



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 pupils fulfil their potential and realise their 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.

Our primary aim is to encourage each student to be 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 -13:50	Lunch
13:50 – 13:55	PM Registration
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

On arrival at the school gate, you and your child will be welcomed by a member of staff. Please can parents not use mobile phones while on the school site. Your child will then proceed to the area of supervision specified for each year group in the 'back to school' guidance. Children are expected to be in class by 8.30am.

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.

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 Main Office.

On hearing the first bell, students should change their trainers and/or go to the toilet before returning to lessons. Pupils can make their way to the classroom when the bell has rung, WALKING sensibly to lessons. Running carelessly can cause injuries.

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.

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.

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
- purple writing pen

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 are placed on a reserve list and allocated a priority place for the next term.

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. Do not forget that if you play in a team, you are representing the school and therefore should be 'well turned out'.

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.

Marking Policy - Key for Progress (KS3)

Attainment: We are reporting with Key Stage 3 National curriculum Age Related Expectation (ARE). At Long Close these are measured using the following terminology.

Age related expectation (ARE)
Emerging
Emerging +
Expected
Expected +
Embedded
Embedded +
Mastery

These are coloured coded to give you an indication of where your child is academically, in line with the National Curriculum.

- if the report is mostly greens, your child is making good progress
- if the report is mostly blues, then your child is making very good progress
- if the report is oranges and reds then this means your child is performing below national expectations but could still be making good progress.

Marking Policy - Key for Progress (KS4)

Attainment: The following table indicates GCSE grade breakdown. Your child will receive a numerical GCSE grade, to reflect the rigor of the reformed GCSEs. A GCSE grade 5 is considered a strong pass.

GCSE grading breakdown	
9	
8	
7	
6	
5	Strong pass
4	Standard pass
3	
2	
1	

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	Unsatisfactory: Shows little interest in improving his/her understanding of a subject. Often displays disruptive behaviour. Is often without the appropriate equipment/ books/ kit.

Reporting

Progress Reports: 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 the 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: 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: These take place throughout the three terms.

Curriculum and GCSE Options

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

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

- English Language
- English Literature
- Mathematics
- Combined Science/ Triple Science (Biology, Chemistry and Physics)

We currently offer the following Options subjects in Year 10:

- Art
- Computer Science
- DT
- Geography
- History
- Music
- Religious Studies
- Spanish

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.

Library

Our Senior library is available for pupils during break and lunch times. There are books for pupils to loan and a quiet place to read.

Positions of Responsibility

Pupils in all years have an 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 (Kensington, Buckingham, Windsor and Hampton) votes for their Head of House (a student in Yr11). The Head of House will automatically become a member of the school council and 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.

We aim for higher things.
'Outstanding in All Areas' - SIS Inspection Report

The only co-educational, independent school for ages 2-16 years in Slough.

www.longcloseschool.co.uk 01753 520095    



LONG CLOSE
SCHOOL