

# OLDBURY WELLS SCHOOL

Aspire, Enjoy, Achieve



Oldbury Wells

**PARENTS' HANDBOOK 2024/25**

# WELCOME TO OLDBURY WELLS SCHOOL

*Inspiring Education... Inspiring Lives*

Dear Parent/Carer

Can I take this further opportunity to formally welcome you to Oldbury Wells School; we are tremendously excited to be welcoming your child into our community and are fully committed to ensure that they are fully supported during what will be an exciting time for them. Many parents may have older children who are already at the school, but for everyone, each journey is different with specific support being essential for every individual.

We have a wonderful school, we are alive with learning, ensuring everyone continually improves to be the best they can while developing individual interests and talents. We aim for all our young people to further gain in confidence and ASPIRE to make the best progress in all they do within a safe, caring and supportive environment. Our school has high expectations and high levels of achievement and ensures ENJOYMENT is at the heart of all our work, we know that your child will be successful with us as they move into the next stage of their education.

Our school is a great place to be and a great place to learn. We are relentless in celebrating everyone's ACHIEVEMENT in all aspects of their academic and personal development, ensuring everyone is fully prepared to move forward, taking their place in today's diverse society. We are here to respond to all your child's needs as we share their journey with them.

This booklet provides information that we hope you will find useful and outlines how we aim to work together to support your child's success. There is also a range of materials on the school website and our new Parent App which we will be launching before the end of this academic year.

This booklet is divided into the following sections:

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We will continue to make regular contact with you throughout the transition process. We are a very open school and actively promote a 'Listen and Respond' approach. We know that our secondary school will be significantly larger than the primary school your child arrives from; we aim to keep that very personal approach with a team of dedicated staff who are here to help. At the start of the new academic year we will be holding a Transition Evening where you will have a further opportunity to speak with your child's form tutor once they have formally started here at Oldbury Wells.

Should you have any questions then please do not hesitate to contact the school, we are however extremely confident that as we guide you and your child through the transition process you will both be well informed and extremely confident regarding developments in the months ahead.

I look forward to meeting with you.

Yours sincerely



**Lee Tristham**  
Headteacher

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# A - KEY PEOPLE AT OLDBURY WELLS SCHOOL

## Pastoral Support

- The **Form Tutor** is your key point of contact if you have concerns about your child. They will take the register every day; keep an eye on welfare matters and on your child's progress. They also deliver our PSHE/RSE curriculum. Each tutor group bears the initials of the Form Tutor.
- The **Head of Year** monitors the progress, organisation and attitude to learning of the year group and is responsible for personal development and attendance.
- The **Pastoral Manager for Key Stage 3** support behaviour and attitudes.
- **Pastoral Support Workers** monitor welfare and interventions in school.

## Teaching and Learning

The quality of teaching is the responsibility of each **Director of Learning**; please get in touch with them if you have queries about a specific subject. A full list of staff is available on the school website.

## Key Staff

- Mr Chris Smith (Head of Year 7 and Transition Lead)
- Mrs Katharine Warner (Deputy Headteacher – Behaviour, Attitudes and Personal Development)
- Mrs Lisa Bridgwater (Pastoral Support Worker)
- Mrs Kate Dwane (PA to Headteacher)

The School's **Education Welfare Officer**, Mrs Emma Chafer, has responsibility for helping parents and the school over problems of attendance. Contact can be made via the school.

## B – ATTENDANCE AND TRANSPORT

### ATTENDANCE

Good attendance at school is vital for successful education. For this reason, we take attendance of students very seriously and expect pupils' attendance to be no less than 95%. Student attendance is also measured by the Department for Education who class anyone with an attendance below 90% as a 'persistent absentee'.

Parents will be aware that the Government has been tightening up on school attendance.

The link between attendance and attainment is clear. In a recent study, 36% of persistently absent children in KS4 got 9 to 4 in their English and maths GCSEs, compared with 84% of regular attenders. It's never too late to benefit from good attendance, or to recover from previous poor attendance. In the same study, more than half (54%) of pupils who were PA in Year 10 and then rarely absent in Year 11, passed at least 5 GCSEs, compared to 36% of pupils who were persistently absent in both years.

Attendance is important for more than just attainment. Regular school attendance can facilitate positive peer relationships, which is a protective factor for mental health and wellbeing.

#### **What to do in the case of illness:**

If your child is not going to be in school, please call the absence line on 01746 765454 (Option 1) or email [attendance@oldburywells.com](mailto:attendance@oldburywells.com) to report their absence. Please do this before 8.40am on the first day of the absence and on every other day of absence that follows.

It is important that you do ring on each day of your child's absence because it helps us to spot truancy. For this reason, we do insist that students produce absence notes. The school uses a lesson-by-lesson registration package allowing us to track attendance throughout the day. If we are unsure of any absence, we will contact you to make sure all is well.

Schools have the duty of deciding whether any absence was 'authorised' or 'unauthorised'. The great majority of absences cause no difficulty, but there may be times when we will need to contact you. I am sure parents understand that they have a legal duty to ensure that children attend school regularly. This is obvious but it sometimes can raise problems over term-time absences.

Punctuality is obviously of importance too. Students who are late must sign in at either West reception. This is important not only in terms of keeping accurate records, but also for safety, in the unlikely event of an emergency such as a fire.

## REQUEST FOR LEAVE OF ABSENCE

In line with the School Attendance Regulations there is no longer an automatic right to take your child out of school during term time. Headteachers are now only allowed to authorise any leave of absence when an application has been made in advance by the parent/carer with whom the child is normally resident and it is felt to be for an **exceptional circumstances**. The annual family holiday would not be deemed an exceptional circumstance.

Applications will be looked at individually on merit and, in the case of an event that has to be booked, the request needs to be made prior to the booking. Factors taken into consideration by the Headteacher as to whether authorisation can be given will include:

- If it is necessary for the child to be in attendance at the event.
- If it is highly unlikely that the event will occur again in a child's school life.
- If the event cannot be organised outside of the school term.
- If the event is necessary to the health and wellbeing of the child.
- If taking part in the event will be of greater value to the child than attending school.
- If the child will not be disadvantaged by not being in school for the period of the event.
- The child's previous attendance history.
- The age of the child and their stage of education.
- The time of year (beginning of academic year, exam times etc).

If you consider that your request falls into this category, you will need to complete the Leave of Absence Form and return it to the Headteacher. A response will be sent to you as soon as possible. If the absence requested is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised, and Shropshire Council's Education Access Service will be informed. In this instance, the Council **may serve a Fixed Penalty Notice**.

There will always be exceptions, particularly where a child or family have been through a difficult or distressing time, please contact the Headteacher directly in such a case.

## SCHOOL TRANSPORT

School transport for 'in area' students is the responsibility of Transport Section at the Education Department at Shirehall. For student coming from 'out of area', parents are asked to contact Oldbury Wells for information about transport.

Bus passes for students eligible for free travel to school will be issued to them early in their first term. Once passes have been issued, they should be carried at all times as coach operators carry out regular checks on buses and students will not be allowed on certain buses without them. Lost passes must be replaced at the student's own expense; for further information on the replacement of bus passes please contact us at school. [susan.billingham@oldburywells.com](mailto:susan.billingham@oldburywells.com)

All buses are met on arrival every morning. Staff also supervise the safe loading and departure of buses; this ensures children are safe and that we are sure they 'catch' their correct bus.

## C – SCHOOL UNIFORM

Girls	
School Uniform	PE Kit
Fitted black blazer with school logo White shirt <b>NEW 2024 for all year 7 starters - Oldbury Wells School skirt - Gisburn tartan</b> Plain mid-grey trousers <b>Years 7, 8</b> Lower school tie <b>Years 9, 10, 11</b> Upper school tie Socks - black, white or grey Tights - grey, black or natural colour only Flat black polishable shoes ( <b>no boots or trainers and nothing with a branded logo showing</b> )	PE T-shirt with school logo Black PE skort or shorts* or plain black leggings (no logos) Black trainer socks  Purple knee length PE socks for football and rugby Also required are trainers, football boots, shin guards and a gum shield *Cycling shorts are not permitted
<i>Optional Items:</i> Cardigan, grey with school logo Unisex sweater, grey with school logo Unisex slipover, grey with school logo	<i>Optional Items:</i> Training top with school logo
<b>NB. Both skirt and trousers should be of cotton, cotton/polyester, cotton/viscose material and not a stretchy material, such as Lycra</b>  <b>*SKIRTS MUST NOT BE MORE THAN 2" ABOVE THE KNEE</b>	

Boys	
School Uniform	PE Kit
Black blazer with school logo White Shirt Flat/Pleated front mid-grey trousers <b>Years 7, 8</b> Lower school tie <b>Years 9, 10, 11</b> Upper school tie Socks - black, white or grey School type polishable black shoes ( <b>no boots or trainers and nothing with a branded logo showing</b> )	Rugby/football top PE T-shirt with logo Black PE shorts Black trainer socks  Black knee length white top PE socks for football and rugby Also required are trainers, football boots, shin guards and a gum shield
<i>Optional Items:</i> Unisex sweater, grey with school logo Unisex slipover, grey with school logo	<i>Optional Items:</i> Training top with school logo
<b>NB. Trousers material to be as per above.</b>	

We do routinely carry out uniform checks; our uniform needs to be 'uniform'. A child unable to wear the correct uniform on any day must produce a signed letter from Parents/Guardians explaining the reason why. We also ask that **all clothing and property is named**. This then means any lost property can be quickly and easily returned to its rightful owner.

**Please note:** the school cannot accept responsibility for loss or damage to the clothing or uniform of individual pupils.

## OUTDOOR CLOTHING

A Black or Grey waterproof coat/jacket may be worn to and from school and, if wished, crossing the road between East and West sites (but not to be worn indoors). **Fashion sweatshirts, hoodies, denim, leather or other such tops** are not classed as outdoor wear and should **NOT** be worn to school.

## TECHNOLOGY

For Food Technology a cotton apron, with front pocket is required.

## PERFORMING ARTS

Pupils are not required to change for Performing Arts but a spare pair of socks is recommended.

## THREE IMPORTANT SUPPLEMENTARY POINTS ARE AS FOLLOWS:

**Hair:** 'Grade One' haircuts, or other extreme cuts, and unnatural hair colours are unacceptable. Should this be the case Parents/Guardians will be contacted as this is not an acceptable appearance to be allowed in school or the classroom.

**Jewellery:** Years 7-11: **maximum of one** stud or small earring in each ear. **No other facial piercings** or different types of piercings are allowed. Should this occur students will be asked to remove the piercing whilst in school. There are separate rules for the Sixth Form.

**Make-up:** is not allowed in Years 7, 8 and 9. Older students may use it modestly. Nail Varnish should be of a clear or pale colour, but **no** nail extensions, acrylic or shellac varnish are permitted. Your child will be asked to remove any inappropriate colours.

## OBTAINING THE UNIFORM

*All suppliers have the facility to order online*

**LAD AND LASSES**, They have stores in Bridgnorth, Codsall and Penn

**Tel:** 01746 761701 / 01902 846262 / 01902 334650

**Website:** [www.ladsandlassesschoolwear.co.uk](http://www.ladsandlassesschoolwear.co.uk)

**RON FLOWER SPORTS**, 28 Queen Street, Wolverhampton, WV1 3JW

**Tel:** 01902 429490    **Email:** [sales@ronflowerssports.com](mailto:sales@ronflowerssports.com)

**Website:** [www.ronflowerssports.com](http://www.ronflowerssports.com)

**STITCHES OF BRIDGNORTH**, Roshan House, Holybush Road, Bridgnorth, WV16 4AY

**Tel:** 01746 761177    **Email:** [info@stitchesofbridgnorth.co.uk](mailto:info@stitchesofbridgnorth.co.uk)

**Website:** [www.stitchesofbridgnorth.co.uk](http://www.stitchesofbridgnorth.co.uk)

## D – THE SCHOOL DAY

### SCHOOL HOURS

The school day starts at 8:45am and finishes at 3:15.

Coaches depart at 3:25pm.

After-School Detentions: Should your child be placed in an After-school detention these will run from 3:15pm to 4:15pm. You will be informed a minimum of 24 hours in advance. Please be advised you would need to provide suitable travel arrangements for your child.

### LUNCHTIME

Children may:

- have a school meal from the canteen. A good selection is available, including salads and vegetarian dishes. There is now a fixed price balanced meal, consisting of a choice of protein, vegetables, and potatoes or pasta, followed by a sweet or fresh fruit.
- have sandwiches, brought from home or bought from the canteen.
- have a packed lunch brought from home.

We have a policy that all students stay on school premises during lunchtime.

### DURING THE SCHOOL DAY

If a student needs to leave site they must sign out and sign back in at the West Reception on every occasion that they leave the premises. This is for Health and Safety reasons in the unlikely occurrence of an emergency such as a fire. For safeguarding reasons, **pupils will only be allowed to sign out once a parent has arrived to collect them.**

## E – LESSONS AND THE CURRICULUM

The timetable is organised over a fortnight of 50 lessons (five lessons of 60 minutes each day).

The curriculum is set out on our school website with details about what pupils' study in each of their subject areas across Yr7 to Yr13. <http://www.oldburywells.com/parent-information/curriculum>

### READING

National research shows that reading has a positive impact on pupils' attainment. At Oldbury Wells we also believe that reading improves pupils' literacy skills, and that good literacy is fundamental to pupils' success. Students are expected to have **two reading books** with them every day. We continually promote 'reading' through our curriculum. Reading and Literacy underpins the school curriculum by developing pupils' abilities to speak, listen, read and write for a range of purposes, in a variety of styles and for different audiences. They use language to learn and communicate, to think, to explore and to organise. Helping pupils to express themselves clearly, both orally and in writing, enhances and enriches teaching and learning in all subjects. All teachers have a crucial role to play in supporting pupils' literacy development both inside and outside the school's curriculum. All teachers will take an approach which considers varying interests regarding reading materials. For a full copy of our Reading and Literacy Statement please go to our website at [www.oldburywells.com](http://www.oldburywells.com)

### GROUPS AND SETS IN YEAR 7

Groups and Sets are arranged so that every child can achieve their maximum potential.

In Year 7 pupils are taught in forms for most subjects but are in sets in Maths and English.

In Year 8 and 9 more subjects are then delivered in ability sets.

'Setting' is not a perfect art; a number of children could be equally well placed in more than one set. Do please contact the Director of Learning if you are concerned that your child is seriously misplaced. However, we do ask parents to understand that it is important to keep class sizes reasonably even and those students on the borderline can normally be well served in both the sets in question. Also, following assessments students can move either up or down sets. Parents will be informed when we feel this needs to be done to support a pupil's progress.

Setting is not the only way of organising pupils learning. Some subjects for example choose to teach pupils in mixed ability classes.

### THE OLDBURY WELLS SCHOOL HOUSES: CASTLE, FRIARY, NORTHGATE AND WESTGATE

The Oldbury Wells School Houses are: Castle, Friary, Northgate and Westgate.

Inter-House competitions are held every half-term to help bolster the team-spirit and camaraderie between students in friendly but competitive team competitions. The events held each year include: Football, Netball, Rugby, Basketball, Dodgeball, Badminton, Volleyball, Handball and Tennis and a 'Tug of War' contest.

## F – REWARDS AND SANCTIONS

### REWARDS

Frequent praise and reward for achievement are features of Teaching and Learning at Oldbury Wells, so that pupils receive recognition for their positive contributions to school life. These positive contributions will include outstanding effort, attainment or progress, excellent classwork or homework, meeting or exceeding an end of year target, helping teachers or other students and outstanding extra-curricular performance. Praise is also available to all pupils whenever they show progress.

The school will use both informal rewards, such as giving praise for positive contributions in and outside the classroom, and formal rewards, such as awarding achievement points. When pupils reach a certain number of achievement points, they will receive the following rewards:

- Achievement badges
- Early lunch pass
- Canteen food vouchers
- Invitation to afternoon tea
- High street voucher

Teachers may also nominate pupils for Commendations for outstanding contributions in and outside the classroom.

### SANCTIONS

Sanctions will be used to help pupils make appropriate choices about their behaviour and attendance. Where they choose to breach the Code of Conduct, pupils have a right to expect fair sanctions, applied consistently.

The most appropriate sanction is one designed to put matters right and to encourage better behaviour in the future. It is not appropriate, therefore, to punish whole groups for the misdemeanours of a few, or to impose a sanction that may humiliate pupils. Sanctions will be applied consistently and fairly and without prejudice. In lessons, when pupils make inappropriate choices about their behaviour and formal sanctions are necessary, the matter will be dealt with by the subject teacher. In the case of serious misbehaviour, the pupil may be referred to the Head of Department or Pastoral Manager for their key stage.

The school recognises we are working with children and young adults and they will make mistakes; it is important that they learn from any mistakes which are made and to do this we will invest time and effort to reflect and review incidents of poor behaviour. We work hard to ensure that pupils understand the difference between right and wrong and know how to behave responsibly and with courtesy.

The school also recognises the link between good teaching and good behaviour. Good teaching promotes good learning and positive behaviour. Positive behaviour allows good teaching and learning. Poor behaviour not only hinders teaching but is disrespectful to other pupils as it affects the learning of others.

The school monitors the incidents of poor behaviour as well as the achievement points that are awarded. Parents will be notified of concerns and where necessary be asked to help monitor pupil behaviour when pupils are placed on report. Where there are concerns, close links and close working between school and parents/guardians will often make all the difference. We use the full range of sanctions available to us which includes break, lunchtime and after school detentions, internal exclusion (removal from lesson), fixed term exclusions and, rarely, permanent exclusion.

The school anti-bullying policy is well established, and incidents of nastiness are thankfully rare. One recent development is the problem caused by 'online discussions' between pupils; these online comments can be a wonderful method of communication, but unfortunately pupils can go too far by making comments which are not only hurtful but also illegal. We do ask parents and carers to be aware of this and to monitor their child's computer and mobile phone use.

Bus behaviour is closely monitored. The Local Authority Transport Unit will also be involved and if necessary, appropriate sanctions will be imposed.

If parents or pupils have concerns, they are able to contact any member of staff, however the most relevant contacts may be: Pastoral Managers or Mrs Warner, Deputy Headteacher responsible for Behaviour, Attitudes and Personal Development.

# G – ICT, DATA PROTECTION AND MOBILE PHONE POLICIES

## COMPUTER AND INTERNET USE IN SCHOOL

### When using the computer network in school you should:

- Only access the programs that you need for the lesson. These will be specified by the teacher.
- Never leave your computer on and walk away from it - make sure that you always log off after you have finished using the computer.
- Never tell anyone else your password, including your friends.

### When using the Internet during lessons you should:

- only use, move and share personal data securely
- respect the school network security
- set strong passwords which you will not share
- not use your own mobile device in school unless you are given permission
- respect copyright and the intellectual property rights of others
- only create and share content that is legal
- always follow the terms and conditions when using a site
- only visit sites which are appropriate
- only use school approved email accounts
- only use appropriate content which you have permission to use
- only communicate online with trusted users
- never meet an online friend without taking a responsible adult that you know with you
- make sure all messages/posts you send are respectful
- not respond to or forward any inappropriate message or content
- be cautious when sharing personal contact information
- only communicate electronically with people you know or have been approved by the school
- report unsuitable content or activities to a member of staff

### Remember that these rules are:

- 1) Designed to promote your safety and well-being and the safety of others.
- 2) Designed to support your learning.
- 3) Part of our school rules – a breach of these regulations therefore may lead to loss of ICT access and bring school behaviour strategies into force.

**NOTE:** Pupils should not use their own mobile devices in school. Any devices that are brought into school are at the owners' risk.

Parents can find more detailed information and useful advice about ICT & Safety at:  
[www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents) and [www.ceop.gov.uk](http://www.ceop.gov.uk)

## USE OF MOBILE PHONES, SMART WATCHES AND OTHER DEVICES IN SCHOOL

On occasions, we have issues with pupils using mobile phones and other devices in school. Parents will be aware of the potential for such devices to be used for cyber-bullying or worse; some cases of this sort have received media attention. We are aware that some of our young people travel considerable distances to school and that some parents rely on mobile contact to arrange for collection from buses. If parents therefore choose to allow their child to attend school with a mobile phone, then it must remain off and unseen in the student's bag.

Our policy means that neither a mobile phone, nor any other device, including a Smart watch, may be used at all, on school premises and/or during the school day (including between lessons, break and lunchtime). If a student needs to make a telephone call, they should ask at Reception. Similarly, if parents need to contact their child, they may of course do so through Reception.

**Students should be aware that if mobile phones or other devices are seen in school they will be confiscated and held at Reception until the end of the school day. If this happens a second time, parents will be asked to collect the mobile phone from school.**

Parents should be aware that we are not able to replace lost or stolen personal items. Parents will need to take this into consideration, because there will be times when your child will leave their bag unattended. In exceptional circumstances we could arrange for valuables to be kept locked at Reception; please contact us if you wish to make use of this option.

# H – HOME LEARNING STATEMENT

## STATEMENT OF INTENT

The DfE (Department for Education) has stated that:

*‘Well-organised homework can play a vital role in raising standards of achievement. It is important that the homework that pupils are set supports and complements the work they do in school and that the amount of homework pupils receive reflects the stage they are at in their schooling.’*

Oldbury Wells School regards Home Learning as an integral part of the curriculum and school experience of every student and an essential element of good education. It should be planned and prepared alongside all other programmes of learning. We recognise the importance of home learning as a means of consolidating students’ understanding and developing new skills.

Tasks will be varied in style and not necessarily be a written piece of work. Tasks could include reading, listening, watching, revising, essay writing, report writing and model making.

Your role in supporting your child’s learning is important. The school subscribes to an on-line homework package called **Satchel One**. You can download a **parent app** for this which will allow you to see what homework your child has been set and when it is due.

### **Pupils should:**

- Access home learning through Satchel One, taking attention to TED (**T**ask, **E**xpected time, **D**ue Date)
- Complete home learning to the best of their ability
- Complete home learning on time

### **Parents/Guardians should:**

- Provide a peaceful and suitable place in which children can do their home learning
- Familiarise themselves with home learning expectations
- Contact school if problems exist e.g. too little, too much
- Encourage and support pupils with their home learning
- Support the school’s home learning policy, including the sanctions used to deal with pupils who fail to complete home learning satisfactorily
- Download the Satchel One app to monitor home learning
- Download Go for Schools app to monitor progress, house points/behaviour

## STUDY SUPPORT FACILITIES

If there are difficulties at home providing a suitable environment in which to do home learning, arrangements can be made to complete home learning in school during lunchtime.

There is a lunchtime Homework Club held each week on Monday-Thursday which is open to anyone who wishes to attend or may need some extra help with their homework.

## EQUIPMENT FOR SCHOOL

All students should bring to school at least the basic equipment. The 'ideal pencil case' \* would include the following:

- 30cm Pencil Case
- 2 x blue pens
- 2 x black pens
- 2 x green pens
- Compass
- Pencil
- Sharpener
- Ruler
- Protractor
- Eraser
- Pencil crayons
- Highlighter
- Glue stick
- Scientific calculator

\*Equipment can be purchased from the school shop at very reasonable rates and the Maths department can provide advice on the purchase of calculators.

**For music students will need to bring in a pair of 'in ear' headphones (cheap ones would suffice).**

## J – PROGRESS AND MONITORING

What follows applies to students in Key Stages Three and Four (Years 7 - 11). Arrangements for the Sixth Form are notified separately.

- (i) **Target Setting:** Once staff have got to know your child; they will set them targets for the end of their Key Stage. These targets are meant to be challenging, but realistic if your child works to their full potential. The starting point for all target setting is your child's Key Stage 2 English and Maths test scores (from the tests they took at Primary school before joining Oldbury Wells). The Government base their judgement on a child's progress from these test scores too.

Making progress to the end of Key Stage targets is different for every child and we are well aware that sometimes a child can achieve their targets sooner than expected. In these instances, targets can be increased to provide your child with a new goal to aim for, if it is appropriate. When targets are not met by the end of the year or monitoring shows that your child does not look like they will meet their end of Key Stage target, a range of intervention strategies will be employed by your child's class teacher to help them get back on track. Should you have any concerns regarding your child's progress, you should contact your child's Head of Year.

- (ii) **Internal Monitoring:** Children's progress is evaluated using a variety of approaches. These will include homework, classwork and more formal termly assessments that will occur throughout their school career. On entry, students are set academic targets which are based both on their prior levels of attainment and on their potential to improve at a steady rate. We then monitor their progress towards achieving these targets in order to ensure that any concerns are identified early and addressed promptly.

Internal reporting procedures exist to respond to concerns that may arise over behaviour. For example, the Head of Year may request the compilation of a brief report to assess a student's attitude and effort within lessons. An appropriate intervention programme may then be constructed to address any issues raised which may include a request for a meeting with parents.

- (iii) **Reports and Parents' Evenings:** All parents are contacted on two occasions in KS3 and three occasions in KS4 during the school year. Parents are invited to a Parents' Evening in order to discuss their children's progress with their teachers. Parents receive a main report once every year which records current levels of attainment against target levels. A brief interim report also records ongoing progress towards each child's targets.

## K – SOME SPECIFIC POINTS

**Access:** The Governors take seriously their responsibility to enable students with disabilities to access the full school experience as far as possible. Parents with concerns should write to Mr Tristham or to the Chair of Governors. Our SEN Policy and accessibility plan are available on our website.

**Accidental Damage:** The School does not expect to reclaim any costs from students or parents when School property is damaged in a genuine accident. However, if damage arises through thoughtlessness or reckless behaviour, and certainly, if there is any deliberate act, parents will be asked to pay an appropriate proportion of the cost.

**Assemblies:** Assemblies are important at Oldbury Wells, students will normally have at least two each week. We see them as an opportunity to promote and to uphold the school's values: respect and care for others, a sense of personal worth for our students and a determination to aim high. They are across a broad range of appropriate content and often with global issues as a subject matter. Please let the School know in writing if you wish your child not to participate in assembly.

**Careers Education and Guidance:** Oldbury Wells School provides careers education and opportunities for all students. As a school we have invested in and use Unifrog (<http://www.unifrog.org>) which is an online careers platform that brings all the available information young people in academic years 7- 13 might need to make informed choices about their future. Unifrog also supports young people in submitting the strongest possible applications be that to UCAS, Colleges or Apprenticeships.

**Charging:** By and large everything that takes place during the school day is free. There are two exceptions where charges are made: (1) in Technology, if you wish to own your child's finished product; and (2) towards the cost of individual music instrument tuition. In addition, voluntary contributions may be essential if we are to be able to afford to run educational trips in the daytime. For more information please see the 'Charges and Remissions Policy' on our website.

**Equal Opportunities:** Equal opportunities are something we take seriously. School is very much about opening doors for young people and an important part of this is keeping our students' minds open about careers and subjects, which may be stereotypical. The school has an Equality Statement and Accessibility Plan, which may be viewed on our website.

**Exam Fees:** The School does expect to reclaim from parents any examination entry fees if the student, having agreed to enter, subsequently withdraws. Other exam entries will not be charged, except where students repeat a subject.

**Insurance:** By and large your children are uninsured when they are here. They are not insured against accidental injuries and their property is not insured against loss or theft. Parents who wish these matters to be covered by insurance **must check that their own insurance gives satisfactory coverage.**

**Lost Property:** Please help us by labelling everything, where possible. An amazing amount of PE kits, coats, pencil cases and so forth are left unclaimed each year. Please encourage your children to be aware of what they have brought to school and not to simply abandon items! Enquiries about lost property should be made to reception; property which is not claimed after one complete month is disposed of, although clearly labelled items can, of course, be returned to their owners.

We would also ask that only necessary items are brought to school by your child. Please bear in mind that the school cannot replace lost or stolen items.

**Medical:** When children fall ill or are injured during the school day, a **member of staff** will of course contact you. Children **must not** contact you themselves by mobile phone. Please note, we do not have a resident School Nurse but a member of staff who holds a First Aid at Work certificate is available to deal with minor issues. If in doubt, we refer children to yourselves or to hospital in the event we cannot contact you. Please do not send students who are ill to school just because there is nobody at home to care for them, we do not have the staff or facilities to look after them.

Please make sure that the school is informed of any health problems (e.g. asthma, epilepsy etc) that we should know about. This enables us to keep all teachers properly informed. Parents will have completed the 'Emergency Medical Aid' section of the Pupil Registration Form, which gives permission for pupils to receive medical attention, in the case of an emergency, where it has not been possible to contact home.

***Please ensure you let school know ASAP if there are any changes to your contact details.***

**Individual Music Instrument Tuition:** Is arranged by the Head of Music, Ms Jo Dangerfield. Please let her know if you would like your son or daughter to learn an instrument, she can be contacted at [jo.dangerfield@oldburywells.com](mailto:jo.dangerfield@oldburywells.com). Some tuition is provided at a subsidised rate by the County and, subject to demand, we can arrange additional tuition in various instruments on a paying basis.

**Religion & Citizenship:** Follows the Shropshire 'agreed syllabus'. A significant study is made of other religions; above all our aims are to develop knowledge and understanding. Parents are of course at liberty to withdraw their children from Religion & Citizenship if they wish, but we do ask for confirmation in writing to be sent to the Headteacher, Mr Tristham.

**Sex Education:** In the early years, the emphasis is on a fairly factual approach, so that students understand puberty and how their bodies work. As students mature there is more consideration of relationships - the need to have a responsible attitude to sexual behaviour is emphasised. A copy of our Sex Education Policy is available on our website.