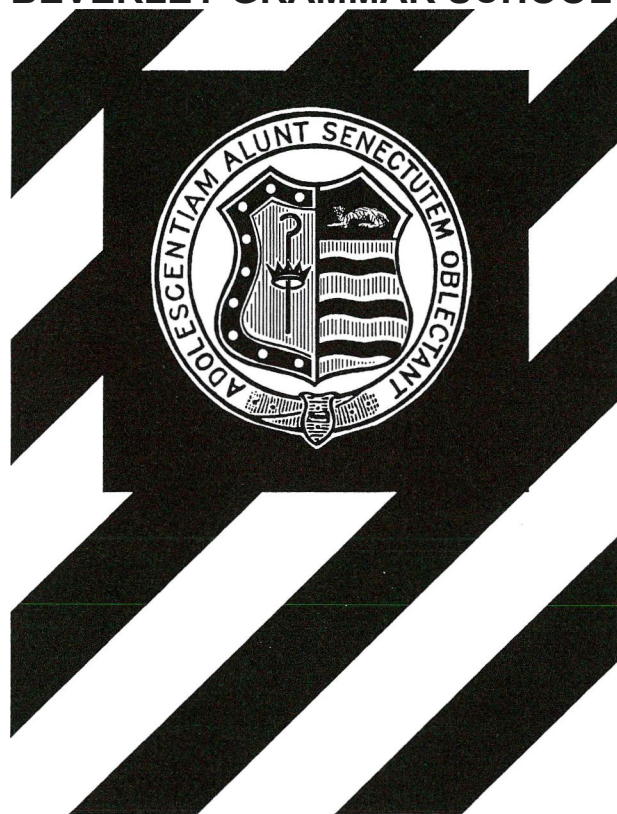


BEVERLEY GRAMMAR SCHOOL



PARENTS' HANDBOOK

2 0 1 3 - 2 0 1 4

Contents

1. Introduction – Mr Hodson
2. Contacts/Organisation
3. Form, House Groups/Year 7 Curriculum
4. Teaching Groups/SEN/Careers
5. Lunchtime
6. The School Day/Raising Standards
7. Recognition of Effort & Achievement/
Parents' Evening/Open Week/Achievements
8. Homework
9. Sex Education
10. Uniform
11. Discipline/Bullying
12. Transport/Safety on Drive/Bicycles
13. Absence
14. Illness/Child Protection/Sport
15. Music/Personal Property/Insurance
16. Finally

Introduction

Dear Parent

It is with pleasure that I introduce our parent handbook. It will give you basic information on school routine. I hope you will find it useful and keep it for reference.

The School has a long history spanning over thirteen hundred years making us the oldest state secondary school in the country. We have many famous old boys and are proud of our traditions. We are, however, a forward-thinking school always striving to improve the education of our students.

Beverley Grammar School aims to be a friendly, open, caring, successful school which treats all students equally and we welcome the co-operation and involvement of parents in helping us to achieve these aims. Should you wish further details or explanations please do not hesitate to get in touch with us.

Mr G Hodson
Headteacher

Contacts

The school's telephone number is:

(01482) 881531

We are happy to hear from you, but, our teachers are with classes for at least 80% of the day. If you need to speak to someone, the simplest way is to leave a number so that they can ring you back.

Break time (when staff might be free) is:

10.15 – 10.35

If you telephone the school the person you speak to first will normally be **a member of the school's admin team, in the front office.**

Organisation

Beverley Grammar School is a relatively small school with around 850 students. Most of our students are boys but in Years 12 and 13 (Sixth Form) they are joined by girls from the High School. As we are a small school it is possible for both staff and students to know each other well. Your son will be part of smaller groups, as well as being part of the whole school.

Form/House Groups

All boys belong to a house, these are: Burden, Conington, Fisher, Minster and School. Each form in Year 7 will be in one of these Houses and will be named after it. The Learning Co-ordinators are:

Years 7 – 9

Mr R Walters	:	Learning Co-ordinator Year 7
Mr C Lamplugh	:	Learning Co-ordinator Year 8
Mr M Scott	:	Learning Co-ordinator Year 9

Years 10 – 11

Mr S Macklin/	:	Learning Co-ordinators Year 10
Mr M Parish		
Mr P Gibson	:	Learning Co-ordinator Year 11

Years 12 – 13

The Beverley Joint Sixth Form
Mrs D Walters : Head of Beverley Joint Sixth

Year 7 Curriculum

All students take the following subjects:

English, Mathematics, Science, Art, Design and Technology, a Modern Language (French and Spanish), Geography, History, Food Technology, Information Technology, Music, Personal and Social Education (SPACE), Physical Education & Games and Religious Education.

Teaching Groups

In Year 7 boys are taught in mixed ability form groups. In the years which follow, departments keep to this, or set the boys according to their ability in the subject. In every case the best needs of the students come first.

Special Educational Needs

Learning support is available to all students to ensure that each individual achieves his potential.

In addition to highly trained teachers of Special Educational Needs, the department makes use of 6th Form students, teachers' aides, parents and members of the Special Education Needs Support Service. This allows students the opportunity of one-to-one attention.

We welcome contact from parents who are concerned about their son's progress and always work in partnership with them.

In cases of reading difficulties parents are encouraged to support their sons through a "paired reading" scheme which trains parents to use a technique which gives the students more confidence in reading.

We are always looking for new volunteers to help in supporting students. If you would like to help, please contact the Learning Support Co-ordinator, Mrs A Doolan or Mrs J Brown, Learning Support Manager.

Careers

As they progress through the school, students are made aware of the wide variety of career opportunities which will be available to them. They are encouraged to use our Careers Library which is extensively equipped with reference materials and computer programs.

We are always pleased to hear from parents who can offer to broaden our students' knowledge by sharing expertise of the world of work, either formally or informally.

Lunchtime

Both hot food and sandwiches (including Panini and cafeteria-style meals) are available in the canteen or, if preferred, students can bring a packed lunch. Whilst on the premises students are supervised and the school is responsible for them.

Year 7, 8 and 9 boys are not allowed to leave school at lunchtime unless it is to return home for lunch.

<p>If, as he gets older, you give your son permission to leave school at lunchtime, then responsibility for his behaviour and safety reverts to you as parents.</p>

We make every effort to ensure that students who are supposed to stay on the premises at lunchtime actually do so but, since our grounds are open and so large, we cannot guarantee this. We therefore rely heavily on students respecting the wishes of their parents.

The School Day

Timings of the school day are set out in the student diary.

Punctuality

Punctuality is good practice for adult life and is a sign of courtesy and forethought. Students are expected to be on time for both school and lessons and will be registered as late if they arrive for registration after 8.50 a.m. and 1.30 p.m. You will be informed if your son develops a pattern of frequent late arrivals.

Ready for work?

Beverley Grammar School's public examination results at GCSE and Advanced Level are always excellent.

We like to think that good habits begin in Year 7.

Students need:

A strong bag for books and games kit

Writing materials, including pencil and ruler
Coloured pencils are preferred to felt-tips

A calculator (Maths Department will advise)

All of these items should be clearly labelled with the student's name

Raising Standards

The school is committed to raising standards. We look to work with parents to ensure all our students are reaching their potential. This is why we carry out regular assessment and insist on standards of behaviour and uniform. We take care to monitor your son's progress and counsel him should he not be achieving the standards of which we think he is capable. If we feel he is not making the progress he should, we will contact you to discuss ways of improving his attitude or performance.

Recognition of effort and achievement

Pleasing work, effort and attitude are recognised by the award to students of “Green Slips”. An accumulation of Green Slips leads to the award of badges and then House Ties.

Once a term your son’s effort, behaviour and attainment will be assessed by all his teachers. Prizes at our annual Speech Day are awarded on the basis of the assessment for effort. You will, of course, be notified if your son does extremely well in these assessments and we shall invite you in for discussion should he be giving cause for concern.

Parents’ Evening

There is an annual parents’ meeting when you will have the opportunity to discuss your son’s progress with his teachers. We encourage students to attend this meeting with their parents and to take part in the discussions.

“Open Week”

Each year we hold an “Open Week” for the parents of students in Year 7. Parents are invited into school for half a day to experience with their son a normal morning or afternoon of lessons.

Achievements

During their lessons students regularly assess their own progress and discuss their learning targets with the teacher. Achievements and targets are recorded by the student. We find that students learn to assess their strengths and weaknesses in this way.

Your son will be asked to note in his School Planner what he sees as his main achievements for each week. There is also an “Activities and Interests” page to which you may contribute if you wish.

Homework

Homework is set in most subject areas. We believe it makes a valuable contribution to each student's individual progress. It is an essential study skill because many GCSE courses in Years 10 and 11 will require students to produce assignments completed at home.

Each student has a School Planner. We ask you to sign the planner weekly so that you are aware of the homework your son is being asked to do. Your son's Form Tutor will be signing the diary regularly as well. If any problems arise concerning homework, please do not hesitate to contact the school so that we can take the appropriate action.

The Planner contains other sections you may find useful such as lesson times and a space for informal messages between home and school. Please use this as a way of helping to improve the partnership between us.

Help from home with homework

Look through his books. This will give you a quick check on his progress and show you what work we do.

Provide a quiet place to work.

Students will be encouraged to use the internet for research but it is useful if parents can provide basic reference books such as a dictionary, encyclopaedia and atlas.

Help if asked. Get him to talk about this work. (It will almost certainly be very different from when you were at school!)

This part for parents' eyes only!

Do not believe him when he says he has no homework!

Do not pass phone messages on to him when he is in the middle of homework, ask friends to ring back later. Ask them why they have finished their homework so quickly!

Only for the very brave

Record their favourite show – only to be seen after homework is finished.

Sex Education

The school has a comprehensive and planned sex education programme. This is mainly taught by trained staff in SPACE and Science lessons and delivered in what we consider to be an appropriate manner and level for the different age groups. The lessons are based around respect, responsibility and caring, loving relationships.

If you would like to know further details or have any concerns please do not hesitate to contact us. All parents have the right to withdraw their sons from this programme if they feel the programme is inappropriate.

Your contact person is Miss E Drew: Head of SPACE.

Uniform

Students wear uniform throughout the school. We feel that a neat, tidy appearance is important for the school's image and that uniform helps students identify with Beverley Grammar School.

White shirt Black sweatshirt with logo Black and silver striped tie or house tie Black school trousers Black shoes or <u>plain</u> black trainers Plain black belt/hat Games Kit: Black shorts Plain white short sleeved top Black (reversible) rugby shirt
--

The uniform is simple and can be bought from either specialist shops or pieced together from chain stores. Good quality, second-hand items are available at some school functions. Items which your son has outgrown can always be returned to school for recycling in this way.

Do not believe any of these

“Honest, Mum, track-suits really are allowed!”

“Sir didn’t notice the logo so it must be OK.”

“This multi-coloured top is really a coat so it’s alright.”

“Everybody else is wearing them.”

“The stripes and fluorescent laces don’t count. They’re mostly black.”

“Bermudas ARE shorts”.

All of these HAVE been tried – we know you’re not so gullible as to believe them.

We do not permit denims, T-shirts or piercings (even under sticking plaster) or any visible jewellery.

Discipline

The atmosphere in Beverley Grammar School is quiet and orderly. If a student is causing serious or persistent problems, we will certainly contact parents in order to work out a solution as quickly as possible. Students should understand that cases of bad language, violence or bullying will result in relevant sanctions being imposed.

Following a fixed term exclusion, parents will be interviewed by a Learning Co-ordinator, Deputy or in extreme cases, the Headteacher.

Occasionally a student needs a reminder of what is expected of him and a detention may be the most appropriate punishment. A student will always be given 24 hours notice of a detention after school. We cannot make exceptions for individual students and detentions apply regardless of transport arrangements.

Bullying

Beverley Grammar School strives to eliminate all forms of bullying. We want the school to be a pleasant, friendly place where all our students feel happy and secure, able to carry out their studies in a relaxed environment and achieve their potential. All acts of bullying are taken seriously. Bullies are counselled and punished.

If you suspect your son of bullying others, we would hope you would assist us by reinforcing the standards of behaviour we expect of our students.

- Explain to him why it is wrong to bully
- Discuss what sort of things are considered to be bullying
- Contact the school so that we can work together to help your son
- Give your son an appropriate punishment

If you suspect your son is being bullied:

- Watch for early signs of distress (deterioration in work – reluctance to get up and come to school)
- Listen sympathetically to stories of incidents and, afterwards, note down details and names
- Report the matter to the Learning Co-ordinator, even if your son does not want you to
- Reassure him that something will be done and things will get better

We guarantee to follow up all concerns and report back to parents.

Transport

Many of our students live in and travel from Tickton, Wawne, Walkington and Woodmansey. Some come on public transport; others come on special school buses. These need to park outside the school gates before and after the school day. Please leave the area with zigzag lines completely clear for these vehicles. Also, the traffic island in front of the school should be treated as a roundabout at all times.

During school functions, or even on ordinary school days, parking can be very congested outside the school gates. You will find much more room a little further up Queensgate towards the end of the cul-de-sac.

When coming to and from school, we consider the boys to be representing Beverley Grammar School and it is therefore most important that the boys maintain our high reputation. We expect them to be just as well behaved, well dressed and polite outside school as they are inside. Legally, the bus companies are responsible for students while they are travelling to school. The companies have the power to refuse to carry any student who has behaved badly and we always support them if they feel this is necessary.

Safety on the school drive

The school drive is very narrow. We ask that you do not enter the site in order to deliver or collect students. If you have legitimate business which requires you to bring a vehicle onto the school premises during lesson times, please make every effort to avoid the beginning and end of the morning and afternoon sessions. There is no access between 3.35 p.m. and 4.35 p.m.

Bicycles

Bikes must not be ridden on the school premises. Students must lock them. The police are asked by us to check the roadworthiness of students' bikes and we urge you to ensure that your son's is legal and well maintained. During December and January bikes must have a set of working lights. Boys who do not ride in a sensible and legal manner will be asked to leave their bikes at home. Bikes are strictly students' responsibility.

Absence

If your son is away from school because of illness please inform the school by telephone on the morning of each day of his absence.

Any form of unauthorised absence is now regarded as truancy. By law we have to compile and publish these figures. **Unauthorised absence** is any absence which is not accounted for by parents. In practice this means you **must provide an absence note or make a telephone call** or we will be obliged to log it as truancy. If in doubt, please check with the school. Unfortunately, we have no choice in this matter.

Your request for your child's absence from school to be authorised must fall in to one of the following categories –

1. Where you have to take holidays at a time specified by your employer.
2. Where a holiday abroad is recommended as part of your, or your child's rehabilitation from a medical or emotional issue.
3. Where you are considering emigration and wish to visit the country as part of your consideration
4. To attend a wedding or funeral of a close member of the family that is taking place out of the area

Evidence would be required in each case.

It has been agreed that holidays will not, under any circumstances (including those mentioned above, be authorised at the following times).

1. The first six weeks of any academic year (for all pupils).
2. Year 6 transition day (for pupils in that year group).
3. Year 6 SATS week (for pupils in that year group).
4. Year 9 options time (for pupils in that year group).
5. At any time during Years 10 and 11 (for pupils in these year groups).
6. At any time specified by the school (this will be communicated to parents by school).

If your request is approved, you are required to ensure your child catches up on any missed school work. This is your responsibility and the school is not obliged to provide work for your child to complete.

Illness in school

If your son is unwell we will make every effort to contact you so that you can take your son home. Please ensure, therefore, that you keep us up-to-date with your contact numbers.

In the event of an accident in school our most likely reaction is to call an ambulance and to contact you.

Please note that we are prevented by the Education Authority from administering any form of medicine (e.g. aspirin) or using anything other than water on skin abrasions. In essence we are limited to sticking plaster (if not allergic) and bandages.

If your son has a medical condition, please make sure that the Office knows about the condition and any treatment or medication that your son may be receiving.

Child Protection

All staff at the school will be actively looking for signs that a child is in need of protection. They have been instructed to look for signs of Physical, Sexual or Emotional abuse or Neglect. If they, or parents feel there is a possibility that abuse is occurring they should pass their suspicions on to the Child Protection Co-ordinator, Mrs J Chisholm. She will investigate and may involve Social Services and the Headteacher, in line with Child Protection procedures. Our priority concern is for the Health and Welfare of the students in our care.

Sport

Beverley Grammar School has a strong sporting tradition. In Year 7 all boys can expect to take part in the following sports: soccer, rugby, cricket, basketball, cross-country running, badminton, gymnastics, trampolining, tennis, athletics and orienteering.

Music Department

The main aim of the Music Department at Beverley Grammar School is to involve as many boys as possible in enjoyable active music making, in lessons, at lunchtime and after school. Much singing takes place in preparation for at least 2 public performances. All boys are invited and indeed expected to take part in these.

Some boys will also be given the opportunity to learn an orchestral instrument. New boys will be given various tests to assess their musical ability, but enthusiasm and a willingness to practise daily are more important pre-requisites. A letter explaining the selection procedure will be given to all boys on induction day.

There are extra-curricular activities every lunchtime in the music room. These include a Chamber Choir, Guitar Club, Theory Club and String, Woodwind and Brass groups.

Personal property

Students should look after their belongings at all times. Lost property is available for inspection each day: 12.30 p.m. to 1 p.m. (under the school) but it is difficult to offer positive help unless all items of uniform are clearly labelled (including the tie). Every half term unlabelled, unclaimed items are disposed of or set aside for second-hand re-sale.

Students should not carry large amounts of money. In any case, money should never be left in an unaccompanied bag.

Insurance

On school visits, students are insured as a matter of course. Extra insurance is taken out for visits officially classified as hazardous. Insurance arrangements, however, do not cover personal property which is damaged or lost through fire, vandalism or theft. It is worth checking whether your own personal/household insurance covers these eventualities.

Finally

To ensure your son's well-being you should inform the school of any circumstances which might affect his academic performance or behaviour. These might include medical problems such as asthma, diabetes or allergies, or family problems such as bereavement. Such information is used with discretion and only distributed to those who need to know it.

We look forward to working in partnership with you
