



LONG CLOSE SCHOOL

**STUDENT/PARENT
HANDBOOK
FOR THE SENIOR
SCHOOL:
YEARS 6-11
2018-2019**

LONG CLOSE SCHOOL
Upton Court Road
Slough
Berkshire
SL3 7LU

A Cognita School

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HEAD OF SENIOR SCHOOL'S WELCOME

I wish you a very warm welcome to Long Close School. This is a happy and vibrant co-educational independent day school for 2 -16 year olds. Part of the ethos of the school is to help you to fulfil your potential and realise your aspirations.

We are a lively, friendly and caring community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable you not only to make sense of the world, but also to want to go out and improve it.

At Long Close we provide an all-round education for you. At school we cultivate your personal development, provide an excellent academic education and prepare you for adult life by encouraging you to think for yourself.

This year we were delighted with our GCSE examination results, where 89% of our Year 11 students achieved a 5-9 grade (higher pass) and 50% achieved a 7-9 grade in the reformed GCSEs; in the unreformed GCSE (ICT) they achieved 100% A*-A grade. These impressive results only come about by having a dedicated staff that really cares for their students. Each student is always encouraged to reach their peak potential.

Our primary aim is to encourage each student to be a self-confident, inquiring and tolerant; to behave in a positive way, to develop a well-rounded character with an independent mind and to be an individual who respects the differences of others. By the time our students leave Long Close school, we want each student to have that true sense of self-worth and to be of value to society.

Yours sincerely

David McCarthy

Mr D McCarthy
Head of the Senior School

STATEMENT OF AIMS AND OBJECTIVES

As a school community, we want to equip and prepare the children at Long Close School to take their place successfully in their future schools and in society. In particular, our aims for our pupils are as follows:

Curriculum

We aim to provide a first-class academic education through a broad and balanced curriculum, which will equip each child for life in and out of the classroom. In particular, it is our aim to provide a sound base in language and number, which are the springboards to success in all other areas of the curriculum, and promote a positive attitude to learning.

Standards of Effort and Achievement

We aim to set and expect high standards of work and behaviour, to encourage each child to make maximum effort so that he/she can fully exploit their individual talent.

Environment

We aim to create a bright, challenging, secure and happy learning environment, which will promote individual development as well as love of learning.

Moral Standards

We aim to foster personal and social responsibility among all members of the school community and to encourage in particular the virtues of industry, honesty, kindness, tolerance, good manners and courtesy.

Individuals

We aim to recognise the needs and abilities of individual children, with a view to developing their confidence and the 'whole child'.

Safeguarding

We aim to ensure that we deliver all of these commitments in a safe learning environment. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and other third parties to share this commitment. The safety of our pupils is our number one priority.

THE SCHOOL DAY

DAILY TIMETABLE

Senior school (Yrs 6-11)	
07.30	Breakfast Club
08:00-08.20	Students arrive at school.
08.25	Registration/Form Period
08:50	Lesson 1
09:50	Lesson 2
10:50	Lesson 3
10:50-11:10	Break
11:10-12:00	Lesson 4
12:00-12:50	Lesson 5
12:50-13:15	Lunch break
13:15-13:40	Senior lunch
13:40	Registration
14:00	Lesson 6
14:40	Lesson 7
16:00	Lesson 8
16.00	Go Home
16.00-17.15	Tea/After School Clubs
17.15-18.00	Extended After school care

START OF THE DAY

The school opens at 07.30 where you can choose to join the Breakfast Club which is booked through Sport 4 Kids (see Clubs Booklet).

Students who arrive between 08:00-08:20 in Years 6-8 are to go to the school Hall, students in Years 9-11 are to go to the ICT lab. Here they will be supervised by members of staff.

The morning bell rings at 08:20 and registration starts at 08:25.

On **Friday** an Assembly is held for Years 6-11, during Form Time. Sometimes outside visitors are invited to give lectures specific to that age group.

ABSENCE AND LATENESS

The School Office should be informed as early as possible if pupils are off due to illness, or unable to attend school for any reason. This is to allow the form teacher to give the appropriate mark in the Register.

This can be done in the following ways:

- **Phone** – you can leave a message on the pupil absence line that can be accessed by dialling 01753 520095 and choosing option **1**. Please leave the following information in your message: pupil name, form and reason for absence (we do not need full medical details)

- **Email** – we have set up a parents' email/mailbox which will enable parents to email us if a child is absent or late. The address is: info@longcloseschool.co.uk. Please leave the following information in your email: pupil name, form and reason for absence (we do not need full medical details)

Permission for absences other than illness must be sought from the Headmaster before the required date.

Pupils are expected to arrive to all lessons promptly. Pupils who have music lessons must inform their subject teachers.

BREAK TIMES

SENIOR BREAK: 10:50-11:10 LUNCH BREAK 12:50-13:40
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Pupils in Years 6-11 can go to collect their morning drinks from the Dining Room.

At lunch times, pupils may play games on the playground but **NO** football here please. Football must be played on the grass and the astro turf pitches only (with the safety of younger pupils in mind please).

Students are always encouraged to be aware of others when playing. Thoughtless and silly play often results in someone getting accidentally hurt and injured.

There is always a member of staff on duty each break time and if a pupil is injured or feels unwell, the teacher on duty **MUST** be informed before pupils go to the school office or toilet. First Aid will be administered by the member of staff on duty if necessary. If the injury requires further attention, the student is sent to the school office.

On hearing the first bell, pupils should go to change their trainers and/or go to the toilet before returning to lessons.

The senior students are allowed to make their way to the classroom when the bell has rung. The only time they line up in the playground is when the lunch bell rings.

At all times we ask that pupils WALK sensibly to lessons. Running carelessly can cause injuries.

WET BREAK

If pupils are unable to go outside at break times, they should return to their own classrooms after getting their morning drinks or lunch, and quietly read or play games with friends. A member of staff will be on duty and the Year 11 Prefects are asked to help to keep their rooms orderly.

AFTER SCHOOL: TEA, PREP AND CLUBS

See Clubs Booklet for detailed information.

A variety of after school clubs (or extra-curricular activities) is offered each term and information is sent home via School Comms in order for pupils/parents to make their choices. A list is also available on our website. Clubs run by our staff will not incur an additional charge but charges will apply for those run by external providers (these will be made clear via the booking system). Clubs are bookable via the online system at <https://longclose.parenteveningsystem.co.uk> at specific times only. You will be advised, in advance, of the opening and closing dates/time for the booking system.

Places are allocated on a 'first come, first served' basis. Any requests made outside of these times should be directed to the School Office.

Pupils staying for Prep (Homework Club), after school clubs or After School Care (ASC) go to the Dining Room at 16.00, where the teacher on duty will mark them onto the register. For those choosing to have tea, it will be served at this time¹. For all others, a drink will be available. At the end of tea, pupils must wait in the Dining Room until they are collected by the Club/Prep teacher.

Clubs/Prep/ASC runs from 16.15 – 17.15, at which time parents may collect them from the pupil gate.

After School Care (ASC) Club also caters for pupils who need to stay beyond 17.15 (up until 18.00). If parents are delayed, we request that they contact the School Office or alternatively call the ASC teacher on duty on the ASC mobile (07986 316132), so that pupils may be told and will not therefore become distressed.

If parents are delayed, we request that they notify the office, so that pupils may be told and will not therefore become distressed.

If parents are unable to collect their pupils and another person is sent, we need to be informed via the same numbers. **School closes at 18.00 hours.**

Rules for Prep Supervision and Snack

We offer students a nutritious snack at 16:00, but there will be a charge for this.

We monitor the numbers attending our Prep after school sessions in order to keep supervision at the appropriate level. Please note that in order to minimise disruption to these sessions, we would appreciate it if pupils who have signed up for Prep are collected at 17:15pm and not at various points throughout the hour. Please note if your child has not been picked up by 17:30 your child will be sent to after school care and a charge will be added to your invoice.

Parents should also be aware of the penalty system that is in place to ensure that those signed up for the sessions are using them. We keep careful registers for each session and if, during the course of one term, your child does not make use of the club on three separate occasions (without good reason), and their name will be removed from the register for the rest of that term.

HOMEWORK

Pupils in Years 6-8 will have one piece of homework to complete per subject each week. This should take about an hour to complete, although at times this may be longer if it involves essays or revision.

Pupils in Years 9-11 will have one piece of homework to complete per subject each week, but may be asked to do extra work during the weekend and during their spare time. This should take about an hour and a half to complete, although at times this may be longer if it involves essays or revision.

Homework is recorded in the student homework diaries. It is also recorded on VLE (Firefly).

SCHOOL TRIPS AND OUTINGS

Pupils go on educational trips and outings during the year and parents will be informed by letter. This letter will give details such as when and where the trip is taking place and the cost of the trip.

Full Risk Assessments are made prior to outings and every care is taken for pupils' welfare and safety.

If the school minibus is used, all drivers will have undertaken full PSV (Public Service Vehicle) training and passed an updated DVLA test. We have often received very positive comments following outings and visits, praising the politeness and good manners of our pupils.

GAMES AND PE

Correct uniform must be worn for all sports lessons. Football/rugby boots should only be worn **ON** the field. Trainers are left in the wire cage at the edge of the field.

Games kit must be taken home before matches and at the end of each week to be washed. Don't forget that if you play in a team, you are representing the school and therefore should be 'well turned out'.

SCHOOL UNIFORM

A full uniform list can also be downloaded from the website. Our uniform suppliers are Billings and Edmonds in Eton, and their telephone number is 01753 861348.

No jewellery is permitted. If Year 7-11 girls have pierced ears, small plain stud earrings may be worn. **No make-up or coloured nail polish should be worn in school.**

Pupils may wear religious items which have a specific significance such as a kara, but these will need to be covered by a sweat band during PE lessons for safety reasons.

None of the students are to have tattoos or have any colour products in their hair.

For the boys, the haircut needs to be of a reasonable length (not too short: below grade 3 and not too long: generally speaking we do not like hair to be below the collar or the fringe to reach their eyes).

Pupils are not allowed to wear items of PE/Games kit with logos. The correct school uniform must be worn.

Trainers are not allowed in school for day to day use, but are worn for PE and Games only.

Shoes should be black with low heels.

During times of cold weather please ensure your child has a Long Close winter coat or waterproof in school. They should also wear a plain navy or black woolly hat, gloves and scarf (or school scarf); and not those which are multi-coloured or have logos.

SCHOOL EQUIPMENT

All pupils need to bring a pencil case to school containing:

- a cartridge pen or suitable handwriting pen with blue ink
- Purple pen for commenting on teacher feedback
- pencil(s)
- rubber

- ruler
- pencil sharpener
- small pair of scissors
- colouring pencils (not felt tips please)
- glue stick
- geometry set

CONTACT WITH STAFF

We have an 'Open Door' policy at Long Close School and parents are welcome to talk informally to their child's form teacher as and when needed. If a more formal discussion is required with a senior member of staff or the Headmaster, a convenient appointment time may be made via the School Office. We do our best to accommodate any requests as soon as possible.

ACADEMIC

MARKING

Marking is a response to pupils' work. It may take the form of ticks for work seen, grades or marks for tests as well as written comments for key pieces of work. It contributes to the continuous assessment of the pupil. The main aim of marking is:

1. To motivate and encourage pupils
2. To gauge pupil achievement (within clearly set learning objectives)
3. To monitor pupil progress
4. To advise parents on how to improve
5. To inform parents and pupils
6. To provide feedback on teaching and inform future lesson planning.

For each major piece of work/topic assessment and exam, the students are given the following grade:

MARKING POLICY

Yrs 9-11

Achievement: *This is the attainment grade your child makes in lessons*

9	Exceptional at GCSE level.
8	Excellent at GCSE level.
7	Well Above expected at GCSE level.
6	Above expected at GCSE level.
5	Just above expected – international bench mark (good pass) at GCSE level
4	Expected – pass at GCSE level
3	Just below Expected at GCSE level
2	Below expected at GCSE level
1	Well below expected at GCSE level

Effort: *This is the application your child makes in lessons*

1	Excellent: Displays an exceptional level of effort & commitment. Displays enthusiasm & excitement for learning. Works with a high level of independence for his/ her age.
2	Good: Displays a good level of effort & commitment Is motivated & makes the most of his/ her opportunities. Often shows the ability to work independently.
3	Satisfactory: Displays a satisfactory level of effort & commitment. Shows some interest in improving his/ her learning. Generally stays within his/ her comfort zone.
4	Inconsistent effort: Sometimes lacks the motivation to learn.
5	Unsatisfactory: Shows little interest in improving his/her understanding of a subject.

Yrs 6-8

Achievement: *This is the attainment grade your child makes in lessons*

9	Exceptional at Common Entrance 13+ level
8	Excellent at Common Entrance 13+ level
7	Well Above expected/ very good at Common Entrance 13+ level
6	Above expected/ good at Common Entrance 13+ level
5	Just above expected at Common Entrance 13+ level
4	Expected level at Common Entrance 13+ level
3	Just below level at Common Entrance 13+ level
2	Below expected level at Common Entrance 13+ level
1	Well below expected level at Common Entrance 13+ level

Effort: *This is the application your child makes in lessons*

1	Excellent: Displays an exceptional level of effort & commitment. Displays enthusiasm & excitement for learning. Works with a high level of independence for his/ her age.
2	Good: Displays a good level of effort & commitment Is motivated & makes the most of his/ her opportunities. Often shows the ability to work independently.
3	Satisfactory: Displays a satisfactory level of effort & commitment. Shows some interest in improving his/ her learning. Generally stays within his/ her comfort zone.
4	Inconsistent effort: Sometimes lacks the motivation to learn.
5	Unsatisfactory: Shows little interest in improving his/her understanding of a subject.

ASSESSMENTS

Assessments are carried out at Long Close School as part of the teaching, evaluating/assessing and planning dynamic. Summative assessment feeds into records which, in turn, feed into reports for parents. Teachers, as an important tool, use formative assessment in order to monitor pupils' progress as well as to inform future planning.

Formative Assessment

Formative assessment takes place on a daily basis and informs both the teacher and pupil of 'how the pupil is doing'. This kind of assessment may take the form of observation, marking or grading recorded work or (more formally) testing as part of the review and consolidation process at the end of a topic or unit of work. Feedback is given to the pupils in order to inform them of their progress to date and may be given orally as well as by marks, grades or written communication on marked work.

Summative Assessment

Standardised Tests

Senior School			
6	CAT4 including Senior School Admissions pupils (Sept – Dec)	Sept	Cognitive Ability + Target Setting
6	End of Term Topic Assessments	Dec / April	Attainment + Progress Tracking
6	GL Progress Tests	May	Attainment against EoY Objectives
6	End of Year Exams	June	Attainment + Progress Tracking
7	MidYIS Assessments	Sept	Potential for Learning + Target Setting VA
7	End of Term Topic Assessments	Dec / April	Attainment + Progress Tracking
7	GL Progress Tests	May	Attainment against EoY Objectives
7	ISEB Common Entrance Mocks Exams	June	Attainment + Progress Tracking
8	CAT4	Sept	Cognitive Ability + Target Setting
8	End of Term ISEB CE Mock Exams	Dec	Attainment + Progress Tracking
8	GL Progress Tests	May	Attainment against EoY Objectives
8	ISEB Common Entrance Exam	June	Attainment + Progress Tracking
9	End of Term Exams	Dec	Attainment + Progress Tracking
9	GL Progress Tests	May	Attainment against EoY Objectives
9	GCSE Topic Focused Exam	June	Attainment + Progress Tracking
10	YELLIS	Sept	Potential for Learning + Target Setting VA
10	GCSE Topic Focused Exam	Dec	Attainment + Progress Tracking
10	CAT4	January	Cognitive Ability + Target Setting
10	GL Progress Tests	May	Attainment against EoY Objectives
10	GCSE Mock Exam	June	Attainment + Progress Tracking
11	GCSE Mock Exams	Nov / Dec	Attainment + Progress Tracking
11	GCSE Exams	May / June	Attainment + Progress Tracking

New Pupils

New students are assessed prior to their entrance to the school to ascertain their individual needs in English and mathematics.

TARGET SETTING

It is recognised that self and peer assessment are important elements within the assessment framework and feed into target setting. Self and peer assessment take place informally throughout the whole school.

REPORTING

Autumn & Spring terms:

A Progress Report is sent home in the autumn, spring and summer half term. At the end of the autumn term and spring term, parents receive the same report, but with a comment from the form teacher detailing the student's academic and pastoral progress.

Summer term:

- A full end of year report in July gives detailed comments about the students' work, attainment and progress in each subject. The students are also given effort grades which are based on a combination of behaviour in lessons, completion of work and attitude to learning.
- Parents will also be provided with a summary report from GL Progress Tests in English and Maths and Science at the end of the examination period in June.
- At the end of the full report there is an opportunity for parents to comment on their child's report. All feedback is gratefully received.
- *With the reports, parents receive a **'Progress report guidance'** sheet, which explains the grading system across the Senior School.*

All meetings and reports aim to give constructive and helpful comments so that parents understand their child's achievements and also what they need to do in order to either improve their work further or to move on to the next step. If parents wish further clarification or information about the reports they can arrange an appointment with their child's teacher, or the Head of Preparatory School, at any time.

LEARNING SUPPORT

- The school accepts a broad range of academic abilities and all pupils' needs are provided for. Pupils are assessed prior to entry so that their strengths and weaknesses can be identified.
- All students are tested. If a teacher has a certain worry about a particular child, it is reported to the Senior SEN coordinator. A meeting will be held with the parents/guardians of that child to discuss the next stages. A dyslexia and dyscalculia test may be suggested. Results are shared with the parents/guardians. If necessary a professional Learning Support expert can be hired by the school to help the individual needs of the student.
- An IEP (individual educational programme) is written for each pupil who receives support and regular discussion and communication between home and school takes place.

CURRICULUM AND GCSE OPTIONS

In the middle part of the school (Yrs 6-8) all the pupils study: English, mathematics, science, Spanish, geography, history, religious studies, art, music, DT, ICT, PSHE, PE and games.

In the GCSE years (Yrs 9-11) most of the pupils will study for 9-10 GCSEs. These include:

- English language
- English literature
- Mathematics
- Combined Science/ Triple Science
- Geography

Options

- DT/Music
- Spanish/Art.
- Geography/History
- Computer science/Religious Studies

(for a more detailed look at the syllabus down load the GCSE Manual from the website)

However, please note that some of these options may change by the time you reach Yr9.

(for a more detailed look at the syllabus down load the GCSE Manual from the website)

CODE OF CONDUCT

At Long Close School we are a polite and well mannered school. We respect others and take their views seriously. We believe in hard work and we allow others to learn. We come to school on time, in uniform and with the necessary equipment and homework. We maintain a clean, safe and pleasant working environment. We always work to the best of our ability and we are proud of our achievements.

Any pupil who does not abide by this code can be deemed to be breaking the rules and therefore will be subject to a sanction.

The overall vision is to build a culture of **respect, consideration and understanding**.

DISCIPLINE AND BEHAVIOUR

Whilst the discipline and behaviour of a class is primarily the responsibility of the teacher, all the staff are collectively responsible for ensuring that pupils learn to be considerate to others and behave appropriately. If pupils do have to be reprimanded regarding inappropriate or anti-social behaviour, this is done in a constructive manner.

Within this, the school encourages the values of:

- Acting considerately towards others
- Telling the truth
- Respecting the rights and property of others
- Keeping promises
- Showing kindness to others
- Taking personal responsibility for one's actions
- Self-discipline

Behaviour the school will not tolerate includes:

- Bullying
- Cheating
- Cruelty
- Irresponsibility
- Dishonesty
- Theft
- Being unkind
- Consistently unacceptable work

Pupils are expected to be courteous, polite and respectful at all times. Rudeness to teachers is not tolerated. As members of the 'school family', all pupils are required to be sensitive and thoughtful to the needs of others and to learn to value and respect each other's different cultures and religions. The differences we have help to nourish our rich multi-cultural environment.

Pupils are expected to complete homework tasks on time and to keep their own learning environment in good order.

Rewards and sanctions

Long Close School has a very positive and open ethos which we all strive to maintain. We believe in preparing our students to make a difference in today's world, which is guided by our core values: family values, individualised learning and inspirational teaching. The school sets high expectations through encouragement and praising good behaviour. We aim to teach pupils to behave in an appropriate manner. Appropriate behaviour involves showing respect for others and their property and does not disrupt their, or others, learning or play.

Pupils who consistently go above and beyond, display leadership, good citizenship and effort are awarded House Points, and these are collected on a weekly basis by form teachers. All pupils in Years 1-11 are put into one of the three Houses: Unicorn, Phoenix and Griffin. At the end of every term, there is an assembly where children are awarded certificates and badges, based on their amount of house points received. 50 house points = bronze, 100 house points = silver, 150 house points = gold, and over 150 house points = a special reward. When house competitions occur, these results go towards the overall house score. The overall house winner is revealed in the last assembly of term, where the captain of the house is awarded the trophy for the term.

Individual certificates (Bronze -50 house points, Silver -100 house points, Gold -150 House Points and Platinum- 150+ house points) are also given to students who do well, as a reward for their good behaviour and hard work. Students are also awarded badges for academic excellence at the end of each academic year (a silver star for anyone who performs well in his/her exams, a silver Pegasus for anyone who performs very well in his/her exams and a Golden Pegasus for anyone who performs exceptional well in his/her exams. Further academic trophies are also awarded at Speech Day towards the end of the summer term.

Similarly, minus points are given when repeated, inappropriate or unacceptable behaviour is displayed, following our behavioural sanctions and expectations chart (please see image below). Every child, and parent/guardian, sign a behaviour contract at the beginning of each academic year. This contract informs children and parents/guardians of what behaviour is expected, and if this is not upheld, it details the sanctions that will occur. The children keep one copy, which is stuck in the front of their diaries, and the school keeps another copy, which is kept in each pupil's file in the main office.

House points and minuses are recorded in each pupil's Homework Diary, and minuses will be recorded on SIMS too. The number of House Points and minuses a pupil has accrued, is noted on the end of term Progress of Academic report, as are the minuses. Along with this, the number of missing or late days are recorded and given to parents at the end of each term.

Behavioural Sanctions and Expectations

- Sanctions are necessary to respond to undesirable behaviour and to raise standards. At Long Close we have a range of sanctions and steps available to respond appropriately and they are known and understood by all. The choice of appropriate sanction clarifies why the sanction is being applied, and what changes in behaviour or work are required for pupils to avoid future sanctions. How we record such sanctions, and how they are communicated to parents and pupils is equally clear.

Verbal Warning

- Not listening
- Talking out of turn
- Not following instructions
- Inappropriate use of language
- Not making good choices
- Not following classroom rules
- Not adhering to Long Close School aims and values
- Incorrect uniform

Action:

- ✓ To keep a record of verbal warnings

Written Warning

- Repeated poor punctuality to school and lessons
- Forgetting equipment/homework diaries/sports kits
- Not listening carefully causing low level disruption in school
- Continually talking when not supposed to
- Not following classroom and school procedures
- Not doing what is asked/required
- Poor attitude/minimum effort
- Continual use of inappropriate language
- Re-occurring Incorrect uniform
- Chewing gum
- Spitting
- Jewellery - instruct to remove
- Make-up/nail varnish - instruct to remove

Action:

- ✓ Written warning to be recorded on SIMS Behaviour Log
- ✓ Notes page of diary updated by FT.
- ✓ Continual written warnings will lead to the next level

Inappropriate behaviour:

- Preventing others from working through consistent disruption
- Interfering with another pupil's possessions
- Bad language/swearing
- Rudeness/poor manners
- High level and repeated name calling/barter
- Making fun of someone
- Continual written warnings

Action:

- ✓ To be recorded with comment on School Behaviour Incident Log.
- ✓ Notes page of diary updated by FT.
- ✓ Inform Head of Junior School
- ✓ Email /phone call to parents.

Unacceptable behaviour

- Continuous lack of respect in and around the Long Close School community
- Fighting /Physical haming others
- Directed abusive language
- Continually excluding someone intentionally
- Bullying/Peer on Peer
- Vandalism
- Possession /use of mobile phone in school

Action:

- ✓ Phone call/meeting with Parent/Carer
- ✓ Head Teacher to be informed
- ✓ To be actioned with appropriate sanctions for example Report cards, exclusions, school community service (litter picking/dining hall duties etc)
- ✓ To be recorded with comment on School Behaviour/Bullying Incident Log.

Refer to relevant named pastoral lead for support– parents informed

- Persistent poor behaviour
- Bullying (emotional or verbal)
- Vandalism/graffiti
- Racism/homophobic
- Rudeness to a member of staff
- Violence towards another pupil

Sanctions include: withdrawal from lessons, missing privileges, monitoring report.

Heads of School informed – parents contacted immediately

- Drugs (including 'legal highs') or illegal substances
- Knives
- Serious or sexual assault
- Extremism
- Pornography
- Threatening behaviour
- Cyber bullying

Sanctions include: fixed term exclusion, permanent exclusion.

BULLYING

Bullying in any form is totally unacceptable. Any pupil who feels that they are being bullied should report their concerns immediately to any adult on site. The school takes all such concerns very seriously and 'bullies' are dealt with severely.

(The full policy on bullying can be viewed on the LCS website).

EXCLUSION

At Long Close pupil exclusion is a rare occurrence. However the two main areas for which this could happen would be:

- After discussions, several letters or the non-payment of fees could result in temporary or permanent exclusion.
- Repeated and totally inappropriate poor behaviour e.g. bullying, thieving, or wilfully damaging school or other property.

Our Code of Conduct explains the sanctions that the school imposes for poor behaviour and attitude and exclusion is only used in extreme cases. Parents' interviews would occur first in all cases.

COMPLAINTS PROCEDURE

If you have any concerns about your child, please go your child's form teacher at the first port of call. Following this, you may contact the Head of Senior School, Mr McCarthy, and you may seek an appointment with the Headmaster via the School Office.

If you are then not satisfied with the school's response, you may complain directly to Cognita at their Head Office: 5&7 Diamond Court, Opal Drive, Eastlake Park, Milton Keynes, MK15 0DU. Alternatively you can contact OFSTED on 08456 404045 or email them on enquiries@ofsted.gov.uk.

A full copy of the school's *Compliments and Complaints Policy* can be found on the school website or is available from the School Office.

POSITIONS OF RESPONSIBILITY

Pupils in all years have the opportunity to experience responsibility during their time at Long Close School.

- Form Captains
Each class votes for a Form Captain each term. The Form Tutor will then give responsibility tasks which are appropriate to the class and pupils' ages.
- School Council Representatives
Form Captains automatically form part of the Council. These pupils will represent the views and concerns of their classes at a Council meeting which is held each term.
- Games Captains
Pupils will be chosen by the staff to be the Team Captains for all the team sports. These are important positions of responsibility, as all team members are ambassadors and represent the school.
- Head of Houses
Each senior student in a House (Unicorn, Griffin and Phoenix) votes for the Head of House (a student in Year 11). The Head of House will automatically become a member of the School Council and also represent their house in all cultural and sporting issues.
- Head of School and Prefects
The Headmaster and staff will select pupils who have shown considerable leadership qualities to be the Head Boy/Girl of LCS. He/she will be supported by a team of prefects. The students need to apply for the job in writing and are then interviewed by the Headmaster and Deputy Head; alongside the staff, a decision will be made who the Head Boy, Head Girl and Deputy Head are from the list of candidates.

All senior pupils are expected to lead by example and to be sensitive to the needs of the younger pupils who look to them as 'role models'.

HEALTH AND SAFETY

FIRE PRACTICES

A Fire Practice and whole school evacuation takes place each half term. Pupils do not know in advance when this will occur. When the Fire Alarm is heard, all pupils and staff need to leave the building in silence as quickly as possible, and they must assemble on the main playground in front of the Nursery building in classes and in alphabetical order.

When all class registers have been taken, and a safety assessment made, the Headmaster will advise pupils to return to their teaching rooms.

Silence must be observed throughout as instructions and information may need to be given.

SAFETY

We have few rules at LCS and those we have are mainly for the health and safety of each pupil:

- Please don't run when moving about the school
- Never play in or near the car parking areas
- Wait for parents to be collected inside the school gate
- Please think about younger pupils when playing in the playground
- Make sure all items of clothing and equipment are labelled
- Do not go behind the kitchens and hall unless accompanied by a member of staff
- Wear your uniform with pride!

CARE AND MEDICATION

We pride ourselves that our pastoral care is of very high quality.

Form Tutors know their pupils very well and any information given to us with regard to home or personal difficulties is treated with respect and confidence.

Pupils are supervised at all times throughout the day.

If a pupil becomes unwell during the day, they should inform their teacher immediately or the teacher on duty, if they are outside during break.

If a student is injured the member of staff on duty initially deals with him/her. If the student needs further care then they are sent to the School Office. They will either return to class or be sent home, with the parents/guardians having been telephoned to come and collect them.

Parents are given a Data Collection sheet to complete on entry to the school which includes contact details/medical/dietary information. It is most important that we are kept informed of changes of address, and contact numbers as parents occasionally do need to be contacted during the school day. Please advise us ASAP with any changes via email – info@longcloseschool.co.uk

No medication should be carried or administered by pupils. All medicines and tablets MUST be handed into the School Office with a completed Medication Form (signed by the parent or guardian), and all items of medication should be clearly marked with the child's name and the correct dosage to be given.

Unprescribed medicines will only be given to children if a completed medical form has been given for that child for that day. Blanket forms do not cover this type of medicine being given out. All medicine received and administered will be signed off by a staff member to confirm that the medicine has been given.

SAFEGUARDING

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and other third parties to share this commitment. The safety of our pupils is our number one priority. Please view our Safeguarding policies on our website at <https://www.longcloseschool.co.uk/about-us/school-policies/>.

CATERING

Long Close School catering fully complies with the recent government guidelines on food-based standards for school lunches and Pupils have a freshly prepared hot meal at lunch times. *School lunches are provided in partnership with Thomas Franks Ltd. All food is fresh and locally sourced to create a delicious series of menus which are seasonal, healthy and nutritionally balanced. A vegetarian option, home-made soup & bread and a salad bar are available every day.*

Thomas Franks' ultimate goal is to inspire the pupils in every school to develop a life-long positive relationship with food. Visit the Thomas Franks at Cognita web page:

<http://www.thomasfranks.co.uk/cognita>

Menus are prepared in advance and are available to view on the Long Close School website at <https://www.longcloseschool.co.uk/parents-pupils/menus/>.

Please note that:

- The seniors have a Tuck Shop at each morning break
- Fresh drinking water is readily available for all pupils
- Halal meat and Beef are not served, however Lamb, Chicken and Fish are regularly available on the menu. In addition, vegetarian and vegan options, homemade soup and bread and a salad bar are available every day
- *Please note that dietary requirements will be collected from pupils on joining Long Close School and catering staff will be aware of the pupils' needs. Should their dietary requirements change please advise the office via email at info@longcloseschool.co.uk*
- *Packed lunches are not allowed to be brought in from home*

USE OF CAMERAS AND CAMCORDERS

When pupils start at Long Close School, parents are asked to sign consent forms for their children to be photographed for school purposes. Parents have the right to refuse to allow their child's photograph to be used for any reason and some parents do take up this option. To this end, we request that parents try to take photographs of their own children only at school events. If other children appear in the photographs, we ask that they are not shared on any social media platform or website. We respect the views of all parents and would please ask that parents respect the opinions of others too.

COMMUNICATION

TELEPHONES AND MOBILES

If pupils need to contact their parents, they must notify the School Office, who will then allow them to use the telephone. No one is allowed to use the telephone without permission.

For all students in the senior school: all mobiles must be handed to the form teacher at the beginning of the day and collected at the end of the day.

COMMUNICATION BETWEEN HOME AND SCHOOL

We have tried to improve and supplement our communication between school and home.

Each pupil is issued with a Homework Diary. This may also be used to send and receive messages via the Form Tutor.

General information about school events and other notices are sent via email through School Comms. If you think you are not receiving these emails for any reason, please contact the School Office and we will make sure that we have the correct email address for you.

All parents receive a termly calendar, which includes dates of sports fixtures and important school events. The events calendar is also available to view on our website at <https://www.longcloseschool.co.uk/school-life/events-calendar/>. Term dates for the year ahead, are also noted at <https://www.longcloseschool.co.uk/school-life/term-dates/>. Occasionally, amendments have to be made, but parents will receive any changes via the weekly newsletter or via School Comms.

There is a Parents' Notice board, just inside the school entrance, which is used for general notices.

A newsletter is sent out via School Comms every Friday and it can also be found in the Parents' section on the school's website.

Long Close School has an official Facebook page, which can be found at www.facebook.com/longcloseschool.

Further information and policies can be seen on the school's website at www.longcloseschool.co.uk.

SPECIAL OCCASIONS

Long Close has a wonderfully diverse mixture of pupils, parents and staff whose cultural and religious backgrounds define and enhance who we are. We seek to broaden the pupils understanding and appreciation of the world, by not only educating them in RS lessons about the many religions and cultures, but also recognising and celebrating festivals and special occasions with them. Christmas and Easter events are celebrated by the whole school.

Pupils, however, are not encouraged to practise fasting during Ramadhan as tiredness and lethargy hinder their learning at this stage.

SPEECH DAY/PRIZE GIVING

Speech Day/Prize Giving takes place annually towards the end of the summer term and it is compulsory for all senior pupils.

- Parents receive an invitation to share this special day with us and a guest of honour gives an address to the school. The Headmaster then gives an Annual Report to the pupils, parents and staff. The prize giving ceremony then follows
- The attire of parents and guests is smart casual. This is a formal occasion. This occasion publicly celebrates pupils' efforts and achievements throughout the year and is a pleasant and happy occasion
- All students are to be in their school uniform, with the usual rules about grooming applying (see School Uniform Rules).
- The awards are based on a multitude of criteria; this includes work throughout the year, classroom contributions and exam results.

CHRISTMAS CAROL SERVICE

Our annual Christmas Carol Service takes place one evening after school, at the end of the autumn term and all senior pupils are expected to attend.

BIRTHDAY CELEBRATIONS

- Pupils may bring in homemade or shop-bought cakes, doughnuts or other similar items in with them to celebrate their birthdays with their classmates. These should be given to the form teacher immediately on arrival at school. Parents are reminded that we have pupils at school who are allergic to a range of food ingredients, including nuts and eggs. Please avoid packets of sweets, chocolate and other confectionary of this sort.
- Form teachers are also aware of which pupils have specific medical/dietary needs, but in order to be as inclusive as possible in all celebrations we would ask you to do everything you can to bear these issues in mind. Shop bought cakes, whilst more expensive, can often make the ingredients clearer for the form tutors.
- If you have any concerns regarding your child eating home-baked cakes, even if parents have made allergy warnings clear, please let the school office know so that we can record this centrally and advise form teachers.