PARENT GUID



Clacton County High School

An Essential Guide for Parents

2023-24



Introduction

Dear Parent/Carer

We have put together this booklet and hope that it acts as a reference point for future information that you may need to know about Clacton County High School and day-to-day school life for students at this school. In this booklet, we refer to both parents and carers collectively as parents.

As a school, we are committed to working in partnership with our parents. We never underestimate the benefits of the combined support of home and school on the outcomes for students and believe that communication is a vital component of ensuring success.

Clacton County High School has an established pastoral team and all members of staff are dedicated to ensuring that your child has a happy and successful time at this school. The pastoral team will be your first point of contact and able to assist you with all enquiries.

Kind regards

Chris Taylor

Chris Taylor Head of School

Attendance

Attendance is important at CCHS and vital to achieving success. It is expected that students attend school every day it is open and such attendance is celebrated and rewarded. Rewards and a certificate may be given to students with 100% attendance each term and throughout the year.

Students will not be allowed to take holidays during school time, unless for exceptional circumstances agreed in advance.

What the law says:

- The parent is legally responsible for ensuring that their child receives a suitable education. (Education Act 1996)
- Failure to ensure that a child attends school may lead to legal action being taken against the parent. This could result in <u>each</u> parent receiving a fine of **up to £2,500** for **each time** or up to 3 months imprisonment.
- Local Education Authorities are required by law to enforce school attendance.
- By law, only the school can approve absence, not the parent.

What CCHS says:

- If a child is ill, it is the parent's responsibility to contact the school on the first day of absence and each day after, as long as the absence continues. Telephone the school before 8.45am if possible, on the 'Student Absence Line' on 01255 424266 and select option 1.
- The school will attempt to contact the parent of any student whose absence has not been established by previous contact via email (absence@cchs.school) or telephone (01255 424266).
- When a child returns to school following a period of absence he/she must provide the attendance
 office with written confirmation of the reasons for the absence signed by their parent even after
 a telephone call.

Leave of Absence:

- The school complies with government legislation, which states that term time leave of absence can only be taken in 'exceptional circumstances'. For example; forces personnel on leave from a foreign posting or significant family events or circumstances. If this is the case, a 'Leave of Absence' request form must be completed; this can be obtained from the attendance office. When returned to the attendance office, it should be accompanied by a letter of explanation.
- If the school considers an application has not justified 'exceptional circumstances' approval will not be given. This is a school decision.
- If the leave of absence is then taken with disregard to the outcome of the application, the school may seek to apply for a Penalty Notice in accordance with Education (Penalty Notices) Regulations 2007.

Absences will not be authorised under any circumstances for the following reasons:

- Holidays in term time for financial reasons/unapproved holidays.
- Looking after siblings.
- Birthdays.
- Visiting relatives.

How non-attendance can affect a child's education:

- 90% attendance = one day missed school per fortnight.
- One school year at 90% attendance = four whole weeks of lessons missed.
- 90% attendance over five years of secondary school = half a school year *missed*!

What is the impact?

- Research suggests that seventeen missed school days a year = a GCSE grade DROP in achievement.
- If your child's attendance improves by 1% they could see a 5% **improvement** in attainment.
- The greater the attendance, the greater the achievement.

Student Absence: absence@cchs.school or 01255 424266 following the relevant option choices.

A copy of the full Attendance policy is available to download from the school's website.

First Aid

Whilst the school operates a general first aid provision and will endeavour to provide the best possible care within 'first aid' parameters, it should be noted that our <u>first aiders are not trained medical practitioners</u>.

There will inevitably be times when a student develops aches or pains such as headache or toothache during the school day. Students can access first aid support during social times. One or two paracetamol tablets can be administered and this will only be given if the student is showing signs of distress and the school has parental consent. Parents complete consent forms when students join CCHS.

Students should not contact parents directly to collect them if they feel unwell; they <u>must</u> report to the medical room or pastoral team who will make the appropriate arrangements.

If students need to take medication during school hours this can be left in the medical room. Please ensure it is **clearly labelled** with the **student's name**, **form and dosage**. This also applies to other medicines used for conditions such as hay fever. **Please keep the school informed of any changes to regular prescribed medication this includes if it is stopped.**

A healthcare plan is required for any students with life-long conditions or those that need to take regular medication during the school day. These are completed as part of the transition process from primary school.

Asthma

Children who require inhalers will be allowed to carry their own in their bag. A **spare inhaler** should be brought to school to be **kept in the medical room** for use in **emergencies**. The student's **name** should be **clearly marked** on the inhaler and box and the contents should be renewed periodically. Staff are made aware of children who suffer from asthma and will notify the first aider immediately of any serious attack. The school holds spare inhalers for use in an emergency and only if we have been informed that the student is asthmatic.

Epilepsy

Parents are advised to **notify the school** immediately if they discover that their child has epilepsy.

Diabetes

Diabetics who require insulin can bring it into school and either keep it with them or give it to the first aider to keep in the medical room until needed. Supplies of specific food can be kept in the first aid room; a refrigerator is available if required.

Medical conditions or serious allergies

The school **must be made aware** by parents of any ongoing medical conditions or serious allergies a child may have, along with **written notification** of any appropriate medication which may be needed together with a small **supply of that medication or EpiPens**. With EpiPens, one must be named and kept in school, one to be kept with the child. The first aider will notify parents when the 'use by date' approaches.

Any necessary equipment or medication must be with the child if staying to after-hours clubs/events, or when the child attends a trip, or any school-based activities in holiday periods.

Data Collection Form

Full contact details for all parents, carers and emergency contacts are required. Please make sure you include full details for all contacts, including forenames and surnames.

If, at any time, you move house or change your mobile phone number etc., please inform us as soon as possible, as we may need to contact you in case of emergency.

Home/School Communication

It is extremely important for parents/carers to keep school up to date with new addresses, numbers and an email address. The majority of general or urgent information for parents/carers is made via email and text and therefore, if your number or email is not up to date, there will be a delay in the receipt of important news. Please ensure we have your email address and a valid mobile number. The data collection form, as mentioned above, is the ideal way to ensure we have your correct details.

Safeguarding of Children

Clacton County High School; governors and staff, take seriously the responsibility to protect and safeguard the welfare of the children and young people in the school's care.

Copies of the Safeguarding & Child Protection policy and Data Protection policy are available to download via the school's website.

Cycling to School

The school provides bike sheds for our students to use; this facility is a privilege and not a right. It is the responsibility of parents and students to ensure that bikes are in a roadworthy condition, and ridden with due care and attention, in accordance with the Highway Code. Therefore, the school reserves the right to check that all bicycles are in a safe and well-maintained condition. If either the bike or cyclist fail to meet expectations, then the privilege of bringing a bike on to the school site may need to be considered. The Bicycle policy is available to download via the school's website. If your child is bringing their bike to school, please ensure they have a sturdy lock and that they remember to use it before leaving their property unattended within the bike sheds. The school does not accept any responsibility for personal items brought into school.

Acceptable Internet Use

The computer system is owned by the school and is made available to students to further their education and for staff to enhance their professional activities including teaching, research, administration and management. The school's E-Safety guidance aims to protect all parties - the students, the staff and the school.

- The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.
- All internet activity should be appropriate and access should only be made via the authorised username and password, which should not be made available to any other person.
- Social networking sites no student should post images or video footage or malicious comments that
 could cause harm or distress to either school staff or students or use images of the school or the school
 name on any internet site without prior consent.
- Activity that threatens the integrity of the school IT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all emails sent.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As email can be forwarded or inadvertently sent to the wrong person, appropriate language and content should be considered.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Students found in breach of any of the above expectations will be sanctioned in accordance with the school's Behaviour for Learning policy and the use of computers in school may be withdrawn.

PROUD at CCHS

At Clacton County High School, we teach our students to be PROUD of what they do and how to achieve the success that they rightly deserve, both at school and in your life as a whole. Having pride in what they do and how they present themselves will increase their self-esteem; this in turn will help them realise their dreams.

Our PROUD values support our culture of 'Higher Expectations, Raising Aspirations, Transforming Lives' by promoting a positive attitude to learning and doing well. Being a student at CCHS is more than just about academic results: we want all students at CCHS to be part of the broader community, to have kindness, compassion and empathy for others, and to become good citizens with an understanding of the importance of modern British values - democracy, rule of law, individual liberty and mutual respect and understanding of those with different faiths or beliefs.

Our PROUD values focus on **Perseverance, Responsibility, Opportunity, Unity** and **Diversity** and encourage you to look beyond school and exceed your own personal expectations.

ArborPay & Cashless Catering

Our restaurant Clouds uses biometric fingerprint recognition similar to Apple's Touch ID, to provide a cashless payment system. Children have their fingerprint taken and this creates a mathematical algorithm, which is used to identify them when they pay for food in Clouds. It is useful to note that it is impossible to recreate a user's fingerprint from the mathematical code.



Parents will be sent details over the summer break with login details for an ArborPay account, to which they may add money and then allocate it to their child's account to pay for food at break and lunchtimes.

Free School Meals

Students who are in receipt of, or whose parents are in receipt of, any of the following benefits are entitled to Free School Meals (FSM):

- Universal Credit (UC), provided they have an annual income of less than £7,400
- Income support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit if the applicant is not also entitled to Working Tax Credit and has an annual gross income of no more than £16,190
- Working Tax Credit run-on this is paid for four weeks after someone stops qualifying for Working Tax
 Credit

As earnings can fluctuate from month to month, applicants who are in receipt of UC will have their earnings assessed over a period lasting up to three months – only complete assessment periods will be checked.

If you feel that you may qualify, or not sure, then please visit the **East of England Consortium Website** via this link https://www.cloudforedu.org.uk/ofsm/ofsm-east and complete the short form.

NB. If your child received Free School Meals at Primary School you must re-apply using our Online Application

(This is different to the Essex County Council FSM application, as we use an alternative provider)

If you do not have online access, then please contact the school for assistance. If you are eligible for free school meals, a daily allowance will be added to your child's ArborPay account for them to use in Clouds.

If your child is eligible for free school meals, you should still set up a ArborPay account, as this is required for the school to add monies to you on a daily basis.

If you are unsure whether you qualify, please complete the form nonetheless.

School Culture and School Rules

We want to bring out the best in our students. We aim to know and support them. We want to help them grow into a great people. Our school culture aims to create the right circumstances where they will be capable of extraordinary things.

We encourage everyone to bring the best version of themselves to school, to work hard, and to live up to our PROUD values and our vision:

Higher Expectations, Raising Aspirations, Transforming Lives

To support our culture of the possible, our three school rules are:

- READY
- RESPECTFUL
- SAFE

These three rules, together with an excellent attitude to learning, form the foundation of our school culture to enable everybody to be safe, happy and successful. We explain the rules to our students in the following way:

Being **READY** means having all the correct equipment, full uniform, excellent attendance and punctuality. It also means being ready to learn when you go into each of your lessons and ready to always do your best, for example.

Being **RESPECTFUL** means that you are polite, courteous and considerate to everyone in the school, that you use appropriate language and attitude, that we look after each other, the school and our environment, for example.

Being **SAFE** means that we move around quietly and calmly and on the left-hand side of the corridors, that we follow all the classroom expectations – particularly active classes like PE or Science or Food Technology, that we follow the student expectations all the time, for example.

Our Expectations in Partnership

Clacton County High School operates a Behaviour for Learning Policy of rewards and consequences, which is applied equitably to all students. Students who join CCHS very quickly become aware of our expectations and know and understand these. Together with our rules, these form the Student Code of Conduct (appendix 2a, CCHS Behaviour for Learning Policy).

The school is committed to:

- The safeguarding of all students in its care.
- Ensuring a polite, courteous and prompt response.
- An orderly learning environment with high standards of behaviour and clear expectations of all.
- Quick, decisive action to support all students with any issues and dealing with any inappropriate behaviour.
- A school environment free of illegal drugs and offensive weapons.
- Providing a broad, balanced and appropriate curriculum with extra-curricular activities for all.
- Ensuring teachers deliver excellent lessons leading to outstanding learning and progress.
- Regular assessments to ensure that parents are fully informed of their child's progress.
- Keeping parents informed via the website, school app and weekly newsletter.
- Ensuring access to all statutory policy documents is available to download via the school's website.

In addition teachers are committed to:

- Ensuring classrooms provide a stimulating, safe and supportive environment for learning.
- Providing outstanding lessons and incentives to do well.
- Involving students with their own educational progress and providing regular information to both students and parents.
- Congratulating and rewarding students by recognition of achievements.

Parents are expected to:

- Ensure that all communications with the school are polite and courteous and report any concerns to the relevant team and work with us to resolve any issues satisfactorily.
- Encourage excellent attendance and punctuality and notify the school promptly of any absence. (Please do not organise family holidays during term time as these cannot be authorised.)
- Support the school's expectations regarding Uniform.
- Support the school's Behaviour for Learning policy.
- Ensure your child has the basic equipment necessary to participate in lessons.
- Ensure your child has a bag and the correct equipment.
- Show an interest in and ask questions about the work and activities which your child is engaged in through school or homework.
- Periodically look at their child's books and comment meaningfully on their progress.
- Attend school parents' evenings.
- Encourage their child to take part in extra-curricular activities.

Student Expectations and Routines

We want students to feel safe, comfortable and confident enough to take responsibility for their learning. This means that we have certain expectations of them during lessons, outside the classroom and in the community.

At the start of the school day	Between lessons								
We would like students to: Be dressed in full school uniform, including correct school shoes and any non-uniform items removed, including coats, scarves, hats and sweatshirts.	 We would like students to: Move directly to the next lesson and not use it as a time to meet friends; there is no excuse for lateness. 								
 Ensure mobile phones are switched off and any headphones and earbuds are removed upon entering 	Around the school								
 the school site. These items must be placed out of sight for the duration of the school day. Make sure they have all the equipment and other materials needed for the day. Complete all independent learning tasks set to the best of their ability and bring to school on time by the agreed deadline. 	 We would like students to: Take responsibility for keeping the school clean, safe and tidy. Think carefully about their actions, to avoid accidental damage or injury. Be kind and courteous to others. Follow instructions given to them by all staff. 								
At the start of the lesson	 Remove non-uniform items when re-entering the school building after break and lunchtime, 								
 We would like students to: Arrive at the classroom on time. Line up quietly in single file and wait to be let in. Enter the room calmly, sit where the teacher directs and get out all the equipment needed for the lesson. Write and underline the date before then starting the retrieval exercise. 	 including coats, scarves, hats and sweatshirts. Not swear or use abusive or derogatory language. Remember unacceptable behaviour towards others will not be tolerated. Walk on the left in the corridors and stairways. 								
During the lesson	In the community								
We would like students to:	We would like students to:								
 Get involved and make the most of their learning. Follow the instructions given by staff. Treat the learning environment and everyone in it with respect. Complete the tasks to the best of their ability. Make sure they ask the teacher for help, if they are not sure what to do. 	 Remember that whilst they are in uniform they are representing the school. Ensure that their actions do not bring the school into disrepute. Be kind, courteous and polite to everyone in the community at all times. 								
 Follow the instructions given by staff. Treat the learning environment and everyone in it with respect. Complete the tasks to the best of their ability. Make sure they ask the teacher for help, if they are 	 are representing the school. Ensure that their actions do not bring the school into disrepute. Be kind, courteous and polite to everyone in the 								

School Uniform

Years 7 – 11

- School tie (The Year 7 cohort of 2023 will need a purple striped tie).
- Blazer with school badge.
- Shirt plain white with top button, short or long sleeved, suitable for wearing with a tie.
- Navy blue school cardigan or navy blue knitted style v necked jumper.
- Black full-length school trousers.
 - NB. No skinny trousers, no jeans, no trousers with patch pockets (see below)
- OPTIONAL royal blue **pleated** skirt, worn unrolled.
- Only plain black tights or plain black or white ankle or below-knee socks are to be worn with skirts (as shown in the photograph above); leggings are not acceptable.
- Plain black or white ankle socks.
- Shoes these should be low-heeled plain black FULL office style shoes that can be polished.
 NB. No boots, trainers, or canvas style shoes (see below).

Some examples of suitable trousers



<u>Some examples of suitable school shoes that are</u> plain black, low-heeled (flat), office style

<u>Some examples of trousers that are **NOT**</u> suitable for CCHS



Some examples of tootwear that are **NOT** suitable for CCHS - NO boots, trainers, suede, canvas or casual styles (e.g. leather Converse or Vans)







School Uniform - continued

Years 7 – 11

- Jewellery can only be worn if it is discreet and appropriate for school; there may be some jewellery that is accepted under religious grounds.
- **Piercings:** one pair of stud earrings are allowed. Facial piercings, such as nose studs, are **not** acceptable and students are not allowed them in school.
- Hair is to be of a natural colour.
- False eyelashes are not permitted.
- Fingernails must be an acceptable length and a natural colour, and appropriate for practical lessons and PE. False nails are not permitted.
- Students who wear make up must ensure that it is discreet and appropriate for the school environment.
- Outside garments which are not part of school uniform, should not be worn when inside the school building under any circumstance. On entering the school building following social times, these garments should be removed straight away. No hoodies are permitted inside or outside

Physical Education

Key Stage 3 (Years 7 & 8) Compulsory unless stated

- Navy/black shorts.
- Navy skorts (optional).
- Navy Blue polo shirt.
- Royal blue football socks.
- Trainers/football boots.
- CCHS rugby shirt (boys).
- CCHS PE sweatshirt (girls).
- Plain navy or black jogging bottoms (optional).
- Swimming appropriate swimwear i.e. shorts, trunks, one -piece costume.

Students are required to bring indoor kit when on swimming lessons, in case the pool is out of action and this will allow an alternative activity to be planned.

In the colder weather students are permitted to wear tracksuit bottoms and sports undershirts.

During the winter months, long-sleeved tops (as detailed above) and football boots are compulsory for activities on the field.

If a student is unable to physically participate in PE or Dance then they should always bring and change into their PE/Dance kit and help officiate or coach.

All uniform and belongings should be clearly marked with the student's name, so that items can easily be returned if lost.

Failure to adhere to the school's uniform requirements will result in a student being withdrawn from lessons.

Main Uniform Supplier

Anglia Sports and Schoolwear Ltd Website: www.yourschoolwear.co.uk



Food Technology

Students will not be required to purchase and supply ingredients for food practical lessons. Instead, we request a one-off payment of £8.00 from each student, this will cover all their cooking for the whole year. I hope parents agree this is excellent value for money, as students will be cooking during Year 7 lessons, when they are timetabled for a Food Technology lesson.

From this amount, the school will then purchase the food required for practical lessons prior to each lesson. Parents will not be required to support students in the buying, organising and ensuring food items are ready for lessons. This should hopefully stop a last-minute rush to the shops and the purchasing of larger quantities of ingredients.

Please use ArborPay to pay in early September 2023

Students will be able to take the dishes they have created to consume during breaks or after school; this applies to the following lessons-

Lesson 1 - before break Lesson 3 - before lunch Lesson 4 - after school

Health and safety is paramount when handling, cooking and storing food. To ensure that the risk of food poisoning is minimised, it will be the student's responsibility to consume foods immediately or alternatively store within the food fridges and collect at the end of the school day.

Communication

Address: Reception: 01255 424266 (Option 0)

Clacton County High School **Student Sick-line**: 01255 424266 (Option 1)

Walton Road Absence Reporting Email: absence@cchs.school

Essex C015 6DZ Email: admin@cchs.school

Website: www.countyhigh.org.uk

Should you need to speak to a member of staff, please email <u>admin@cchs.school</u> or complete the <u>contact form</u> on our website and a member of staff will get back to you as soon as possible. If you are unable to email please call the main school switchboard on 01255 424266.

We do not recommend that you arrive at the school without a pre-arranged appointment in order to avoid disappointment.

There is a lot of important and useful information that can be found on the school website, including information about: uniform, attendance, behaviour, clubs and activities, school visits and the weekly news & notices, plus other relevant information.

Useful Contacts

For all enquiries please telephone (01255) 424266. To report your child's absence select option 1.

Pastoral Team (Years 7-11)									
Mr A Kidd	Deputy Headteacher								
Mr P Graves	Assistant Headteacher								
Mr C Lawrie	Assistant Headteacher								
Mrs H Bartrum	Assistant Headteacher (SENDCo)								
Miss L Dominey	Pastoral Leader								
Miss L Townsend	Pastoral Leader								
Mr T Devaux	Pastoral Leader								
Mr R Blanes	Pastoral Leader								
Mrs S Fattore	Pastoral Leader								
Mrs J Aldis	Pastoral Manager								
Mrs C Quiruga	Year Manager								
Mrs A Chapman	Year Manager								
Mrs V Silk-Green	Year Manager								
Mrs J Granger	Year Manager								
Mrs N Hutchinson	Year Manager								
Miss Johnson	Assistant Year Manager								
Mrs Tentis	Assistant Year Manager								
Mrs Tulip	Assistant Year Manager								
Mrs Clark	Assistant Year Manager								
Mrs Smith	Assistant Year Manager								
Miss E Clay	Attendance Officer								
Miss E Granger	Attendance Officer								
Mrs M Barker	Deputy SENDCo								
Mrs J Mills	Deputy SENDCo								
Mrs Hawthorne	Assistant SENDCo								

Detailed below are names of other members of staff that could be useful to you:							
Mr N Gallagher	Executive Headteacher						
Mr C Taylor	Head of School						
Mrs S McKarry	Head of Sixth Form College						
Mr S Dale	Deputy Head of Sixth Form College						
Mrs S Tate	Deputy Headteacher and Designated Safeguarding Lead						
Miss K Loosley	Deputy Headteacher						
Miss L Brown	Assistant Headteacher						
Mr A Cooke	Assistant Headteacher and Deputy Designated Safeguarding Lead						
Mr A Martin	Assistant Headteacher						
Miss L Reynolds	Assistant Headteacher						
Mrs F Cook	Assistant Headteacher						
Miss E Bailey	Head of VI6						



TERM DATES 2023/2024 Agreed by Governors



September 2023							October 2023								Nove	mbo	r 202	2	December 2023						
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Non Pupil Day									Wee	eker	kend/Holiday						Bank Holiday								

AUTUMN TERM 2023

Term begins: Friday 1 September (Non-Pupil Day)

Monday 4 September (Year 7 & Sixth Form only)

Tuesday 5 September (Whole School in)

Thursday 21 September (School will close at lunch ahead of Open Evening)

HALF TERM Monday 23 October - Friday 27 October

Friday 24 & Monday 27 November (Non-Pupil Days)

Term ends: Friday 22 December

SPRING TERM 2024

Term begins: Monday 8 January 2024

HALF TERM Monday 19 February - Friday 23 February

Monday 26 February (Non-Pupil Day)

Term ends: Thursday 28 March

SUMMER TERM 2024

Term begins: Monday 15 April Bank Holiday Monday 6 May

HALF TERM Monday 27 May - Friday 31 May

Term ends: Friday 19 July

Non-Pupil Days: 5 Autumn Term: Spring Term: Summer Term:

1 September 26 February 22 July

24 November 27 November