



Chapel-en-le-Frith
High School

Information For Parents

2018 – 2019

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1 Term Dates for Students 2018-19

Autumn term 2018

Wednesday 5 September to Friday 26 October

Tuesday 6 November to Friday 21 December

Spring term 2019

Monday 7 January to Friday 15 February

Tuesday 26 February to Friday 12 April

Summer term 2019

Monday 29 April to Friday 24 May

Monday 3 June to Friday 19 July

INSET Days

Monday 3 September 2018

Tuesday 4 September 2018

Monday 5 November 2018

Monday 25 February 2019

Monday 22 July 2019 (disaggregated)

Bank holidays in term time

Monday 6 May 2019

The first day of school for students will be **Wednesday 5 September 2018**. School will begin at the usual time of 8.40 a.m. on that day. Year 7 students should assemble in the Hall; all other students should go to tutor rooms.

2 Timings of the day

Time	Period
8.40 - 8.55	Registration
8.55 - 9.55	Period 1
9.55 - 10.55	Period 2
10.55 - 11.15	Break
11.15 - 12.15	Period 3
12.15 - 1.05	Lunch
1.05 - 2.05	Period 4
2.05 - 3.05	Period 5

3 Uniform

We believe that our uniform is reasonably priced, easily obtainable and fair and does not discriminate against any group or individual. We believe that, therefore, all students are able to wear the uniform in full.

The school is sensitive to parents' financial circumstances and we ensure that we are reasonable in requests for parents to ensure that their child is in full uniform, balancing this with the need to promote high standards.

Students are expected to wear full school uniform every day. From the day they start in year 7 until **after** their final GCSE exam in year 11. **We ask parents to provide a note if there is ever a problem with this.** Where students refuse to comply with the uniform policy this may be regarded as a breach of discipline. The school will make enquiries as to why a child is not in the correct uniform and apply sanctions if necessary. The school is acting within the law in sending students home to change and exclusion from school may be used as a sanction for persistent defiance of school rules, where appropriate.

Please refer to our Uniform Leaflet before purchasing new items.

Coats

Coats and outdoor clothing and hats may not be worn in the building. These should be removed before registration and stored in lockers or bags.

Space in classrooms is limited and coats should not be carried into lessons. Students may retrieve coats from lockers if they wish to go outside at break or lunch.

On wet days coats will clearly need to dry off before being stored and staff will use their discretion in managing this.

Sweatshirts - Winter and Spring Terms

All students should wear the sweatshirt as part of the full uniform as a matter of course. They may remove the sweatshirt if they are warm, but must have it available as all students are required to go outside at break or lunch when they have finished eating. All students must wear the sweatshirt for assemblies and school events.

T shirts may not be worn under the polo shirt – students should wear the sweatshirt if they are cold.

Sweatshirts - Summer Term

Students do not have to wear the sweatshirt in school but no other jumper or cardigan may be worn.

Trainers

Students may only wear trainers when playing on the AstroTurf or in transit to or from the AstroTurf. They may not be worn around the building at lunchtime. Students must change into trainers when using the AstroTurf and change back into shoes when entering the building to avoid sand from the AstroTurf from being trodden into carpets.

Shoes

Must be plain black with no coloured fastenings, logos or flashes. No boots are to be worn. If your child chooses to wear canvas shoes to school they will be expected to wear them, even if wet. A firm fitting shoe is advisable to alleviate this problem. Please refer to the uniform leaflet for further details on footwear.

Skirts

Short skirts are not allowed in school and must be knee length and of school uniform style (can be purchased from Headmasters in New Mills and Finesse in Macclesfield). If your daughter chooses to wear a skirt to school, please ensure that it meets the school uniform guidelines. Plain black opaque tights or white or black socks (no frills) must be worn with a skirt.

Trousers

The following styles of trousers are not allowed in school: Jeans (no rivets or external patch pockets); canvas/combat/chino; tight/skinny fashion trousers; leggings; cropped or Capri style trousers. Trousers must be plain black.

Jewellery

Only a watch and one small sleeper or stud per ear lobe may be worn. Jewellery such as: Spacers, spikes; or stretchers are not to be worn in ears. No tragus or top cartilage piercings are allowed. No friendship bracelets or necklaces may be worn. This jewellery must be removed for P.E. lessons. Items of jewellery worn in school may be confiscated for up to one week in line with our procedures.

Piercings

If you wish your son or daughter to have a piercing done it should be carried out at the beginning of the long summer holidays to allow healing to take place so that jewellery can be removed in accordance with our rules. **No facial or body piercing is allowed in school and if this cannot be removed on site, students will be sent home to remove the item before returning.**

Please be aware that students may be sent home to change if they arrive incorrectly dressed for school. Please help us by providing a note for your child to show his/her teachers if there is a problem and we will do what we can to help.

Assistance with uniform

We have large quantities of perfectly serviceable donated uniform and unnamed lost property. We are happy to give this away free of charge. The school office is open after school and during holidays and families in need are more than welcome to come and choose items that may be suitable for their child.

Good quality, second-hand uniform is also available from Revivus in Chapel-en-le-Frith with all proceeds donated back into school via the library.

If you live in Chapel-en-le-Frith you may be able to get some financial assistance from the organisations below, all of which are administered by the Parish Council. There is a simple application form to complete and this can be obtained by emailing the Clerk to the Council at clerk@chapel-en-le-frithparishcouncil.gov.uk , by phone - 01298 813320 or from the Parish Office which is situated next to the Library in Chapel Town Hall.

Chapel-en-le-Frith United Charities

This charity can support individuals and groups within the Parish of Chapel-en-le-Frith who need assistance with educational costs (eg: books, items of equipment, course fees, travel, uniform etc) and can also support individuals/groups with disabilities who need assistance with care, equipment etc

Bowden Head Educational Fund This charity can provide educational items for individuals and local clubs. The charity also provides assistance with items of school uniform.

Victor Burdekin Trust

Makes grants for any purpose provided the applicants live within the Parish of Chapel-en-le-Frith.

Chapel-en-le-Frith Leisure Bursary Fund

The fund can make grants to young people and groups who for financial reasons would not be able to take advantage of the activities on offer at the Leisure Centre.

Applications to this charity can either be made to the Clerk to the Council at the Town Hall or through the Leisure Centre Manager.

4 Travel and Transport

On the following pages you will find a timetable for the contract buses that currently serve the school. Please note that all contract buses leave school at 3.15 p.m. at the end of the school day.

Further information on Derbyshire County Council's school transport policy is available at www.derbyshire.gov.uk/get2school or you can ring Call Derbyshire on 01629 533190.

Please be aware that transport arrangements are entirely out of the school's hands and administered solely by Derbyshire County Council and local private bus companies.

If your child is entitled to a bus pass, you should have already been contacted by DCC. If you have not heard from them please use the Call Derbyshire number for further advice.

Problems with school transport

If a school contract bus has broken down, a replacement bus will arrive and students should wait for this. If a student misses a bus, he/she should return home and make alternative arrangements to get to school.

Students must show their bus pass before boarding the bus and the bus companies can refuse to transport students if they are not able to produce a pass.

You should also be aware that the Local Authority can refuse to allow your child to travel on school contract buses following incidents of poor behaviour.

If your child loses his or her pass during the day, they should come to Pupil Reception to make alternative arrangements. Please encourage your child to look after their bus pass. A permanent replacement currently costs £5.

Some parents prefer to drop off and collect their children by car. We would ask parents to take the greatest care when driving near school at the beginning and end of the school day, taking particular care not to block bus lanes or drive at speed.

If your child travels to school on a public service bus, please refer to the bus company website for the latest times and fares.

Monday to Friday**Service No****61X****61A****61B**

Simmondley, Werneth Road		07:38		
Hadfield, Rail Station			07:24	
Glossop, Howard Arms				07:38
Glossop, Commercial Inn			07:41	
Shirebrook Park, Hurstbrook Close			07:43	
Shirebrook Park, Croft Manor			07:46	
Glossop, Henry Street			07:45	
Grouse Inn		07:52		
Little Hayfield, Lantern Pike		07:57		
New Mills Bus Station	07:49			
Low Leighton, Ollersett View	07:53			
Birch Vale, Grouse Hotel	07:56			
Hayfield, Bus Station	07:59			
Crown & Mitre	08:08	08:08		
Chapel-en-le-Frith High School		08:20	08:20	08:20

Service No.**69****69A****69B**

Chapel-en-le-Frith High School		15:15	15:15	15:15
Crown & Mitre	15:18		15:18	
Hayfield, Bus Station	15:28			
Birch Vale, Grouse Hotel	15:31			
Low Leighton, Ollersett View	15:34			
New Mills Bus Station	15:39			
Little Hayfield, Lantern Pike		15:30		
Grouse Inn		15:35		
Glossop, Market Hall		15:45		
Glossop, Howard Arms				15:39
Glossop, Commercial Inn				15:41
Shirebrook Park, Hurstbrook Close				15:43
Shirebrook Park, Croft Manor				15:45
Glossop, Regency Close				15:47
Hadfield, Rail Station				15:58
Simmondley, Werneth Road		15:51		

Fares

From September 1st 2018 the **b line** weekly ticket fare on the 61A, 61B and 61X will be increasing to **£17.80**

Please find full fare information online at <http://www.highpeakbuses.com/69/fares>

Students who hold a **b_line** are eligible for a 1/3 off the fare price.

5 Our Pastoral System

Pastoral Care

We aim to care for each child in our school, establishing good relationships and treating each person as an individual.

We operate a vertical tutoring system. Your child will join a group of students aged from Year 7-11 for registration and tutor time activities. Tutors remain, in principle, with their groups for the whole of their time in school.

Teaching classes have been organised to ensure similar number of boys and girls and a good mix of abilities. Our teaching classes in Year 7 this year are named 7C, E, L, F, H and S for Chapel-en-le-Frith High School. As you would expect we organise our teaching classes in a manner which supports effective teaching and learning and we will move children between groups should we feel the need to do so.

The tutor is the first point of contact for all but the most serious of issues. Please do not hesitate to contact us. Email addresses and contact numbers are listed on the website.

The House System

Each tutor group belongs to a House and is led by a Pastoral Leader with the support of a member of the Leadership Group. Our Houses are: Combs (Mrs Parry), Bowden (Mr Blair), Hollins (Mr Wightman) and Kinder (Mrs Louis).

Rewards

We recognise students' achievements through our merit system which rewards academic excellence, effort, progress and involvement in school life. Students achieve certificates from Bronze, Silver, Gold and beyond in Years 7-9. Prizes are awarded to students achieving the highest levels at the annual Prize Giving event.

In Years 10 and 11, students are rewarded for meeting progress targets and set criteria such as meeting coursework deadlines.

Curriculum areas also reward work in a variety of ways from praise postcards to stickers and prizes.

There are inter house competitions and regular prizes for class groups who participate in extra-curricular events.

Each House has two House Captains who represent their House and organise House events. Every year we hold our Prize Giving Evenings to celebrate the achievements of our students, recognising effort in all subjects, merits, attendance and contribution to school life.

Prefects and House Captains

Students in Year 11 can put themselves forward for the post of prefect or House Captain and many take advantage of this privilege.

Student voice

It is important that students have a say in the running of the school and that their opinions are heard. The School Council is an elected body of students who meet to discuss issues and are able to influence changes in the school. Students are involved in a number of other committees such as the Catering group and participate in the school's Curriculum Reviews and Work Scrutiny exercises.

6 Supporting Learning

Reporting Student Progress

We issue two reports to year 7 annually, one gives grade information and one is a full written report. In all other years this increases to three reports annually, two giving grade information and one a full written report. Parents' Evenings are calendared to give you an opportunity to discuss your child's progress with subject teachers and we hope you will make every effort to attend. Other than this, your child's tutor will be happy to update you at any point throughout the year.

Details of how to access information and attendance and behaviour data via our Insight data management system will be published in September.

VLE

We continue to develop our Virtual learning Environment (VLE). On the VLE there is a wide variety of resources and revision materials for every subject. Your child can log in to the VLE using the same user ID and password that they use in school.

Equipment

Every day students need to remember the following basic equipment:

Reading book, diary, pens (including a green pen for peer marking), pencils, rubber, ruler and pencil sharpener.

For Maths lessons children will need a scientific calculator, protractor and a pair of compasses. A glue stick, coloured pencils, pair of scissors (round ends and plastic handles please) are also useful. Please note that Tippex is not allowed. A memory stick is really helpful. We sell sticks in school for £5.50 at present and a full set of basic equipment can be purchased from Pupil Reception for £1. Please encourage your child to be organised and only bring what is required for the day to avoid carrying heavy loads.

Homework

At Key Stage 3 Homework will be set every week in English Maths Science and Modern Languages. All other subjects set extended project based homeworks. At Key Stage 4, there is greater emphasis on private independent study, preparation for terminal exams, revision and completion of coursework. Most Key Stage 4 students routinely stay after school for additional study and coursework completion.

At Chapel-en-le-Frith High School we use Show My Homework, an online tool to help you and your child keep track of their homework. Show My Homework will allow you to see the details of the tasks that your child has been set, as well as its submission status and grades. We advise your child to bring a diary or notebook into school to record when they have homework so that they are reminded to look on Show My Homework. This will also allow them to jot down any further instructions or guidance on the homework task set.

You will be provided with login details to your personal account, ready-linked to your child's homework calendar, when they start in September.

Lesson 6

The Library and ICT rooms are open and staffed after school, Monday to Thursday, until 4.15pm. We are there to support your child with homework or additional study. Resources are also available. Staff may direct students to attend for specific purposes if necessary and in particular if your child struggles to meet deadlines and organise their work. Please ensure that your child takes full advantage of the support on offer.

Library

The school library is open every day, before and after school, and at lunch and break times to enable students to borrow books, complete homework tasks, enjoy reading and participate in activities such as the Carnegie Award and chess competitions. Our **Careers Library** is also located here and accessible at these times. The **Careers Office** is located nearby where students can get further independent help and advice on post-16 courses.

ICT use in school

ICT rooms are available every lunchtime staffed by prefects who are more than happy to help students with their work. You will have signed an agreement about Internet and network use in school already. Please stress to your child the importance of backing up their work. We do try very hard to recover documents but on occasions are unable to do so. Students need to take responsibility for this also. A memory stick is very useful especially if students are unable to email work home.

Instrumental teaching

The music department is very active in the school and aims to encourage all students to participate in events and extra-curricular activities. We offer a wide range of instrumental tuition and aim to offer something for everyone. Please contact Mrs Ledbury or Mrs Wright for further details.

Extra-curricular activities

Please encourage your child to participate in the many extra-curricular activities on offer, either at lunchtimes or after school. We publish these in our Newsletter to parents every half term. We also run annual activity days for Key Stage 3 and Post 16 Week for Year 10 students. In addition there are subject specific trips and languages trips throughout the year. Finance should not be a barrier to participation in curriculum based activities. Please contact Mr Grieves if you need to discuss this.

Preparation for examinations Key Stage 4

Please encourage your child to take full advantage of the many after school and holiday revision classes that take place in the lead up to important examinations. These are published in our Newsletter and in letters home. You may find that your child will be instructed to attend additional classes in order to catch up on incomplete coursework or is specifically targeted for mentoring programmes and additional examination opportunities in order to maximize his or her potential. Please encourage your child to take advantage of the support on offer. If you have concerns about your child's progress, please do not hesitate to contact your child's tutor.

We also subscribe to online revision programmes such as SamLearning and MyMaths. Details of how to access these are in the student planner. We know that students who use this resource at home can improve their grades significantly. Please contact Mrs Garratt, Deputy Headteacher, if your child is unable to access SamLearning or the relevant CLM for subject specific websites.

Parent Information Evenings

Throughout the year we organise Parent Information Evenings on curricular or pastoral issues. We hope you will want to attend these events - please look out for them in the Newsletter and if there is an issue you would like us to address please contact Mr Grieves with your suggestions.

Students with Additional Needs

We test all Key Stage 3 students annually in Reading and Spelling in order to identify students who may need additional support. The Learning Support Department aims to meet individual needs in a variety of ways. These include small group teaching for students with moderate or severe learning difficulties, in-class support, group work and individual support. Intervention programmes are targeted towards these students throughout Key Stage 3 and at Key Stage 4 we have alternative programmes available as part of the options system. If you feel your child is in need and has not been offered additional support, please contact your child's tutor or Mrs Robinson, SENCo to discuss this.

If a student has an identified learning need or disability that means that he or she is disadvantaged in comparison to other students of similar ability, he or she may qualify for access arrangements for public examinations. There are a number of different types of access arrangement and these are determined by the Joint Council for Qualifications (JCQ). The criteria

that must be met for an access arrangement changes frequently and JCQ issue guidance booklets every year. You can access these online – www.jcq.org.uk for information.

We will assess all students at the end of year 9 in order to ascertain whether students meet the criteria and subsequently apply for access arrangements to be granted. Any application is only valid for 26 months and it is for this reason that we do not apply earlier.

In order for us to apply we need to provide evidence of an ongoing need and show that the access arrangement we apply for is the student's normal way of working. Therefore, throughout years 7, 8 and 9 we may trial various strategies and conduct a number of different tests and assessments in order to make sure that we are not only meeting the criteria but that we can work out what might be the best provision for your child.

No access arrangement is formalised until the end of year 9 and any arrangement made before that time is essentially part of the assessment process. This can be quite confusing for parents as we are aware that students have sometimes been granted an access arrangement for tests at primary school. Please be aware that these do not carry forward and that the assessment process for GCSE examinations, does not occur until year 9. Please also be aware that a statement of special educational need or an EHCP does not necessarily mean that a student will qualify for access arrangements, even if your child has regular in class support. If you have any queries, please contact Mrs Robinson, Head of Learning Support.

The Learning Centre

On occasions some students will experience difficulties in school, either in particular subjects or across the curriculum. Some students may experience emotional or medical difficulties which prevent them from attending school full-time. The staff in our Learning Centre will work with students, either individually or in small groups, to improve behaviour, attendance or address particular issues.

We also offer programmes such as Breakfast Club, Positive Support and Nurture Support and we may contact you to discuss your child participating in these.

Bereavement

We have found that a surprisingly large number of our students have suffered a close bereavement at some time. If you feel able to do so, please let us know this. You may assume that we will know because the primary school knew, but this may not be the case. We find that for many young people ongoing support is invaluable as they go through secondary school. Please contact your child's tutor or Pastoral Leader about this matter. For some of our students we may find that a referral to Blythe House is necessary and this would be done in consultation with parents.

Help from Outside Agencies

We have good relationships with many outside agencies who can offer support to students and parents if it is needed. Some of these are listed below.

- School Health and the Immunisation Team will ensure that students are safe and well within school. We have an allocated school nurse who runs drop in sessions one afternoon per week but we can access help at any time for individual students, as well as organising ongoing immunisation programmes in school.
- We liaise with the Local Authority's Multi Agency Team and we can request support for children or families. This may be in the form of a Family Resource Worker, Education Welfare Officer or Careers/ Personal Advisor for older students.
- We offer 1-1 counselling. Our very experienced school counsellor, Sue Lewis, is in school three days per week. Students can self-refer for this service by asking for their name to be given to Mrs Griffiths or by using the lunchtime drop in service. Parents will not be routinely informed that their child has elected to go for counselling unless their child asks the counsellor to do so. We will also have a student counsellor in school in order to expand this very popular service.
- We are able to refer children and families to the Young Minds Mental Health service (previously CAMHS), Derwent Valley Counselling Service, Crossroads and Derbyshire's Social Care Team for further help and support.
- We hold a regular multi-agency meeting to discuss students causing concern.
- If you have a concern regarding Child Protection please again, contact Mrs Griffiths.

7 Day to Day issues

Valuables

The school cannot take responsibility for loss of or damage to students' personal belongings and valuables. This includes items such as mobile phones, iPods, MP3 players etc. It is also advisable not to allow your child to come to school in very expensive clothing and experience shows that Year 7 students are particularly good at losing their belongings. iPods and similar devices should not be used in school and will be confiscated.

Mobile phones

We recognise that some parents want their children to carry mobile phones to school. The school rules state that **phones should not be seen or used in school**. All phones should be switched off before they enter the school building and remain switched off during school hours. All phones must be kept out of sight in bags or lockers, students are not allowed to carry phones in pockets or on their person. All students may use the phone in the office at break, lunch or after school to make essential calls.

If a mobile phone is seen or used in school it will be **confiscated for a period of one week**. We will return confiscated items to parents if they come to the office to collect them before the end of the week. Please support the school by emphasising this to your child.

Lockers

All new students are issued on their first day with a locker and a key free of charge. However, if the key is lost and needs to be replaced, there will be a charge to cover that cost. Students

have access to the lockers at any time outside of lesson time.

Lunch-time arrangements

The vast majority of our students remain in school at lunch time and eat lunch here. A very small number go home for lunch. If you wish your child to come **home** for lunch, you must inform Mrs Griffiths in writing. Please note that students must leave school **every day**, they cannot just go home some days. Students going home for lunch should not return until 1.00 p.m.

Food in school

The building operators employ an external catering company. All food sold in school meets the national food standards. As a result, we do not sell, for example, fizzy drinks, chocolate, sweets or crisps and fried foods are restricted.

Our restaurant works on a cafeteria basis with both snacks and full meals available. Most students spend around £3.00 daily for a full lunch. (The restaurant operates a cash free system where students use a fingerprint-activated system and parents are able to pay online via ParentPay. Full details of this are provided in a separate letter and later on in this section.

The Catering Manager, can provide you with a printout of the items that your child purchases so that you can check that he or she is eating properly. She can be contacted on 01298 814677. Year 7 students will have their fingerprints taken and be shown how to use the system during their Induction Day. Parents of new Year 7s may wish to provide their child with a packed lunch initially if they are anxious about this. Breakfast is also available in the restaurant before school and snacks and sandwiches are sold at break.

Packed lunches

Packed lunches may be eaten in the Restaurant, Dining Social Area or outside.

We are particularly keen that students do not bring fizzy drinks and sweets to school because of the associated behaviours they tend to produce in some students and also because of the litter they produce. So called energy drinks with high caffeine content are not allowed in school. Staff will remove such drinks and dispose of them.

Free School Meals

Students who are entitled to a **free school meal** can choose to spend up to **£2.35** each day. This money is automatically loaded onto the accounts for students to spend at lunchtimes. Details of how to apply are available from Mrs Bagshaw in the school office. If you are eligible, we urge you to take up your entitlement.

Water in lessons

Students are encouraged to bring a water bottle to school and to have a drink during lessons if they are thirsty. Please ensure only water is brought to school.

Students contacting home

If a student needs to contact home with an important message or to ask for a forgotten item, s/he should go to the school office and ask to be allowed to contact home. There is no need to call home if a child forgets PE kit as the PE department will loan kit if necessary.

Lost property

Lost property should be handed in at Pupil Reception. **Any named items will be returned directly to students, so please do make sure all of your child's clothing is labelled.** Unnamed items are stored for a few weeks but we constantly have vast stocks of unnamed uniform, coats, expensive trainers and glasses, pencil cases and a surprising number of lunch boxes. If your child loses an item, please ensure he or she checks at Pupil Reception or contact us directly yourselves. We send unclaimed items to charity shops and give away uniform and PE kit.

Payments for school trips and events

We are an active school with a large number of trips and events taking place. This involves a great deal of work for our administrative staff, receiving and banking money, therefore this year parents will be able to make payments online via ParentPay for trips and events, along with school meals.

However if you would prefer to pay by cheque or cash, we would be grateful if parents would:

- pay by cheque wherever possible;
- make cheques payable to Chapel-en-le-Frith High School unless other instructions are given;
- write your child's name and the event on the back of the cheque and on the envelope in which you send it to school.

Children should bring payments to the office before school, at morning break or at lunchtime. Our Business Manager, Mrs J Emsley, will be happy to answer any questions you might have about this area.

ParentPay

ParentPay is an secure online payment service. The ParentPay system will be used to make payments for school meals, school trips and other activities. Making payments online has many advantages including ensuring that money isn't lost and removing the need to search for change before school.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week: safe in the knowledge that the highest internet security standards are applied.

You will have a secure online account, activated using a unique username and password. If you have more than one child at our school, or children at another ParentPay school, you can create

one single account login for all your children regardless of which school they attend. Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

You should have received your unique ParentPay Account activation details. If you require any assistance please do not hesitate to contact the school office or for further information on ParentPay please see the FAQs below or visit www.parentpay.com.

ParentPay - Frequently asked questions

When can I log in to my account? Once you have received your activation letter from school with your activation login details you will be able to activate your account and start making payments.

Which cards can I use? ParentPay accepts most major credit and debit cards.

Is it safe to make payments on the internet? Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school have access to your card details.

How can I check that it's secure? Standard website addresses begin with *http*: the address for a secure site will always begin with *https*. You will also see a padlock at the bottom/top right of the screen on our login page and after you have logged into your account; never enter your card details or personal data on any web page whose address does not start *https*.

What about our personal information? ParentPay holds a very limited amount of information about you and your child solely for the purpose of administering your account. ParentPay does not use your personal information other than for supporting payments to the school. We do not share or give information to any other organisations. We operate under strict guidelines set out by the Data Protection Act 1998.

ParentPay will **never** contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact them immediately on 02476 994 820.

How can I add a child to an existing account?

DO NOT activate the new account, please follow the steps below:

1. Log in to your existing ParentPay account
2. Select "Add a child" on the home page ?
3. Enter the username and password (activation codes) from the new letter

4. Your child's name will be listed, select "Add to my account".
5. All done! You should now see your child's name on your homepage.

Currently it is **not** possible to merge two accounts that have already been activated.

You can add up to six children at different schools to one ParentPay account.

8 Attendance and Punctuality

The school day begins at 8.40 a.m. with registration and tutor group activities for all students and therefore students need to be **in their tutor rooms** for 8.40am. If a student is late twice in one week they will be detained for 30 minutes during lunchtime. If they are late 3 or more times they will be detained for an hour after school.

Maintaining high standards of attendance is clearly linked to academic success. National statistics very clearly show that where attendance drops below 96% there is a marked impact on attainment.

From 1st September 2013 regulations made it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are **exceptional** circumstances.

If parents want to request a leave of absence during term time for **any absence consisting of one day or more** they will need to submit a completed **request for absence form**. This is found on the school website, or can be obtained from school reception.

The school will only consider authorising an absence during term time based on individual need and exceptional circumstance and only where the following criteria have been met:

- an application is made to the Headteacher in advance of the absence (at least 2 weeks) by a parent or carer the student lives with
- there are special and/or exceptional reasons for needing to take the child out of school.

The Headteacher will consider each application individually, however parents should be aware that circumstances such as not being able to get leave from work, or to attend a family wedding, would not meet the criteria for exceptional circumstances. It is entirely the school's decision and not a parental right to authorise absence from school. Parents should be advised that absence without the consent of the school could result in further action and sanctions including a penalty notice.

Parents will be notified of the Headteacher's decision by letter

Unavoidable appointments in school time

We accept that it is sometimes necessary to make medical appointments for students in school time. Medical appointments that cannot be made outside of term time or school hours and will not require a full day's absence do not need a **request for absence form** but a note from a parent/carer will be required. Your child will need to show the note to their tutor at registration and again to their subject teacher, giving details of the appointment time.

When it is time for your child to leave school s/he should go to the office, with his/her note to sign out of school. S/he should sign in as soon as s/he returns. This is obviously particularly important if we have a fire drill or emergency.

Illness

If your child is ill or unable to attend school for any reason, please contact us using our 24 hour dedicated student absence line on **01298-811878** or email us via the school website. Prompt notification of absences whether through illness or other circumstances will help us to detect any incidents of truancy at the earliest possible stage and we would be grateful for your support in this.

If your child is ill at school we will follow the most appropriate course of action. We will contact you and, if necessary, contact a doctor or hospital.

Please do ensure that we have up to date contact numbers for you and give any changes in writing to the school office. We have had instances where we have been unable to contact parents when students have been very unwell and this has caused a great deal of distress for the youngsters concerned.

Please emphasise to your child that they must not contact you directly during the school day. It leads to lots of confusion and difficulties, not least because we do not want students who are ill to be unsupervised. Your child should go to Pupil Reception and we will contact you if necessary. Please do not text your child during the school day – all communication needs to go through our main office to ensure the health and safety of all students.

Temporary Medication

If your child is taking medication and needs it during the school day s/he should not carry it around in case it gets mislaid or the bottle damaged. You should hand the medication, in its original container, clearly labelled with the child's name and the timing, frequency and dosage to the Pupil Reception where it can be collected and taken during the day. You should note that your son/daughter will be responsible for ensuring they remember to collect medicine at the appropriate time.

Long term conditions

If your child has a chronic or acute medical condition, which perhaps requires medication, you should enquire in the office about completing a **Health Care Plan**, specifying what your child's needs are and what the school should try to do in an emergency. Please be aware that the

school is not obliged to administer medication, nor do we provide a medical service beyond basic first aid treatment, but we will do our best to assist, where possible.

If your child uses an inhaler for the treatment of asthma, please ensure that you leave a spare canister, labelled with your child's name and tutor group, at Pupil Reception in case the inhaler runs out or is forgotten. Please check that your child always carries their inhaler.

Injuries and P.E.

If your child has an illness or injury which you feel prevents him or her taking part in P.E., please check s/he is well enough to be in school. If a particular illness or injury prevents your child taking part in certain activities you should write a letter to the P.E. staff at school. Children should still bring P.E. kit as it is often possible to arrange for them to take part in other appropriate activities. If an injury or problem prevents your child taking part in all P.E. activities this must be specified on the note sent into school.

If students are not taking part in P.E. for a longer period of time, we may need a medical note.

Fractures

There is Local Authority guidance as to what the school should do when a child has suffered a fracture and is planning to return to school, perhaps on crutches. It is advised that a full risk assessment and emergency evacuation procedure is in place before a child returns to school and that parents must obtain written confirmation from the hospital or GP that a child is fit for school before they return. Please therefore contact either the office or your child's Pastoral Leader as far in advance as possible to make arrangements for your child's return; as you will need to obtain the relevant documents and come into school to complete the risk assessments before we can allow your child to return.

9 Communication

Contacting us

You can contact us:

By **phone** 01298 813118

Email: enquiries@chapelhigh.org.uk and the office will forward to the most appropriate person.

Directly to staff: usually first initial and surname: eg: sgrieves@chapelhigh.org.uk

Home School Agreement

You will have received and signed a Home School Agreement. A copy of this is always on our website.

Newsletters

We send out a half termly **Newsletter** in order to give vital information and to celebrate success. We also place the Newsletter on our website www.chapelhigh.org.uk.

Every year we issue booklets outlining the Programmes of Study for each subject area in each

year group. These will automatically be sent to you in the Autumn term with one of the Newsletters.

Please do contact us to let us know if you have any concerns or if there is an issue outside of school that may affect your child's progress or well-being. Please refer to the section on school structures for help.

Visiting School

We are delighted to meet parents by appointment. Appointments can be made by telephone or email via the school office. Clearly, in an emergency, meetings can be arranged quickly but it is not always possible to meet parents at short notice, due to teaching commitments.

When you arrive in school for an appointment, please sign in at reception and collect a visitor's badge. Reception staff will then contact the relevant member of staff for you.

Changes of address and contact details

You have completed a contact card giving details of your and your child's, name, address, contact telephone numbers etc. If any of these details change, please contact the school office or email us on enquiries@chapelhigh.org.uk so that your child's data can be amended.

It is essential that we have full, accurate details at all times.

Governors

Look out for Governor vacancies in the Newsletter and become involved in all aspects of leading the school. We welcome your experiences and skills. Please contact the Headteacher for an informal chat if you are interested. You can also contact the Chair of Governors directly, details are on the website.

10 Code of Conduct

Poor behaviour in lessons or around school

The school has a Code of Conduct which we expect all students to adhere to. The full behaviour policy is on our website and a list of school rules appear in all tutor rooms.

If a student's behaviour is poor in the classroom or around the school he/she must expect to be punished. The scale of sanctions ranges from a verbal reprimand or telling off, through to the setting of extra work, detentions or exclusion.

Detentions

Staff may decide to keep a child behind at break or during the lunch break. For a more serious offence, an after school detention might be awarded. In this case you will be given 24 hours written notice of the date of the detention and the reason it was given. We would expect you to make arrangements for your child to get home safely at the end of the detention.

The law allows children to be kept in detention **without** prior notification and without parents' consent, although clearly we would prefer to have your support in these matters and we would avoid detaining students in this manner, wherever possible, as a matter of courtesy. It is your child's responsibility to give you the detention notification.

Please be aware that if your child chooses not to attend a detention he/she can be kept the following evening without further notification. Students may also be referred to the Leadership Group detention on a Friday evening after school.

More serious incidents or repeatedly poor behaviour may lead to parents being invited in to discuss the problem. We operate an Internal Exclusion system for serious incidents, repeated defiance or disruption to learning. We will exclude students from school for a short period, if necessary.

Behaviour outside school

Whilst students are in uniform they represent the school. We will deal with incidents that occur on the journey to or from school or are directly related to school. Some incidents will clearly fall outside our remit and we will advise you if we feel you should involve the police instead.

Internet use and social networking sites

We have no control over the way in which your child uses social networking and messaging sites. Please do be very vigilant in monitoring your child's use of the internet. We will deal with cyber bullying, where it relates to life in school, but we are limited in preventing it. We rely on you to make sure your child does not use offensive or abusive language online – an offence in Law. Please read the Internet policy carefully and ensure that your child understands all of the conditions especially those relating to defamation of staff or the school. We recommend that all parents make use of the Child Exploitation and Online Protection centre's website www.thinkuknow.co.uk. Please contact Mr Wightman if you have concerns.

If you are concerned or unhappy with something within school please do not post your grievance on social media. Please contact the school and talk either your child's Pastoral Leader or Mrs Griffiths (Assistant Headteacher for Behaviour and Welfare).

Smoking

The school is a non-smoking site. As a school we take the view that students smoking at lunch-times, breaks or on the way to and from school is unacceptable. **Students caught can expect to be punished by the Pastoral team. We stress this point to the students, along with the fact that students found in the company of students caught smoking will be punished in the same manner.** We intermittently run 'stop smoking' groups with the aid of external agencies for students who wish to take advantage of this. We will confiscate and dispose of cigarettes, lighters and any other smoking paraphernalia.

Please note that the use of any e-cigarette is also forbidden and will be dealt with in the same way as smoking.

Litter

Like many schools we need to constantly remind students about litter. All our students should make sure they put litter into the bins around the building. Students dropping litter may be expected to pick up litter as a punishment. Students are allowed to eat in the Dining Social area, the restaurant and outside. They may not eat anywhere else in the building.

Drugs and Substances

We regard the possession and use of any illegal substance extremely seriously. Any student found to have used or been in possession of any illegal substance, alcohol or other banned substance, sometimes known as legal highs, either on the premises or whilst traveling to and from school will be excluded for a fixed term and may be permanently excluded, depending on the severity of the incident. We will involve the Police in such circumstances.

Drugs education forms part of our Personal Social and Health Education programme and we are able to work with agencies to support students who may be experiencing difficulties because of the misuse of drugs or alcohol by family members. We occasionally invite the police into school, sometimes with police dogs, as a profile raising exercise.

11 Legislation

Legal names

Please note that your child will be on the school register by his or her surname **as registered at birth** even though s/he might be known by a different surname. Please contact Mrs Griffiths if you have any concerns about this. We can amend our systems to show your child's preferred name but all official documents such as reports and exam entry documentation must be in your child's legal name.

Legal orders

If there is a legal order in relation to your child, please give details to Mrs Griffiths in writing. This will ensure that the basic information is recorded on our database but the detail will remain confidential.

Parental Responsibility

We recognise that there are sometimes difficult relationships between parents who have separated. If there is any dispute over rights and access to information, we would urge you to consult your solicitor and obtain clear guidance for us. All parents who have parental responsibility are entitled to reports and other information held by the school and will be given a password to SIMS. For practical reasons we would generally only seek parental permission for school trips etc from the person with whom the child normally resides.

Work Guidelines for Young People

Young people 16 or under (by the last Friday in June) and of compulsory school age should have a work permit issued by the county council. The work permit specifies the task, hours, days and

where they can work. Further details are available through the DCC website www.derbyshire.gov.uk **Young people under 13 years cannot work.**

Student photographs

We like to publicise students' achievements in the local press. If you would prefer your son/daughter's photograph and/or name not to feature in articles or such as this please contact Mrs Griffiths, Assistant Headteacher, at school.

Data Protection

All schools must comply with the Data Protection Act. Please refer to our Fair Processing Notice on our website and address any queries to Mrs J Emsley, our school Business Manager.