



**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 11

Sixth Form
Year 12 to Year 13

Scarisbrick Hall School
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www.scarisbrickhallschool.co.uk



Middle School

2015-2016

pupil
handbook

Dear Pupils,

Welcome to Scarisbrick Hall Middle School, 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 Middle school. It should answer most of the questions you have, however you will receive a great deal of support and guidance from the Monitors and Staff as well.

Scarisbrick Hall Middle school 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?

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 Middle 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 Middle School

HEADTEACHER

Mr Shaw

HEADS OF FACULTY

Mathematics & Statistics

Mr Norbury

English

Mrs O'Connor

Humanities & Languages

Mr Lee

Sciences

Mrs Winstanley

PE & Sports Science

Mr Groves

Performing Arts

Mr Bullock

SENIOR TEACHERS

SENCo

Mrs Nairn

YEAR LEADERS

Middle

Mrs Burton

Mrs Seddon

FORM TUTORS

Year 5

Mrs Robinson

Mrs Watkins

Year 6

Mrs Fletcher

Miss Rawstron

Year 7

Mrs Hodge

Mr Lee

Year 8

Mr Clark

Miss Markey/Mrs Shaw

ACADEMIC STAFF

English

Mrs Burton

Mrs Sinclair

Ms Tinsley

Spanish

Mr Lee

French

Miss Fleming

Geography

Mrs Taylor

History

Miss Rawstron

PE

Mr Brown

Mr Groves

Mr Jones

Miss Markey

Art

Ms Hodge

Drama

Mrs Squire

Music

Mr Bullock

Maths

Mr Linge

Mr Norbury

Mr Rimmer

Mrs Seddon

Business Studies

Mr Davidson

Science

Mrs Fletcher

Mr Ingram

Mrs Vikes

Mrs Watkins

Mrs Winstanley

ICT & Computer Science

Mr Clark

Mr Hague

Catering & Hospitality

Mrs Robinson

Careers Advisor

Ms Halsall

Transport

If you travel on a 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 person on the 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 Middle School for any reason, your parents must write to the Head in advance to ask for his permission.

If you are granted permission to leave Middle School 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.

important
information

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 Middle school and within the school grounds.

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

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's aim 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 in Middle School.

The times of Assembly and classes will be:

08.30	Arrival: all pupils should make their way to Year group registration
08.40 – 09.00	Assembly
09.00 – 09.50	Period 1
09.50 – 10.40	Period 2
10.40 – 11.00	Break - Café and Dining room will be selling food/drink
11.00 – 11.50	Period 3
11.50 – 12.40	Period 4
12.40 – 13.40	Lunch for Years 5, 6, 7 & 8
13.40 – 14.30	Period 5
14.30 – 15.20	Period 6
15.20 – 16.05	e³ Programme (No e3 on Friday)
16.05 - 16.15	Registration in Year groups (Register at 15.25 on Friday)

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

Behaviour

- Good manners and courtesy are expected at all times
- You are expected to come quietly into Assembly, and to leave quietly.
- There is to be no running along hallways or landings.
- Good behaviour is expected at bus stops, on the school mini-buses, on public transport and along the roads.

Dress and appearance

The School 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 students' uniform is available from the General Office and school website.

This is how you should look when you come to school:



By Zoe Campbell

Some pupils are also given positions of responsibility:

Middle School Prefects.

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

Absence

If you are ill, you should ask a parent to phone school on 01704 841151 before 8.30am.

If you are off sick for more than a few days, you should supply a medical note when they come back.

If you need to be off school for any other reason, you must get permission from the Headteacher.

Any work missed when you are off ill should be completed when you come back to school.

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 school. 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.

School premises and grounds

During school hours, pupils are not allowed to leave.

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

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

ASSESSING YOUR PROGRESS

Your Year Leader will keep an eye on your academic progress and your subject teachers will obviously keep him/her informed.

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.

'On Report'

Occasionally it may be necessary to help you raise your levels of effort and/or attainment. This will be done by means of an achievement tracker.

Staff will comment after each lesson about your effort and attainment and record their observations on your tracker.

Academic Review Meetings

When serious concerns have been raised about your academic achievement of a pupil your Year Leader may ask for an Academic Review Meeting. The purpose of this meeting is to set clear targets that help you make better progress.

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 about how they feel you are progressing at school.

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.

- Name all your possessions.
- Bring all your games kit to school for lessons and for E3 activities.
- No extremes of hair style or colour are allowed, hair must be tied back if it is long.
- School holdalls should be used for PE kit and school backpacks or shoulder bags for classroom equipment.
- Make up, fake tan or spray tan is not permitted in the Middle School.
- Nail varnish, fake nails or nail extensions are not permitted in the Middle School.
- 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 you are seen to be breaking the school dress rules the Headteacher has the option to send you 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 Middle School 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 school 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 school 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

You will receive verbal feedback throughout lessons and any comment given will focus on how you can improve the standard of your work.

Periodically you will also be given an additional mark in a circle that will indicate the grade demonstrated within this piece of work.

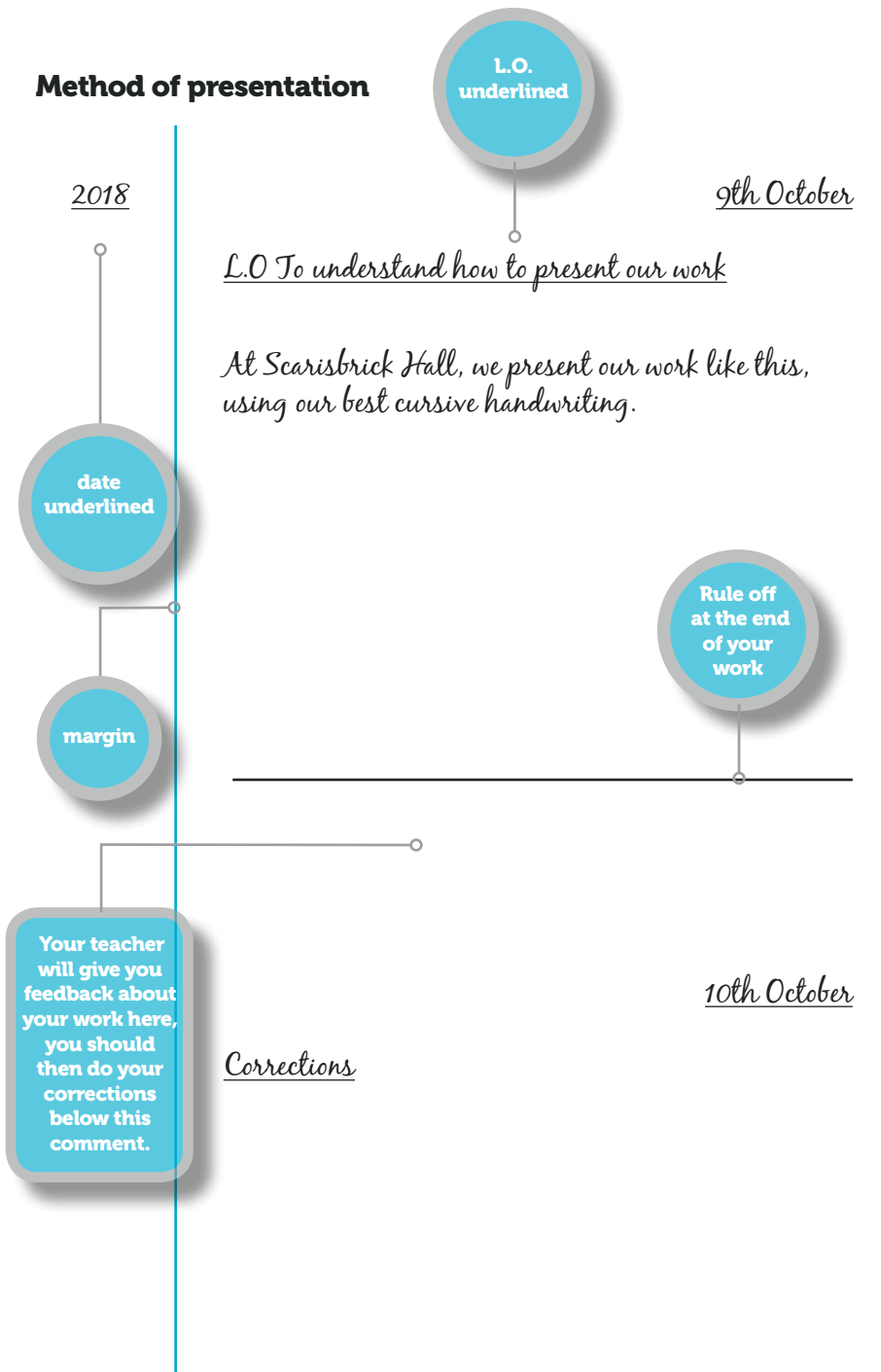
Your teacher will try to identify the things you have done well and also give you ideas on how to achieve an even higher grade next time.



HOMEWORK

- You will be given a Homework Diary/Planner. This is to be used for recording all your homework.
- Your teacher will tell you WHAT your homework is and WHEN it is TO BE HANDED IN.
- It is important that you write the instructions given by the teacher in the book.
- Your parents will be asked to check this Homework Diary daily and to sign it.
- Your Form Teacher will check your diary each week.
- It is your responsibility to use this book and keep yourself organised.

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	20 minutes	Any teacher or TA	<ul style="list-style-type: none"> • Student not prepared for learning • No homework or poor quality homework • Working below target level (lack of effort) • Low level disruption • Reminded more than once to stay on task
After School Detention	60 minutes	Any teacher or TA	<ul style="list-style-type: none"> • Low level disruption (after warning) • If two confinements have been issued in one week, a third confinement will result in after-school detention • In Year 8 this changes: two confinements in one week result in after-school detention • Any form of insolence toward staff • A single incident that significantly learning of others
Sat morning detention or INSET	3 hours	Headteacher or Senior Teacher	<ul style="list-style-type: none"> • Discretion of the Headteacher • On receipt of a 3rd after-school detention in six weeks
Isolation	1 day	Headteacher or Senior Teacher	<ul style="list-style-type: none"> • Discretion of the Headteacher
Fixed term exclusion	2-5 days	Headteacher	<ul style="list-style-type: none"> • Discretion of the Headteacher
Permanent exclusion		Headteacher	<ul style="list-style-type: none"> • Discretion of the Headteacher

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.