleviates some of the concerns students may have about recording all of the information about homework during their lessons. Instead, they are free to focus on listening to the teacher's instructions.

### **How long should my child spend on their homework?**

Show My Homework shows how long teachers expect the students to spend on a particular piece of homework. This is a useful guide for parents, especially in the early days when students are getting used to managing homework at secondary school.

### **What if my child is spending too long on their homework?**

If you feel that your son or daughter has spent sufficient time on a piece of homework, but has not completed it, a note to the teacher in the Contact Book will suffice.

### **How do I find out more about Show My Homework?**

All students entering year 7 will be introduced to Show My Homework in their first ICT lesson of the year. Parents will receive log in details at the New Parents' Information evening on 15<sup>th</sup> September 2016.

### **Who can I talk to about worries with homework?**

If you have any concerns about how your son or daughter is coping with managing their homework, please contact their tutor who will be able to give them some additional support or advice.

For technical queries relating to Show My Homework, email [help@showmyhomework.co.uk](mailto:help@showmyhomework.co.uk)

For subject-specific concerns about homework, please contact the school office via telephone or email ([enquiries@oldfieldschool.com](mailto:enquiries@oldfieldschool.com)) stating the nature of your concerns and they will direct your enquiry to the appropriate member of staff.

## MUSIC TUITION

Instrumental lessons are an important feature of the musical life at Oldfield School.

Lessons are available on a wide selection of instruments and include:

Woodwind – flute, piccolo, clarinet, alto and tenor saxophone.

Brass – almost all brass instruments offered. These include trumpet, horn and trombone amongst others.

Strings – violin, viola and 'cello, double bass can be arranged on request.

Percussion – drums as well as orchestral percussion.

Electric and Acoustic guitar, voice, piano and keyboard.

The cost of tuition will depend on how many are in the group, but, on average an individual lesson costs between £12 and £14 for 30 minutes and students are withdrawn from their subject lessons on a rota basis.

There are many free extra-curricular activities, which enhance the musical life of any interested student, these include:

Band	Handbell Group	Senior Choir
Junior Choir	Ukulele Club	Blues Band

Most people would agree that having the ability to play a musical instrument is a very important part of a person's education and development. Music at Oldfield is available to all. The music staff will try to assist your child in choosing the instrument which will meet their requirements.

## OLDFIELD SCHOOL ASSOCIATION (OSA)

The OSA is an invaluable part of our school culture and we appreciate the support they provide the school. The meetings are attended by a school representative and usually someone from the Governing body, and we extend the OSA's invitation to new parents to come along to the meetings and find out more about the school and what activities are going on. Upcoming meetings are advertised in the school newsletter.

The OSA raise money to support the teaching staff and thereby the students, helping to enhance the learning environment with extra equipment, financial support for faculty areas that might not otherwise be available. They raise money through organising events for parents, staff and students during which everyone can get to know each other in a relaxed and informal environment and hopefully have some fun at the same time.

- There are two quiz nights, held in October and March, which provide much entertainment and maybe a small amount of healthy competition.
- Christmas Fair; students are encouraged to get creative or business minded (!) and run their own stalls.
- Battle of the Bands; a great evening showcasing our talented student bands, who compete against each other, in front of a group of judges and then a final audience vote. This year's prize was a fantastic 10 hour studio recording session.
- The OSA also support the school by providing refreshments at a variety of school evening events, for example the Year 7 Information Evening in September and the School Production at the end of the year.

## SCHOOL POLICIES AND ADVICE

Below are some of the policies that the school uses to ensure students get the most out of their educational experience and time at Oldfield. Further information on policies and standards can be found on the school website.

### ABSENCE

In law, parents and legal guardians are responsible for making sure that their children regularly attend school. As a general principle, students should only be absent from school if they are really too ill to attend. Your child will not be able to progress if his/her education is interrupted by unnecessary absences.

We ask you:-

- \* **not to** make appointments with doctors and dentists during school hours unless absolutely necessary
- \* **not to** take family holidays during term time. The DfE has asked headteachers to authorise family holidays **only in extremely exceptional circumstances**. Any request would also need to be made in writing at least 10 days before your child's absence.
- \* **not to** keep your child at home to look after younger brothers or sisters

Under current legislation, all **unauthorised absences** are reported to the DfE. It is necessary for you to send an email/letter or complete the slip in your child's home-contact book to your child's tutor to explain **every absence**, however short. We do not authorise absence for reasons such as going on family educational visits etc.

Our attendance target is **96%**. If attendance drops below this figure, then absence begins to have a significant impact on achievement.

90% attendance means:

- ½ day absent each week
- 4 weeks absent each year
- ½ year absent over 5 school years.

This is a significant amount of time missed from lessons. We expect parents to avoid booking routine appointments during term time. Any family holiday is counted as **absence** from school.

With all of the above in mind, if your child is genuinely unwell you can inform us through our automated system by calling **01225 423582** and leaving a message for our Attendance Officer. Please state clearly your child's name and tutor group and the reason for the absence and the likely date your child will return to school. If we do not receive confirmation of a child's absence you will be sent a message to inform you your child is not in school.

If your child's attendance drops below 96% you will be informed of this by letter from our Attendance Officer. When attendance falls below 90% the Education Welfare Officer becomes involved, she will take action if attendance does not improve.

Good attendance at school leads to an effective education and indeed to good qualifications. We hope that you will work with us to ensure that your child does fulfil their potential.

### DETENTION

Effective learning and teaching depends on good order and discipline within a school. We know that Oldfield parents regard order and discipline as important factors in making a choice of school.

No school can encourage good behaviour in students without the full support of their parents. Oldfield is fortunate in that when parents choose the school they also make a commitment to its high standards.



Sometimes it is necessary to sanction students because their personal behaviour or work is not up to the standard we expect of them. One sanction available to us is detention after school. The decision to award a detention is not taken lightly. A student who regularly gets detention is not performing as well as they should be and we should all be concerned about this.

Detentions are usually organised within the faculties or sections of the school. They can last from ten minutes up to a maximum of one hour at the end of afternoon school. To be an effective sanction, detention must be so inconvenient to students that they will want to avoid it. Unfortunately, parents and teachers must bear some of the inconvenience as part of their commitment to good standards of order and discipline. In the case of parents this may mean some reorganisation of travel arrangements. Given that classes finish at 2.45pm, students leaving school after detention will still be able to complete their journey at a reasonable hour.

If your child is given a detention you will be notified of this either by phone or letter giving you the reason and a date for the detention.

We look forward to the full support of all parents in keeping up standards of work and behaviour in the school. **It must be emphasised that parents and students cannot opt out of detention.** As a school the governors and staff have agreed that detention plays a vital part in our school behaviour policy.

Detention is only a small part of our school behaviour policy which is on the school website. With your support we can ensure that all students achieve their very best and reach their full potential.

#### **MOBILE PHONES – CODE OF CONDUCT USE**

- Students, at **parental request**, are allowed to bring a mobile phone to school for emergency use on the way to and from school only. Parents are asked to sign in the Contact Book to indicate their agreement.
- Students are not allowed to use other students' phones.
- Mobile phones must be **switched off** and out of sight (in a bag or locker) during the day (**this includes break and lunchtime and any other time whilst on school premises or on school trips**).
- The use of iPods/MP3/iPads are not allowed during the school day.
- Mobile phones or any other electronic devices, must not, under any circumstances, be taken into public examinations.
- Oldfield School takes no responsibility for the loss or damage to the phone but it is recommended that, if brought to school, it is clearly labelled, as with all possessions brought to school.
- Parents must **not** use the mobile phone to contact their child during the day (the school office is able to take these messages).
- Students who become ill during the day must not use their mobile phones to contact parents, they should use the established procedure.

**Students who abuse the above code of conduct will have their phones confiscated as outlined in the school Mobile Phone policy.**

#### **GENERAL ADVICE ON ANTI-BULLYING**

At Oldfield we pride ourselves in having an inclusive and safe environment. In any organisation or school with large numbers of young people, bullying can occur. If it does, please contact your child's tutor to report this and talk to your child about the information below.

#### Don't Suffer in Silence – information for students

##### **If you are being bullied**

- Try to stay calm and look as confident as you can
- Be firm and clear – look them in the eye and tell them to stop
- Get away from the situation as quickly as possible
- Tell an adult what has happened straight away

### **After you have been bullied**

- Tell a teacher or another adult in the school
- Tell your family
- If you are scared to tell an adult by yourself, either ask a friend to come with you or e-mail your Tutor or speak to another member of staff
- Keep speaking up until someone listens and does something to stop the bullying
- Do not blame yourself for what has happened.

### **When you are talking to an adult about bullying, be clear about**

- What has happened to you
- How often it has happened
- Who was involved
- Who saw what was happening
- Where it happened
- What you have done about it already.

If you find it difficult to talk to anyone at school or at home, ring **ChildLine**, Freephone 0800 1111, or write, Freepost 1111, London N1 0BR. The phone call or letter is free. It is a confidential helpline.

### **ICT CODE OF CONDUCT**

Oldfield School aims to ensure that its ICT facility is maintained to a high standard in terms of its reliability and its relevance to current needs, in order to provide staff and students with an effective tool for teaching and learning. These guidelines are to be followed whenever using any of the school's ICT facilities, or any other ICT equipment on the school's premises such as mobile phones, as appropriate, and are intended to ensure that:

- The facilities remain in good working order;
- They are not used for purposes which break the law, interfere with the activities of others or damage the reputation of the school;
- We provide a safe and exciting environment in which to learn.

All students are entitled to use the ICT facilities and are expected to use them in a responsible way. It is the school's policy to monitor the activities of computer users on a random basis. Any complaint relating to the use of the ICT facilities will be investigated. Note that school staff may inspect the content of any file including e-mail messages at any time. If you have any queries relating to this code of conduct, please contact Mr Morris (Network Manager) or an ICT technician.

### **Advice for Students**

#### **Username and Passwords**

- Never use a username or password allocated to another person.
- Never tell anyone else your username and/or password. You may be held responsible for anything they do in your name.
- Never allow another user to use your account.
- Choose a password that you are likely to remember, but that others will not easily guess.
- Passwords may be changed and you are encouraged to do so regularly to prevent breaches of security.
- If you forget your password, your ICT teacher or an ICT technician will be able to give you a new one.

#### **Responsible Use**

- School ICT facilities are provided for use by students in the course of their education. Other use is generally not permitted.

- You must not pretend to be anyone else whilst sending e-mail, posting to user groups or when making information available online (for example on the Internet).
- Always use your e-mail address to identify yourself when sending e-mail.
- Never tell your home address, telephone number or any other personal information to people you do not know.
- Do not post offensive information on any website about any person or organisation, or send e-mails or text messages that may be considered rude, offensive or threatening. These actions are known as Cyber Bullying and if detected will be dealt with as a serious behaviour issue.
- Do not attempt to access websites that have been blocked. These will generally include all chat rooms, social networking sites such as Facebook, bulletin board services, web-based e-mail and sites containing offensive material.
- Game playing is not permitted except for educational games used in lessons under the supervision of teachers.

### **Good Working Practice and Avoiding Damage to Equipment**

- You must not eat, drink or place food or drink near the computers. A tiny spill or a few crumbs can easily ruin the function of delicate and expensive equipment.
- You may adjust the position of the keyboard, mouse and monitor to suit your needs, but do not attempt to physically move the equipment to another location.
- Any deliberate damage to equipment (including computers, mouse mats and furniture) will be treated as a serious breach of regulations and you will be charged for the cost of repairs.
- Computer rooms should be left in a tidy state. Remove your scrap papers, tidy away headphones if used and push your chair under the table.
- You should log off (not shut down) when you have finished using the computer.
- Computers not in the main computer rooms should be shut down at the end of the day.
- You may go to a computer room to work during lesson time, providing you have your Contact Book with you and that it has been signed in the relevant place by your teacher, that there is enough space for you in the computer room, and that if a lesson is going on, the teacher in the room agrees to your presence.
- The computer rooms (004, 005, 006, 007 and P11) are bookable for classes. If you are working in a computer room and a class arrives for whom the teacher has booked the room, you must give up your computer and leave the room if asked by the teacher.
- Report technical faults to an ICT technician. Do not attempt fixes yourself.
- Adjust your seat to obtain a comfortable working position. Avoid staring at the screen for long periods – look away from the screen occasionally to avoid eyestrain.
- Downloading and installation of large files slows the system and is not permitted, e.g. screen savers, MP3 files, games, etc.

### **Printing**

- Remember that once you press 'Print', your work will eventually get to the printer. Do not press 'Print' again or you will get extra copies.
- When printing from the Internet, 'Print' will print the whole of the web-page you are on. This may run to lots of pages of paper, which wastes time, ink and paper. It is better to copy and paste the section you want to a new Word document, and then print that. Ask an ICT technician or teacher for help if you need it.
- Each student is allocated a number of printer credits a term. Printing in black and white costs 1 credit per page, colour 2 credits per page. Your child can check their current credit status easily on their desktop.

### **Online Information**

There is a wealth of educational material online. There is also a mass of undesirable material. School policy is to log all Internet activity on the school's ICT system. All information that you access or make available online must be considered to be legal and decent by the school. It must not be obscene,

blasphemous, libellous, seditious, and racist or in any way break any UK law related to published material.

### **Penalties - Withdrawal of Facilities**

Any student found to be in breach of this Code of Conduct whilst using the school's ICT equipment may have their use of facilities withdrawn or restricted, for example loss of Internet access for a fixed period of time. In addition, students may be charged for replacements and extra work arising as a result of computer misuse for which they are directly responsible. Breaches of this Code of Conduct whilst using other equipment such as mobile phones, will result in the equipment being confiscated and could lead to the removal of the privilege of being allowed to bring similar equipment to school.

### **Breaches of the Law**

Students must not publish or copy copyrighted material without permission, or claim it as their own work. In the case of serious computer misuse, where breaches of the law are found to have occurred, the police will be notified.

## **A FINAL NOTE**

We hope that you have found this guide useful and will use it as a handy reference throughout your child's first year. However, if you have any questions, please contact the school office on 01225 423852 or have a look at our website, which is full of helpful information.

We wish your child every success in their first year at Oldfield.