



LONG CLOSE SCHOOL

Senior School Welcome Booklet

HEADTEACHER'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 93% of our Year 11 students were awarded grade 4-9 and 51% achieved a grade 7-9. In ICT 100% of the students were awarded an 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.

I look forward to meeting you all very soon.

Yours sincerely



Miss K Nijjar
Headteacher
Long Close School

THE SCHOOL DAY

Daily Timetable

Senior School	
Years 7 - 11	
08:00	School Gates Open
08:30-08:45	Classroom time
08:45-08:50	Registration
08:50-09:05	Form Time / Directed Reading / Assembly / Votes for Schools
9:05-10:00	Lesson 1
10:00-10:55	Lesson 2
10:55-11:10	Break
11:10-12:05	Lesson 3
12:05-13:00	Lesson 4
13:00-13:55	Lunch
13:55-14:50	Lesson 5
14:50-15:45	Lesson 6
15:45	End of School Day
15:45-16:00	Snack and Clubs Transition
16:00-17:00	Clubs
16:00-18:00	After School Care
18:00	School Gate Closes

Start of the Day

All pupils arriving at school before 08.30 should go straight to the ICT Room and wait until they are told that they can go to their classrooms.

On **Friday** an Assembly is held for Years 7-11, 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 early in the morning if you are ill, 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 - Leave a message on the pupil absence line that can be accessed by dialling 01753 520095, choosing option **1**. We would appreciate being informed as early as possible. Please just leave the

following information: pupil name, form and reason for absence (we do not need full medical details).

Email – we have an account for parents to email us if a child is absent or late – the address is:

info@longcloseschool.co.uk.

Permission for absence other than illness must be sought from the Head before the required date.

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

Break Times

Pupils in Year 7-11 can go to collect their drinks from the Dining Hall. At lunch times, you may play games on the playground but **NO** football here please.

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

All games equipment should be returned to the appropriate containers at the end of break times.

There are always members 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 office or toilet. First Aid will be administered by the member of staff on duty if necessary. If the injury is too severe then the student is sent to the office.

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

You are allowed to make your way to the classroom when the bell has rung. Please WALK sensibly to your lessons. Running carelessly can cause injuries.

Senior Break: 10:55-11:10 Lunch Break 13:00-13:55
--

Wet Break

If pupils are unable to go outside at break times, you should return to your own classroom after getting your 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

Pupils staying for Prep (Homework Club) or Extra-curricular activities will collect their tea (for those who have registered for it) at 15.45 and then head back to wherever their last lesson was on that particular day. Here they will be supervised by a member of staff. They will then go on to their clubs at 16.00; pupils should then be collected at 17.00.

After School Care Club caters for pupils who need to stay for longer. 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.

School closes at 18.00 hours.

Homework

Pupils in Years 7-9 (KS3) 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 10-11 (KS4) 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 on Firefly, our Virtual Learning Environment. Students will get log-ins and a password when they start the school officially.

Extra-curricular Activities

A variety of after-school extra-curricular activities are offered each term and lists are sent home in advance for pupils to make their choice. Places are allocated on a 'first come, first served' basis and occasionally pupils have to be put on a reserve list and will be allocated a priority place for the next term.

School Visits and Outings

Pupils go on educational visits 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 mini bus 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 general outfitters are Billings and Edmonds at 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.

Tattoos and hair colourants are not permitted.

For the boys, the haircut needs to be of a reasonable length (not too short i.e. below grade 3 and not too long i.e. 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.

In the Summer Term, all pupils should wear a Long Close sun hat in the hot weather. During times of cold weather please ensure your child has a Long Close winter coat or waterproof in school. They should also wear 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
- pencil(s)
- rubber
- ruler
- pencil sharpener
- small pair of scissors
- colouring pencils (not felt tips please)
- glue stick
- geometry set
- calculator

ACADEMIC

Marking Policy

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

9	Exceptional
8	Well above expected – equivalent to the old ‘A*’ grade at GCSE
7	Above expected – equivalent to the old ‘A’ grade at GCSE
6	Just above expected - equivalent to the old ‘B’ grade at GCSE
5	Expected - International bench mark (good pass): equivalent to a top C grade in the old GCSE
4	Just below expected - equivalent to a bottom C grade in the old GCSE
3	Below Expected - equivalent to an D grade in the old GCSE
2	Well below expected - equivalent to an E grade in the old GCSE
1	Well below expected - equivalent to an F/G grade in the old GCSE

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.

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

Progress Reports are sent home in the autumn half term. These report on a student’s attainment, their end of year target, their effort, their behaviour and the homework grade in each subject. It

also includes a settling in comment from the form teacher. Another report is sent at the end of autumn term. However, instead of a form comment, two SMART targets are allocated to each student in each subject.

Progress Reports are also sent during the spring half term, the end of the spring term and at end of the summer term.

Exam Reports are sent home at the end of autumn and summer term.

Full Subject Reports: Detailed written reports are issued at the end of the spring term for Year 11. Each student will receive a report on each academic subject that they have studied, as well as a report from the form teacher and the Head.

Parents' Evenings for the whole senior school take place throughout the three terms.

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 co-ordinator. 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 IPL (individual provision map) is written for each pupil who receives support and regular discussion and communication between home and school takes place.

Curriculum and GCSE Options

In Key Stage Three (Yrs 7-9) all the pupils study: English, Mathematics, Science, Spanish, Geography, History, Religious Studies, Art, Music, DT, ICT, PSHE, PE and Games.

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

- English language
- English literature
- Mathematics
- Combined Science/ Triple Science (Biology, Chemistry and Physics)

Yr 10 - options

- Art or Spanish
- Geography or history
- DT or music
- Computer science or Religious studies

However, please note that some of these options may change by the time you reach Yr10.

For a more detailed look at the syllabus, download the GCSE Manual from the website.

PASTORAL

Code of Conduct: 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 helped 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.

Houses, Rewards and Sanctions

Long Close School has a very positive and open ethos which we all strive to maintain. 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 learning or play.

All pupils in Years 7-11 are put into one of the three Houses; **Unicorn, Phoenix and Griffin**. Pupils work for House points and gain them for good work, helpfulness, good effort and trying hard etc.

Similarly, minus points are awarded for poor effort, unacceptable behaviour, lack of homework etc. One minus point results in the loss of a House point for that House.

House points and minuses will be recorded in each pupil's Homework Diary. House points are collected regularly and may be announced in house meetings. House points go towards the overall house competition, alongside other house competitions. However, please note, that minuses are taken away from the overall House point tally at the end of the term.

Students are also awarded badges for academic excellence at the end of each academic year. These include: a gold Star for anyone who averages 70% in their summer exams; a silver Pegasus for anyone who averages 80%; and a golden Pegasus for anyone who averages 90%. Further academic trophies are also awarded at Speech Day towards the end of the summer term.

The number of House points and minuses a pupils has accrued is noted on the end of term Progress or Academic report, as are the minuses. In the Senior part of the school, the number of missing or late preps are also recorded and given to parents at the end of each term.

At the end of each term, the House Cup is allocated to the house with the most house points. House point badges are also allocated to students who have been allocated a certain amount of house points; Bronze badge=50, Silver badge=100, a Gold badge=150.

If a student acquires three minuses, they will be placed on a break-time detention.

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**.

Minuses

To be awarded for low level disruption,

- Rudeness
- Lateness without a reason
- Lack of the appropriate equipment
- Incorrect uniform
- Low level disruption of lessons
- Possessing a mobile phone
- Swearing (but not swearing at someone)
- Academic – not completing work to an acceptable standard

Minuses accumulate in the usual way and will trigger either a detention and/or loss of reward trip.

Lack of Homework

Missing homework without a valid reason will be recorded. If a student has missed handing in his homework, he or she may be put into break-time detention. If they are constant offenders they will be given a minus and the parents will be informed.

Key Stage Co-Ordinator's Detention

To be given for

- three minuses
- Consistently not doing your prep

And for more serious offences such as:

- Rudeness - continued low level disruption in class

- Bullying
- Aggressive Behaviour
- Swearing at someone
- Theft
- Vandalism
- Out of Bounds
- Cheating in Examinations

Occasionally, a pupil who is repeatedly gaining minus points or not working may be placed on a Report Sheet. A letter will be sent out to the parent informing them of this. Each Report Sheet will have a target. At the end of each lesson the teacher will comment on whether the target has been achieved. The teacher will also initial each lesson. The Headteacher or the Head of the Senior School must see the Report Sheet at the end of the day. The Report Sheet is then to be seen and initialled by the parents and then must be brought back to the form teacher the next day.

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 school's website.

Exclusion Policy

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 school imposes for poor behaviour and attitude and exclusion is only used in extreme cases.

Parents' interviews would occur first in all cases.

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.

Heads of Houses: Each senior student in a House (Unicorn, Griffin and Phoenix) votes for their Head of House (a student in Yr11). 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 Head and staff will select pupils who have shown considerable leadership qualities to be the Head Boy and Head Girl of LCS. They will be supported by a team of prefects. The students need to apply for the job in writing and are then interviewed by the Head 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 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 as quickly as possible and in silence. They assemble on the playground in front of the climbing frame in classes, and in alphabetical order.

When all class registers have been taken, pupils will be allowed to return to their teaching rooms. Silence must be observed throughout as instructions and information may need to be given.

Lockdown Procedure

The school's lockdown procedure is practised at least once a year. Upon hearing the siren, all pupils must remain in their classroom and follow instructions from their teacher.

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 through 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 him/her with. If the student needs further care then they are sent into the 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 Medical Form to complete in their Entry to School package.

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.

No medication should be administered by pupils. All medicines and tablets MUST be handed into the 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 the teacher and signed by the parent to confirm they are aware of the medicine having been given.

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.

Catering Policy

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.

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 for more information:

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

Menus change on weekly basis and they can be found on the Long Close School Website.

Please note that:

- No confectionary is sold in school
- 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, home-made 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.

Packed lunches are not allowed.

Telephone

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

All mobiles must be handed to the school office at the beginning of the day and collected at the end of the day from there.

Special Occasions

Festival and Celebrations

As a Christian based school, Christmas and Easter events are celebrated for the whole school. However, other major religious festivals are also recognised and celebrated.

We recognise that some of our pupils will want to observe Ramadhan so we have a designated rest area in the school during this religious period.