



**Scarisbrick Hall.  
Education for life.**

**Pre-School**  
Age 4

**First School**  
Reception to Year 4

**Middle School**  
Year 5 to Year 8

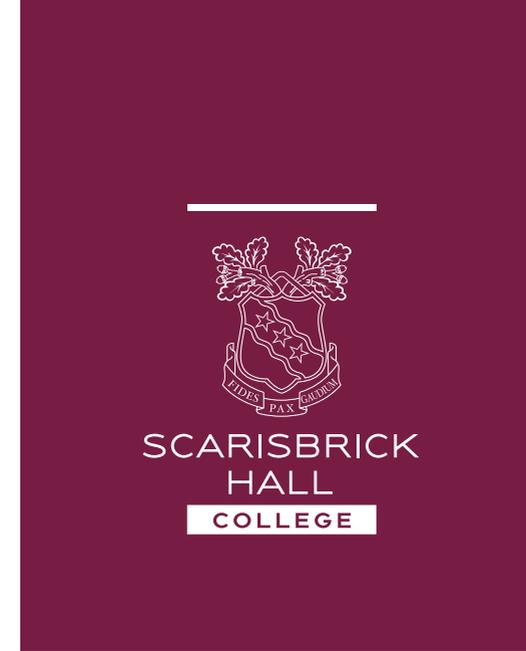
**College**  
Year 9 to Year 13

**Sixth Form**  
Year 12 to Year 13

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[www.scarisbrickhallschool.co.uk](http://www.scarisbrickhallschool.co.uk)



# College

2015-2016

pupil  
handbook

Dear Pupils,

Welcome to Scarisbrick Hall College, I am proud to be your Headteacher and truly believe that you will receive an outstanding education at Scarisbrick Hall. This handbook is designed to give you an understanding of how we operate in the College. It should answer most of the questions you have, however you will receive a great deal of support and guidance from the Prefects and Staff as well.

Scarisbrick Hall College delivers a progressive education with traditional values. We have exceptionally high expectations of behaviour and academic achievement.

Mr J Shaw  
Headteacher



# welcome

## Lost property

Don't worry!  
Most lost property turns up.

BEFORE you tell a teacher you have lost something, please look everywhere carefully.

ALWAYS:

- Stop and think when you last remember having your property, e.g. the lesson and room you were in.
- Go and look there and all of the rooms you have been in since. Re-trace your steps.
- See if it has been handed in to the Office.
- Report lost property to your Form Tutor and Year Leader.
- Check again at HOME.
- When you find it – make sure that it is named. It will get back to you more quickly if it has a name in it.



### **If you are late for school or have forgotten something**

You must report the General Office when you arrive and then go straight to your first lesson.

If you have forgotten your kit then you can ask the office staff to call your parents, who may be kind enough to bring it in for you.

# any questions?

## What should you do if....?

There are often times when you have a question that requires guidance. Use the following information as examples and what you should do if you have a problem.

### If you do not understand your work

Ask your teacher as soon as there is anything you do not understand.

Teachers want to help you learn and will be impressed if you are asking for further guidance.

### If you feel ill or have an injury

Tell your teacher and they will assess if you need to go straight to the office or they will monitor how you are feeling and assess again later on that day.

If you have hurt yourself report this immediately to a staff member.

### If you are worried or upset

If you are worried or upset about something, please talk to your Form Tutor or Year Leader. They are there to try to help you. It does not matter what time it is during the day. If you think you are being bullied, or if you are concerned about a friend, please talk to us about it.



# school ethos

We support and inspire learners to succeed in an environment of love and care. Through our commitment to see each learner as a unique individual, we explore and celebrate the qualities that define and unify us all; so creating a confident and happy community.

## Aims of the School

### Academic

To develop motivated, independent learners who go on to achieve or exceed their potential.

### Pastoral

To create a happy, safe environment where all successes are celebrated.

### Moral

To celebrate and embrace diversity, foster confidence, value opinions and friendship.

### Social

All pupils will develop an awareness of their role and responsibility within our global society, having respect for themselves, everyone and everything.

This handbook will contain helpful information and a Code of Conduct. The Code of Conduct gives guidance on the sort of behaviour appropriate in College and around school.

No Code of Conduct can cover every possible occurrence, but we expect pupils to behave in a manner which is courteous and which reflects honourably upon themselves and upon Scarisbrick Hall School.



# staff in College

## HEADTEACHER

**Mr Shaw**

## HEADS OF FACULTY

Mathematics & Statistics

**Mr Norbury**

English

**Mrs O'Connor**

Humanities & Languages

**Mr Lee**

Sciences

**Mrs Winstanley**

Performance

**Mr Bullock**

PE & Sports Sciences

**Mr Groves**

## SENIOR TEACHERS

SENCo

**Mrs Nairn**

Head of Sixth Form

**Mr Davidson**

## YEAR LEADERS

College

**Mrs Taylor**

**Miss Fleming**

**Mr Brown**

## FORM TUTORS

Year 9

**Mrs O'Connor**

**Mr Linge**

Year 10

**Miss Halsall**

**Mr Groves**

**Mr Bullock**

Year 11

**Mr Norbury**

**Mrs Winstanley**

## ACADEMIC STAFF

English

**Mrs Sinclair**

**Mrs O'Connor**

**Mrs Shaw**

**Miss Tinsley**

Spanish

**Mr Lee**

French

**Miss Fleming**

Geography

**Mrs Taylor**

History

**Miss Rawstron**

Careers Advisor

**Ms Halsall**

PE & Sports Science

**Mr Groves**

**Miss Markey**

**Mr Jones**

**Mr Brown**

Art

**Ms Hodge**

Drama

**Mrs Squire**

Music

**Mr Bullock**

Business Studies

**Mr Davidson**

Science

**Mrs Fletcher**

**Mr Ingram**

**Mrs Vicks**

**Mrs Watkins**

**Mrs Winstanley**

ICT & Computer Science

**Mr Clark**

**Mr Hague**

Catering & Hospitality

**Mrs Robinson**

Maths

**Mr Norbury**

**Mr Linge**

**Mr Rimmer**

## Transport

If you travel on a College mini-bus you will be allocated a seat. You must sit in this seat on all journeys. All duty teachers check that everyone is on the bus before it departs on the homeward journey, so if you do not intend using it on a particular day you must bring a letter from your parents explaining what alternative arrangements have been made and give it to the member of staff on the main reception desk.

If you do not normally use school transport but wish to do so on a particular day for a special reason you must see the member of staff on the main reception desk.



## Fire Drill

Your Form Tutor and subject teachers will give you details about the fire drill. Notices are displayed in each room indicating the exit procedure.

If there is a fire drill:

- **BE SILENT**
- **FOLLOW DIRECTIONS GIVEN TO LEAVE THE BUILDING**
- **ASSEMBLE ON THE DESIGNATED AREA**
- **LISTEN TO YOUR TEACHER'S INSTRUCTIONS**

## Leave of Absence

If you require to be absent from College for any reason your parents must write to the Head in advance to ask for his permission. Leave of absence is never granted on the first or last days of any term or to students in Year 10 and above.

If you are granted permission to leave College early for any reason you must report it to the General Office before you leave in order for the register to be amended accordingly. You must then leave the building by the main entrance with your parents.

## School premises and grounds

During College hours, pupils are not allowed to leave the College.

Within the College, the staff room, science technician room and the kitchen are always out of bounds.

Students may only visit the Head's study by appointment or invitation.

## General Rules

It is against the school rules to chew gum at any time.

Food and drinks are to be consumed in the Dining room or in the 'Grab and Go' seating area.

No smoking is allowed in College and within the school grounds.

All money must be kept on the person and large amounts should not be brought to College.

## Mobile Phones

The School recognises that mobile phones are now an important aspect of everyone's life and have considerable value, particularly in relation to individual safety. School therefore accepts that pupils are permitted to bring mobile phones to school but that use is limited and restricted.

The School aims to educate students in the responsible use of technology:

Phones must be switched off at all times.

Pupils must not use phones for making calls, checking the time, texting or taking photographs whilst on the school site.

Tablets or laptops may be used for educational purposes ONLY with the individual teacher's permission e.g. as a calculator or for research purposes. They should only be brought into school when requested by a member of staff.

Pupils may not use these devices for entertainment purposes in their own classrooms during wet breaks.

Files stored on tablets or laptops must not contain violent, degrading or unsuitable images.

Cyber-bullying is completely unacceptable.

Responsibility for the phone rests with the pupil and the School will take no financial responsibility for loss or damage. The School bears no responsibility for confiscated items.

If you are found to be breaching the policy you will have your phone confiscated and it will be returned to your parent / carer, or passed to the Police. It is a privilege to be permitted to bring mobile phones and other devices into school and abuse of this policy may lead to a curtailment of this privilege.



It is important that you are in the right place at the right time when you arrive

The times of Assembly and classes will be:

<b>08.30</b>	<b>Arrival: all pupils should make their way to Year group registration</b>
<b>08.40 – 09.00</b>	<b>Assembly</b>
<b>09.00 – 09.50</b>	<b>Period 1</b>
<b>09.50 – 10.40</b>	<b>Period 2</b>
<b>10.40 – 11.00</b>	<b>Break - Café and Dining room will be selling food/drink</b>
<b>11.00 – 11.50</b>	<b>Period 3</b>
<b>11.50 – 12.40</b>	<b>Period 4</b>
<b>12.40 – 13.40</b>	<b>Lunch for Years 9, 10 &amp; 11</b>
<b>13.40 – 14.30</b>	<b>Period 5</b>
<b>14.30 – 15.20</b>	<b>Period 6</b>
<b>15.20 – 16.05</b>	<b>e<sup>3</sup> Programme (No e3 on Friday)</b>
<b>16.05</b>	<b>Registration in Year groups (Register at 15.25 on Friday)</b>

Always be ready to start lessons promptly.

When changing from one room to another, do so quickly and quietly.

where to go when

Scarisbrick Hall College has exceptionally high expectations for behaviour and conduct. The following guidelines are expected of all pupils.

## Behaviour

- Good manners and courtesy are expected of all students and staff at all times (both in and out of College).
- Always be ready to start lessons promptly.
- Students and staff are expected to come quietly into Assembly, and to leave in silence.
- There is to be no running around the school grounds and good behaviour is expected at all times.
- Good behaviour is expected at bus stops and on the school mini-buses.

## Dress and appearance

The College reserves the right to decide what may or may not be worn in particular cases and to lay down standards of appearance. A separate list with details of the College students' uniform is available.

The uniform must be worn correctly at all times as shown in the picture below:



By Zoe Campbell

Some pupils are also given positions of responsibility:

### Heads of Houses

#### Head Boy and Head Girl

#### Deputy Head Boy and Girl

**Student Voice** - representatives are selected to discuss the opinions of students in their Year group at Student Voice meetings.

### Absence

If a student is absent because of illness his / her Parents should telephone the College before 08:30 and he/ she must bring a note from his/her Parents on return to College.

If a student is absent because of illness for a prolonged period, Parents should notify the school and supply a medical note.

No student may be absent for any other reason unless he/ she has previously obtained permission from the Headteacher.

If the attendance of a student falls below the expectations of the school, the Headteacher will instigate meeting with parents and may review the students place at the College.

### Class and classrooms

Students must arrive at all lessons on time with the appropriate equipment and all books lost or damaged must be paid for.

Students must keep their lockers and teaching / study areas tidy.

At the end of the day no bags should be left in any of the classrooms.

Students must take great care to look after the furniture and fabric of the College. No marks must be made on furniture. Any damage must be reported to the staff as soon as it occurs. The appearance of a room in general depends on the efforts of individuals.

### Common Room

Students have access to the College Common room at morning break and during the lunch break but not during lesson times.

An elected Common room Student committee will be responsible for setting and enforcing an acceptable code of conduct for the Common room.

The Common room must be kept clean and tidy at all times.

## ASSESSING YOUR PROGRESS

Your Year Leader will keep an eye on your academic progress and your subject teachers will keep him/her informed. Your Form Tutor will check your Homework Diary weekly, comments may be written in these for your Parents to see.

### MidYIS

In Year 9 standardised assessments are used to provide teachers and parents with evidence of your academic potential.

### Term Assessments

Your effort and attainment will be assessed on a half- termly basis by means of a grading system. These grades will be sent home to parents with a brief description of the assessment.

### 'On Report'

Occasionally it may be necessary to monitor your progress daily in order to raise levels of effort and/or attainment. This will be done by means of a Record card which has to be presented to each teacher in each lesson and signed by your Mentor and parent daily.

### Reports

Full reports are written at the end of Summer Term.

### Parents' Comments

With each set of reports, your parents will receive a Parents' Comments Sheet. These enable your parents to comment upon the report or any other factor that may have a bearing upon your life at the College.

### Parent/Teacher Meetings

Various meetings are arranged to give your parents an opportunity to meet your teachers, and other parents; and to discuss your progress.

### Academic Review Meetings

When serious concerns have been raised about the academic achievement of a student in the College, the Year Leader may instigate an Academic Review Meeting. The purpose of this meeting is to set clear targets that will ensure academic progress is made.

assessment

- When travelling to and from the College, you must wear full school uniform or full school PE kit.
- All possessions must be clearly marked with the owner's name.
- Hair (no extremes of style or colour) and general appearance must be kept tidy and neat, with long hair being tied back.
- Very moderate makeup is permitted in the College. If the makeup is visible or unnatural it must be removed. Any unnatural skin colouring is not permitted in the College. You may be sent home if make-up is not appropriate and asked to stay home until the colour has faded.
- Nail varnish, fake nails or nail extensions are not permitted in the College
- Girls with pierced ears may wear small gold studs only (one in each ear). No other body piercing or jewellery is permitted



For a detailed description of the uniform please see the school website. The Headteacher has the right to send any student home who he perceives has an inappropriate dress and appearance.

NB. It is impossible to list all the scenarios or possible dress variants. If a pupil is deemed to not be acting within the spirit of the school rules the Headteacher has the option to send them home until the issue is resolved.

## REWARDS AND COMMENDATIONS

### House Points

Each pupil becomes a member of a House (Raynor, Oxley, Poulton and Wyburn). Every member of staff can allocate house points for achievement and conduct. These points are collated and averaged to rank the houses. House points may also be earned for a variety of activities.

### Pupil of the week

Every week the subject teachers will nominate a pupil from the College who achieved well that week. Each pupil nominated will receive a certificate, house points and a letter home.

### Headteacher Award

At the end of each full term the Headteacher will nominate one pupil for high academic achievement and one for academic effort. These pupils will receive a commendation letter from the Headteacher.



### Awards Day

At the end of the academic year annual awards are handed out for all subjects and areas of the school.

# discipline and sanctions

Any breach of College rules will be dealt with in an appropriate way. It should be noted that:

- Smoking in school uniform is dealt with by a three- day fixed term exclusion given by the Headteacher.
- Bullying of any kind results in a five- day fixed term exclusion given by the Headteacher.
- Any student caught stealing may be asked to leave the school.

If you are placed in period of 'Confined time/detention' after normal College hours, a letter will be sent home for your parents explaining the reason. You must then:

- turn up at the stated time and place.
- avoid getting another period of 'Confined time'.

**The Headteacher has the right to ask parents to remove their child from the school for any reason where continued presence will affect the welfare of other students in the School. Refunds on fees are not made in such cases.**

# marking

Teachers will grade your work against GCSE grading criteria where appropriate. GCSE grades are from an A\*- U. You will receive verbal feedback throughout lessons and any comment given will focus on how you can improve the standard of your work.

You will be given a grade in a circle as follows:



## **HOMEWORK**

Your homework diary is very important. You must write the instructions given by the teacher in the book, the nature of the work set and the date it needs to be completed by. Your parents will be asked to check this Homework Diary daily and to sign it. Your parents will be asked to look at your actual homework and insist on it being repeated if the presentation is unsatisfactory.

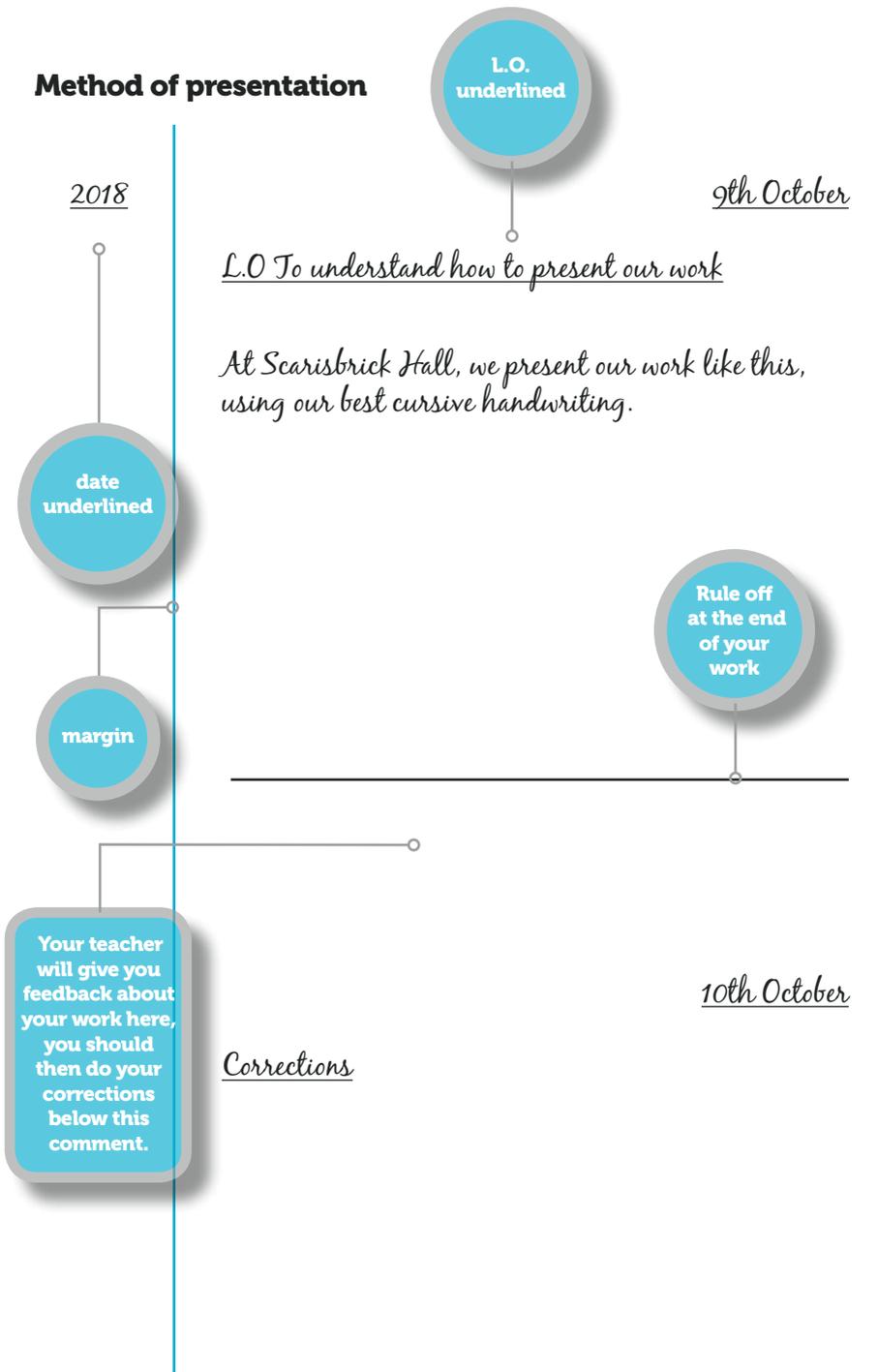
## **Controlled Assessments (Years 10 and 11)**

As part of your GCSE course you will be asked to complete a number of pieces of work under controlled conditions i.e in College and with time limits. The results of these will form part of your overall GCSE grade. It is thus vital that you are not absent from College for any reason other than illness.

## **Learning and revising**

Not all classwork or homework is written work; it may be learning or revising. You will be asked to revise for tests and examinations and study skills will be discussed within the PSHE and Wellbeing programme.

## Method of presentation



## LIST OF FORMAL SANCTIONS

Sanction	Duration	Who can issue this	Reason for sanction <small>(these are examples and cannot take into consideration all circumstances)</small>
Break time confinement (lunch or morning break)	10 minutes	Any teacher or TA	Late arrival at lessons
Lunch time confinement	30 minutes	Any teacher or TA	<ul style="list-style-type: none"> <li>• Student not prepared for learning</li> <li>• No homework or poor quality homework</li> <li>• Working below target level</li> <li>• Low level disruption</li> <li>• Reminded more than once to stay on task</li> <li>• Actions that disrupt the learning of others</li> </ul>
After School Detention	60 minutes	Any teacher or TA	<ul style="list-style-type: none"> <li>• Low level disruption (after warning)</li> <li>• Two pieces of homework missing in the same week or two pieces of homework missing from the same subject</li> <li>• Disrupting the learning after a warning</li> <li>• Any form of insolence toward staff</li> <li>• Actions that have disrupted the learning of others</li> </ul>
Sat morning detention or INSET	3 hours	Headteacher or Senior Teacher	<ul style="list-style-type: none"> <li>• Discretion of the Headteacher</li> <li>• On receipt of a 3rd after-school detention in six weeks</li> </ul>
Isolation	1 day	Headteacher or Senior Teacher	<ul style="list-style-type: none"> <li>• Discretion of the Headteacher</li> </ul>
Fixed term exclusion	2-5 days	Headteacher	<ul style="list-style-type: none"> <li>• Discretion of the Headteacher</li> </ul>
Permanent exclusion		Headteacher	<ul style="list-style-type: none"> <li>• Discretion of the Headteacher</li> </ul>

Senior Teachers are Head of Faculty or Year Leaders.

\* Three fixed term exclusions or isolations may result in a permanent expulsion from the School

# tracking pupils

Although every pupil is unique and therefore interventions are bespoke, common issues such as a lack of effort or attitude to work can be resolved by the following actions:

## Faculty Tracker

Reason	Person Responsible	Escalation
Academic progress/effort is not at an appropriate level in one Faculty area. Letter to parents to inform they are on the tracker and the reason given	Daily tracked by form tutor and reports to Head of Faculty on Friday	If student does not improve after week 1, after-school detention will be issued. If after week 2, there is no improvement, the pupil will be put on a Headmaster's report

## Year Leader Tracker

Reason	Person Responsible	Escalation
Academic progress/effort is not at an appropriate level across two Faculty areas. Letter to parents to inform they are on the tracker and the reason given	Daily tracked by form tutor and reports to Year Leader on Friday	If student does not improve after week 1, after-school detention will be issued. If after week 2, there is no improvement, the pupil will be put on a Headmaster's report

## Headmaster Report

Reason	Person Responsible	Escalation
Failure to show progress on Year/Faculty report. Letter to parents regarding the serious nature of this report.	Daily tracked by HoF/YL. On Friday, the report must go to the Headmaster	If student does not improve after week 1, after-school detention will be issued. If after week 2, there is no improvement, a Saturday morning detention will be issued and a parental meeting arranged to discuss the pupil's future place at school

# the type of work

At the beginning of the year you will be provided with exercise books for each subject.

You should write your:

**NAME**  
**SUBJECT**  
and the  
**NAME OF THE TEACHER**

in block capitals, in the spaces provided.

- You should use black fountain pen or black Berol handwriting pen to write in your books.
- Ink eradicators are not allowed.
- Errors must be ruled out with one neat line.
- You should take pride in your exercise books.
- The books may be inspected at any time by the Headteacher.

A standard method of presentation of written work, to be used by students of all age groups, is shown on the next page.