

Harris School



NEW PARENTS' GUIDE 2009

www.harris-school.co.uk

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WELCOME PARENTS

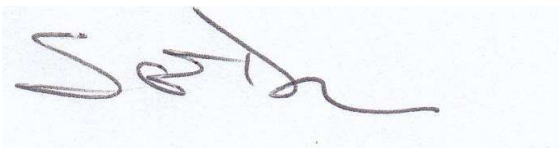
Welcome to Harris School!

This booklet is intended to serve as a guide to new parents. I hope it will tell you everything you want to know as your child becomes a valued member of Harris School community.

We want to work in partnership with you to ensure your child experiences the maximum benefit and success during their time at Harris. Please do not hesitate to contact us with any questions, concerns or suggestions

If there is anything else you want to know which is not dealt with in the Guide, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Steve Dobson', is written on a light blue rectangular background.

Steve Dobson
Headteacher

HARRIS SCHOOL AIMS STATEMENT

Harris School aims to provide a high quality education in a committed Christian environment, in which the love of God is central and young people are valued and nurtured to achieve maximum potential.

WE WANT OUR SCHOOL TO BE:

- Caring
- Christian
- Disciplined
- Encouraging
- Happy

WE WANT OUR STUDENTS TO ACHIEVE BY:

- Being responsible
- Developing a respect for themselves and others
- Learning to respect the environment
- Being able to accept a positive challenge
- Communicating effectively
- Developing a spiritual understanding
- Becoming well balanced individuals

WE AIM TO ACHIEVE THIS BY:

- A broad and balanced curriculum
- An effective system of pastoral care
- Having high expectations of our students
- Co-operation between school, home, church and community

HARRIS SCHOOL CODE OF CONDUCT

At Harris School everyone is expected to have a respect for themselves, for other people and for the environment.

Respect for ourselves means that we always do our best.

Respect for others means that we always enable others to learn, and that we show care and consideration for all members of our school community.

Respect for the environment means we show care for the surroundings in which we live and work.

The Basic Code of Conduct:

Attend
Be Punctual
Work Hard
Act Sensibly
Respect Everyone and Everything

PLEASE REINFORCE THIS CODE AT HOME

We have a Home School Agreement that all parents and students are asked to sign

DETENTIONS

How does your Child avoid getting a detention?

By doing everything that he or she is asked to do by staff and by prefects.

By making sure that he or she is organised - bring everything that they need into school. Make sure that he or she has on their correct uniform, all the equipment he or she needs and his or her homework when it is due.

By being on time for lessons and registration.

If the worst happens and your child is given a short detention, make sure that he or she turns up to it so problems are sorted out. Encourage him/her to take responsibility and to try to improve.

Remind him/her to always be truthful and apologise if he/she has done something wrong.

How long are detentions?

Most detentions set by a teacher are between 2-30 minutes. They can be set before school, during your break, at lunchtimes or after school.

School detentions are 30 minutes on a Thursday night after school.

Extended detentions are 45 minutes on a Tuesday night after school.

If your child is set an after school detention, he or she is expected to attend and, if there is a problem with transport home, the school will arrange a lift home, although this may be later when staff are ready to leave.

A REMINDER FROM GOVERNORS AND THE HEADTEACHER

Our code of conduct, home school agreement and rewards and sanctions are all designed to encourage our students to attract attention for positive actions and behaviour. However, from time to time, we know that students will fall short of our expectations and sanctions will need to be applied. Fixed term and permanent exclusions are the most severe sanctions. The governors and I would want you to be aware of the school's position on violence, drugs and offensive weapons.

- **Threats of violence or actual violence to either staff or other students will always be taken seriously. The sanctions include exclusion. Indeed, permanent exclusion is possible for a one-off incident of sufficient seriousness. The school will always encourage the victim or victim's parents to make a complaint to the police.**
- **Substance misuse (involving possession or supply) whether alcohol, unauthorised prescription drugs or illegal drugs, will always attract at least a fixed term exclusion. Again, permanent exclusion may be appropriate for a first offence. All such incidents will be reported to the police.**
- **Knives, blades, B-B guns or other offensive weapons have no place in school. The possession of, or bringing such a weapon into school, will involve exclusion with the possibility of permanent exclusion for a single serious first offence. The police will always be informed. Governors recognise that, on rare occasions, a student will bring such items into school by mistake. If this happens they must be taken immediately to Mr Dobson, Mrs Edwards or Mr Mosley.**

Harris has very few such incidents to deal with. However, parents will know that there is national concern about these issues.

HOW PARENTS CAN HELP

Your support is essential if your child is really to benefit from his or her time at Harris School.

We would ask you to support your child's education in the following ways:

- Take an interest in all he or she does at school and listen to any problems.
- Make sure he or she comes to school regularly and punctually.
- Inform the school promptly by planner, telephone or visit if there are any problems.
- Find out what homework has been set and try to make sure it is done. Homework is written in the planner.
- Look at the planner as often as possible and sign it each week to show that homework has been completed to your satisfaction and that you have seen any notes from teachers.
- Try to make sure there is a quiet place at home for completing homework.
- Make sure children come to school with all the necessary basic equipment: pens, pencils, ruler, eraser, pencil sharpener and mathematical instruments (protractor, set square, compasses and calculator).
- Supply them with a strong bag to bring books and equipment to school.
- Make sure that all equipment and items of uniform and sports wear are named.
- Ensure that books and equipment issued by school are taken care of at home.
- Make sure he or she leaves for school dressed smartly in full school uniform.

- Explain any absence with an absence note, (there are some blank absence notes in the planner) in advance if possible or by telephone on the first day of absence.
- Avoid making appointments or taking holidays in school time.
- Reinforce at home the standards of behaviour required at school and support us in applying punishments where behaviour falls short of our standards.
- Come to school for all relevant parents' meetings.
- Encourage students to take part in our programme of extra-curricular activities and enable them to do so by transporting them to and from school out of school hours if necessary.
- Try to attend any activities he or she is involved in like plays, concerts and sports fixtures.
- Support our aim to run a full programme of trips, visits and practical work by making voluntary contributions if at all possible.
- Make sure we know of any medical problems your child may have and are informed of any changes to a medical condition or treatment.
- Support the work of the PTA.
- Be involved in the monthly Prayer Meeting

STUDENT VOICE

Student Voice, Harris' School Council of students, meets every half term with a senior member of staff to discuss issues raised by students. Each Tutor Group has a representative on the council, so every student in the school has an opportunity to make a contribution to the agenda.

Staff regularly seek student views through surveys and interviews, to enable us to improve the service we offer.

HOW WE CONTACT EACH OTHER

We value our reputation for excellent home – school relationships. Outlined below are the main ways we can keep in touch:

1. PERSONAL CONTACT

Secondary Schools can seem large and impersonal after your neighbourhood Primary School. We work hard to be approachable. You are always welcome to ask questions or make suggestions. If you have a question, worry or even a word of praise, we want to hear about it. Senior Staff are available from 8:00am every morning and until 5:30pm every day. The more contact we have with each other, the more successful your child's education will be.

It is usually best to speak to the person who knows most about your child. This will normally be the Form Tutor or the Head of Year.

While you are welcome to visit School at any time, for security reasons we ask all our visitors to report to Reception and sign in and out. For everyone's convenience, please try to make an appointment in advance.

2. THE PLANNER

Your child will be issued with a daily planner on starting school and this helps school and home to keep in continuous contact with each other. Students will write in details of all homework set. They will also be asked to fill in things like targets, National Curriculum levels, letters sent home etc. Teachers may comment on good or bad behaviour or work. Also we ask parents to use the book to tell us about anything that concerns you or to ask a question.

3. PARENTS' EVENING, PROGRESS REVIEW DAYS, PARENTS' INFORMATION EVENING

We hold Progress Review Days for you and your child to discuss his or her overall progress with his or her tutor and set targets for further improvement. Once a year there is a traditional Parents' Evening where parents can meet their child's subject teachers. Parents' Information Evenings are held in some year groups to talk about how you can help your child achieve.

4. REPORTING

At a point specified in the school calendar, you will receive a Student Performance Update (SPU) with effort grades for all subject areas. At another point during the year you will receive a Record of Achievement giving assessments and comments on your child's progress in all subjects and a summary of his or her achievements, both in and out of school.

5. COMPLAINTS PROCEDURE

The Education Reform Act laid down a procedure by which parents should deal with any complaints they may have. If you have any worries or complaints please contact us.

Stage 1 - Informal approach to the Head Teacher

Stage 2 - A formal approach to the Head Teacher

Full details of the entire procedure, as laid down by the Act, are available from the school on request.

6. NEWSLETTER

We have a weekly newsletter which is posted on our website and sent home with students every Thursday. You can have the newsletter emailed to you instead by completing the form in the welcome pack.

SCHOOL UNIFORM

We believe in maintaining a high standard of dress and appearance. You can help us by making sure your child leaves for school dressed smartly in full school uniform.

School Colours – Red, Gold & Black

THE OFFICIAL SUPPLIERS OF OUR SCHOOL UNIFORM AND SPORTSWEAR ARE:

The Schoolwear Centre
5 High Street
Rugby
CV21 3BG
01788 542202

BOYS

- Black blazer with blazer badge [compulsory]
- A black plain v-necked jumper [optional] with small school badge. Badges are bought separately and sewn on to the left of plain jumpers.
- Black/dark grey trousers (not jeans)
- White shirt
- School tie
- Black shoes – **trainers are not acceptable**
- Black or grey socks

Trousers should be of a smart, appropriate material **not fashion items such as denim or leather.**

GIRLS

- Black blazer with blazer badge [compulsory]
- A black plain v-necked jumper [optional] with small school badge. Badges are bought separately and sewn on to the left of plain jumpers.
- Black skirt of reasonable length, or black tailored trousers
- White shirt long enough to tuck into trousers
- School tie
- Black (low-heeled) shoes – **trainers/boots are not acceptable**
- Black or white socks or neutral or black tights
- Skirts and trousers should be of smart, appropriate material. Hipster skirts, trousers, jeans and other fashion items are not allowed.

OPTIONAL UNIFORM

- In the summer term students may wear a plain white collared open neck polo shirt without a brand logo. White Harris polo shirts are available from The Schoolwear Centre
- When students wear an outdoor coat we like these to be in a plain, dark colour, preferably black. Denim is not permitted.

GENERAL APPEARANCE

- Students, male and female, are allowed only one **small** stud earring per ear.
- The only other jewellery allowed is a small cross on a fine chain. Staff may ask students to take these off in line with departmental policy as a health and safety precaution
- Nose studs or any other piercings are not allowed and staff will ask students to remove them.
- Studs, as well as jewellery that do not conform to the rules, will be confiscated.
- Only students in years 10 and 11 may wear discreet make-up
- Long hair should be tied back – only plain hair accessories in black, red, or gold are acceptable.
- Students who come to school in trainers will be required to change into regulation school plimsolls.

PHYSICAL EDUCATION COMPULSORY UNIFORM

BOYS

- Red Harris PE polo shirt with school badge
- Football or Rugby boots
- Black rugby jersey with red band and shoulder caps on reverse
- Black shorts and rugby socks in the school colours
- Shin pads

GIRLS

- Red Harris PE polo shirt with school badge
- Black PE shorts
- Red pleated skirt
- Red knee socks for hockey and netball
- Shin Pads

N.B. Skating shoes are NOT suitable for most PE activities and students can sustain injuries by wearing them.

Clean non-marking trainers are needed for use in the Sports Hall.

Red P.E. shirts can be bought from the PE department at a cost of £7.

Students are expected to bring PE kit even if they are ill or injured.

OPTIONAL EXTRAS

The Schoolwear Centre stocks Harris rain jackets, tracksuits and sweatshirts. Students are also allowed to wear blue or black tracksuits of their own for outside activities.

The school also stocks Harris netball, rugby and football sweatshirts. These are particularly useful for those who regularly practise winter sports after school.

THE THINGS PARENTS NEED TO KNOW

GENERAL INFORMATION – THE SCHOOL DAY

Our day begins at 8:55a.m. and ends for students at 3:25p.m. There are five 60-minute lessons in the day, with a 45-minute lunch break from 12:35 – 1:20p.m. Afternoon registration takes place at 1:20p.m.

8.55a.m.	Registration in tutor room
9:15a.m.	Lesson 1
10:15a.m.	Lesson 2
11:15a.m.	Break
11.35a.m.	Lesson 3
12:35p.m.	Lunch
1:25p.m.	Lesson 4
2:25p.m.	Lesson 5
3:25p.m.	School ends

ABSENCES

The importance of regular attendance at school cannot be emphasised too strongly. There will, however, be times when children will be absent. When this happens we need to know the reason as soon as possible and also require a note when your child returns to school. Please telephone school on the first day of absence. If no communication has been received from parents we will contact you. If you know about an absence beforehand, please let us know in advance. Any absence, not covered by a note or where the explanation is not a valid reason for absence, has to be registered as unauthorised i.e. truancy. Absence slips are provided in your child's log book for your convenience.

APPOINTMENTS WITH DOCTORS, DENTISTS, HOSPITALS ETC

Please try to avoid these in school time if possible. In extreme cases try to make appointments in the afternoon. Appointment cards should be shown to the Group Tutor who will tell the student what time to leave school. Students should "sign out" at the Reception Desk.

HOLIDAYS IN TERM TIME

There is no automatic right to take children out of school to go on holiday in term time. Holiday absence will usually be recorded as unauthorised absence. Permission is only granted in exceptional circumstances. If you believe that exceptional circumstances apply, please contact the Headteacher **well in advance of booking the holiday**.

TUTOR GROUPS

Each student belongs to a tutor group of about twenty-six students with a form tutor. The form tutor is responsible for looking after the children on a daily basis, dealing with problems, checking the planner, looking at absence notes etc. The form tutor should be the first person you contact, should you have a concern.

BELONGINGS

Students need a good strong bag and all items of clothing and equipment should be marked with the owner's name. Unnecessary, valuable items e.g. personal stereos, MP3 players and headphones are not allowed in school. While we understand that many parents wish their children to have mobile phones, they should be used for emergencies only. Mobile phones may only be used before 8.50, between 11.15 and 11.30, between 12.35 and 1.15 and after school. Using mobile phones as cameras is expressly forbidden at any time. Phones used inappropriately and in contravention of the school rules will be confiscated until the end of the half term. For the full rules on phones, please see the policy on our website.

Mobile phones and other valuables should be handed in during PE lessons. PE staff will only take responsibility for them if they are in a named envelope or clear wallet. Although changing rooms are locked, their security cannot be guaranteed.

TRANSPORT

If you live more than three miles from school, your child will probably be entitled to a free bus pass. You need to apply for a pass and a form will be issued by your child's Junior (Primary) School. If you do not receive a form please let us know.

To qualify for a free bus pass you need to state on the application form that you have chosen the school "for denominational reasons".

Buses drop and pick up students on Overslade Lane and Dunchurch Road. Three members of staff undertake bus duty each afternoon.

Students may come to school by bicycle and there are more than enough cycle racks available. All cycles left on the school premises should be locked. We encourage all students who cycle to school to wear safety helmets.

SCHOOL TRIPS

We operate an inclusive approach to school trips, educational visits, activity days and church services. Parents and students will be advised of the dates in advance.

INJURIES/DISABILITIES

The main building and Maths block are equipped with a lift so disabled or injured students can have access to the vast majority of the classrooms. If your child has an injury or disability, whether temporary or permanent, let his or her tutor know and arrangements will be made for him or her to use the lift.

TEACHING GROUPS

Students are set according to ability for English, Mathematics, Science, French, Geography, History and RS. They are taught in mixed ability groups for Arts, Technology and PSHE.

Below are the subjects studied in Year 7, with the number of periods for each in a week. All subjects are taught according to the National Curriculum orders.

SUBJECT	PERIODS
Art	1
Drama	1
English	3
MFL (French for all Spanish as well for the upper band)	3
Geography, History, Religious Studies (taught for 6 weeks in rotation)	3
Information Technology	1
Learning to Learn	1
Maths	3
Music	1
PE/Games	2
Personal Social & Health Education	1
Science	3
Technology	2
Total	25

HOMEWORK

Homework is an essential part of the learning process. All students are expected to complete homework daily according to the homework timetable. A copy of the homework timetable can be found in your child's planner. The Library is open and staffed from 8:15 until 8:50am (Breakfast Club), at lunchtime and after school until 4:30pm every day. Students can use ICT and other resources to help with homework assignments.

CHARGING

Students at this school receive their education and books free. In order to offer a broad and varied curriculum in an interesting way we do have to ask parents to pay for some activities. These include:

- **Instrumental Music Lessons**
- **Trips and Visits Out of School**
- **Some Art/Technology Materials etc**

A full copy of the School's Charging Policy is available on request, from the website, or Reception.

USE OF HARRIS DRIVE AND CAR PARK

Parents are asked **not** to use Harris Drive or the school car park for either picking up or dropping off students. This is to ensure the safety of all students. **The safest place to meet your child is behind school on Saunton Road. Please do not park in residents' parking bays or the bus bays.**

NEW STUDENTS' GUIDE

In a recent summer school the year 7 students worked on a new students' guide. Issues concerning them were: getting lost; bullying and how to avoid getting a detention. A copy of this is contained in your pack.

SCHOOL FUND

There are a lot of things that happen in school which we cannot fund out of the money we receive from the Local Authority – paying for transport for sports teams is just one example. Each year we ask families to make a voluntary contribution of £10 for the first child in school to the School Fund and £5 for younger children. We would ask you to pay this as early in the year as possible. If you would like to pay for all 5 years you can do that at the discounted price of £40 if you pay before 30th November 2009. Cheques should be made payable to Harris School.



THE LOCAL AUTHORITY AND THE DIOCESE

All school policies are developed and reviewed in the light of advice and guidelines from the Local Authority and the diocese. All policies can be found on the school website: www.harris-school.co.uk

**The school follows approved procedures for Child Protection,
Physical Restraint and Data Protection**

CANTEEN

The Canteen at Harris School operates a “cashless system”. No cash can be accepted.

Each student is issued with a ‘swipe card’, which must be credited with funds prior to use. There are three methods for crediting the card:

1. Coins: Insertion of coins at the cash terminals in the Dining Room instantly credits the card. Payments may be made as frequently as desired. Terminals are programmed to accept £2; £1; 50p; 20p; 10p coins.
2. Bank Notes: These should be placed into an envelope and posted in the Post Box at Reception. Please write the student’s full name and tutor group on the envelope.
3. Cheque: The cheque should be made out to ‘Warwickshire County Council’, and placed in an envelope in the Post Box at Reception. Please write the student’s full name and tutor group on the envelope.

Any amount of money can be paid into your son’s/daughter’s account which is held within the system.

Monies spent will be taken electronically from their individual ‘account’ at the point of sale. Terminals can be used to check the balance on the card.

There is a daily ‘spend limit’ programmed into the system of **£4.50 provided that there are sufficient funds within the account.** This can be increased or decreased for an individual student by making a written request to the school kitchen.

Students entitled to free school meals will receive an automatic credit to their account each day and, in this way, there is no differentiation between students using the service. If this value has not been used for any reason during the day of issue then it is deleted from the system at the end of that day. Students entitled to free meals may also add cash to their account using the terminal and these monies remain in the account until spent.

Parents can request a print out of food purchased by their child.

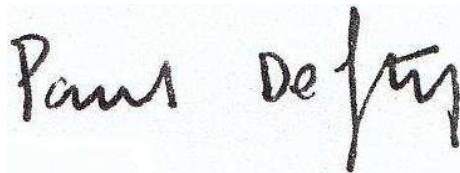


PARENT TEACHER ASSOCIATION

As parents we all want the best possible education for our children. The aims of the P.T.A. are to continue supporting the school whether it is by informed discussion or providing resources the school wants but cannot provide itself.

Each year we organise a number of events, and help at a number of school functions, teachers and parents working together on a number of activities.

We are always pleased to welcome new parents to the school and to the P.T.A. events and meetings. If you would like to know more about us then please don't hesitate to contact us at school. We hold our Annual General Meeting in September, so please watch out for your invitation to come along. I look forward to welcoming you in person at any of our meetings or events.

A handwritten signature in black ink that reads "Paul Defty". The signature is written in a cursive style with a large 'P' and 'D'.

Paul Defty
Chairperson

THE LAST YEAR 7 QUESTIONNAIRE

Here are some of the responses to the question – “What are you pleased about?”:

1. The attention the school pays to each individual child.
2. Having a happy 11 year old at senior school, even if he does not like the homework!
3. All the teachers are friendly and approachable.
4. My child wants to learn and is very keen.
5. My son comes home happy, he’s involved in sport which he loves and he’s making progress in his academic studies.
6. Good and caring teaching staff.
7. Helpfulness and friendliness of staff and students.
8. My child is very happy, cares about appearance and is mindful of school rules, indicating an awareness of the importance of discipline.
9. I think it is a credit to the school how quickly the students seem to have settled.
10. Teachers who are enthusiastic about what they do, who approach their job with respect for the pupils.
11. My son is happy at school, he has made lots of friends and even speaks about the teachers on a positive note.

Contact us:

Telephone: 01788 812549

E-mail: office@harris-school.co.uk