



Cleveland School

Be Kind Be Brilliant

A - Z Parent Guide

Contents

ATTENDANCE	3
PUNCTUALITY.....	3
BOOKS	3
CASHLESS CATERING	4
CELEBRATING SUCCESS	4
COMPUTERS.....	4
CONSULTATION EVENINGS.....	5
CURRICULUM	5
DISCOVERY/STUDY CENTRE.....	5
EMERGENCY CLOSURE.....	5
ESSENTIAL EQUIPMENT AND UNIFORM	5
EXTRA-CURRICULAR ACTIVITIES	6
HOMEWORK	6
HOME/SCHOOL COMMUNICATION.....	7
LUNCHTIME.....	8
MEDICAL FACILITIES IN SCHOOL.....	8
PASTORAL CARE	9
PARENT/CARER INFORMATION	9
PERSONAL BELONGINGS	10
REPORTS	10
SAFEGUARDING.....	10
SANCTIONS	11
SECURITY	11
STUDENT SUPPORT TEAM	11
TRIPS AND VISITS	11
TRANSPORT TO AND FROM SCHOOL	12
USEFUL INFORMATION	12

ATTENDANCE

REPORTING AN ABSENCE FROM SCHOOL

To report the absence of your child please email: attendance@clevedonschool.org.uk before 8:30am on the first day of absence with your child's full name, year group and the reason for absence.

If your child is ill for more than one day, we ask the parent or carer to contact us on each day of absence.

Schools have a duty to ensure children are safe. If a child is absent from school and we do not know the reason, we will follow our safeguarding procedures.

If you have any queries about this or any other attendance related query, please contact our attendance officer.

HOLIDAYS

Research clearly shows there is a direct link between attendance and academic achievement. Therefore, it is now obligatory that families avoid taking holidays in term time.

The School **will not** authorise any leave of absence in term time, unless satisfied that the reason is exceptional. The Headteacher may require evidence to support any request for leave of absence. A holiday or other absence for the purpose of leisure and recreation **would not** be considered as exceptional circumstance.

Any requests for an exceptional leave of absence during term time, should be made one month in advance of the proposed absence and should be submitted using the 'Request for Leave of Absence' form which can be found on the attendance page of the school website.

PUNCTUALITY

It is important that students arrive at school on time, as this is deemed preparation for employment and adult life.

The morning session begins at 8.50am and the afternoon starts at 1.30pm. All students should be on site by 8.40am, in time for morning registration.

At 8.50am the school gates shut and any students arriving after this time will be greeted by a member of staff.

Students arriving after registration must sign in with Reception, and will be marked as an unauthorised absence for AM session. If the reason for lateness is due to a medical appointment, an appointment card must be provided.

SCHOOL TERM AND HOLIDAY DATES

Term dates can be found on either the North Somerset Council website: www.nsomerset.gov.uk, or the school website.

BOOKS

Exercise books are issued free to all students. Text-books and books on loan are issued to students on the understanding that they are returned in good condition. If a member of staff is not satisfied with the condition, or the book is lost, then a charge may be made for a replacement.

Students are expected to bring a reading book to school with them.

CASHLESS CATERING

PARENTPAY

In line with many of our feeder primaries, we are a cashless school. All payments are made through ParentPay for school food, trips and visits and other areas of school life. It is possible for parents to pay directly via the secure website www.parentpay.com, or alternatively using a barcoded letter at PayPoint machines in shops around the town.

We also operate a cashless catering system using biometric finger recognition technology. Student's accounts should be topped up online by parents, so that the funds can be accessed at the tills. There is a £6 daily spend limit set for all students.

Parents and Sixth Formers can request an individual changes to the daily limit by contacting the school. Full details on this scheme can be found on the Cashless Clevedon area of the school website. Parents/Carers can also view the meals their student has purchased under the 'Meals taken' page of their ParentPay account.

CELEBRATING SUCCESS

We are enormously proud of the achievements of our students here at Clevedon School. We are proud of work in the classroom; extra-curricular activities, and the achievements students have made whilst pursuing their own interests and hobbies. We look to recognise and reward these achievements through a variety of ways. In doing so, we recognise that we are celebrating what has been achieved and we encourage our students to achieve even greater success in the future. Students are given recognition through a variety of ways.

House has an Awards Evening

This celebration evening celebrates student's achievements from across the year. This is an exclusive evening for those students receiving an award, and their parents, to join the staff in celebration of their success.

House Championships

Competition between houses is friendly but fierce! The House Championships run throughout the year and encourages every student and staff member to become involved in-house competitions and gain points for their house. At the end of the year, there is an awards ceremony, where the winning house is announced and rewarded with a whole House afternoon activity.

COMPUTERS

The use of the internet and email forms part of our curriculum, being a valuable source of information and communication. However, there are undesirable sources of information that are not appropriate for student use and unrestricted use of email may encourage contact with inappropriate third parties. Therefore, there is a need to ensure that the internet and email is used safely and responsibly within the school.

All students will be issued with an Acceptable Use Policy when they start school and breaches of this agreement will result in sanctions, including network access removal and confiscation.

CONSULTATION EVENINGS

The school strongly believes in supporting each student to help them achieve their full potential. Each year group has a consultation evening where students make appointments with their subject staff; appointments are 5 minutes in length. The evening runs between 4.30pm and 7.30pm and plays a key role in the communication between school and home.

Please refer to the school website for scheduled dates and for specific instructions on accessing/using our online booking system.

CURRICULUM

The subjects your child will study in Year 7 are: English, mathematics, science, design technology, a foreign language, geography, religious studies, history, music, art, drama, dance, computing, citizenship and physical education. Further information about subjects studied in other years can be found on the Curriculum page of the school website.

DISCOVERY/STUDY CENTRE

The quality of education that is offered to students when a teacher is absent is important to the school. On such occasions students will often work in Discovery or the Study Centre where the team are able to engage students in quality learning conversations and offer an impressive degree of support and personalisation.

EMERGENCY CLOSURE

In the unlikely event of a sudden closure, due to bad weather or other emergency situation, information will be broadcast on our school website; the school's 'X' account, and an email sent to parents and through local media.

ESSENTIAL EQUIPMENT AND UNIFORM

EQUIPMENT LIST

This is the minimum requirement. Many students may choose to carry additional items, such as a variety of hardness pencils etc.

For every school day students will need:

- A strong school bag, large enough to carry equipment and books to and from school. As a minimum guide, it should certainly be large enough to take two A4 ring binders plus basic equipment detailed below. A further bag may be required for PE kit.
- Pencil case
- Small ruler
- Pencil (HB), sharpener and rubber
- Pens (At least 3 – 1 blue, 1 black, and 1 red)
- At least 1 highlighter pen

- Compass and protractor
- Colouring pencils
- Scientific calculator (basic)

UNIFORM

All students are expected to wear the correct uniform at school and during the journey to and from school. **For more detailed information and specific examples, please visit the school website: [Clevedon School - Uniform](#)**

All uniform can be ordered from our supplier

Monsoon Marketing Ltd, 63 Teignmouth Road, Clevedon BS21 6DL There is a link to uniform ordering on our website.

All items of clothing and equipment should be named.

Clevedon School does not accept responsibility for lost or stolen items of uniform or equipment.

We also recognise that the cost of Uniform can stretch families budgets, so we also use the Uniformd online shop, which can be found on the school website link above.

EXTRA-CURRICULAR ACTIVITIES

CLUBS

Many musical, sporting and other clubs/ activities take place after school and at break, lunch and after school. We encourage students to become involved in extracurricular activities and to take full advantage of the opportunities on offer. The time-table for termley clubs and activities on offer can be found on the Enrichment page of the school website.

MUSIC

Music tuition is available to all students. If your child is interested in taking up, or continuing, instrumental tuition please contact the music department for further information. Please see the instrumental tuition page of the website for further information.

HOMEWORK

Working independently away from the classroom is one of the key skills we develop at Clevedon School. Hence students in Years 7-9 will be set homework to complement their studies.

Homework can take many forms including:

- Extended project work (often in an area the students have chosen)
- Extension activities that build on the lesson
- Reinforcement activities to make sure learning is embedded
- Revision and preparation for an assessment

All homework is currently issued by teachers via the Bromcom student app and is available for Parents/Carers to view via their My Child at school app.

Homework is issued to aid the development of valuable study skills as well as promoting selfdiscipline for later years and the demands of GCSE courses.

Years 10-13 will be set independent learning by their class teacher to reflect the demands of the course.

HOME/SCHOOL COMMUNICATION

STUDENT LAUNCH PAD / Bromcom Student App

Student launch pad is currently the school's online web portal/learning environment available on any device; iPad, PC, Mac, iPhone, Android tablets and other devices. There is a link to the student launch pad on the school website, once logged in students can access the resources they need for the school day.

Alongside student Launch pad, students can use the Bromcom Student App see any tasks have been set to them and can submit work where relevant. The app can be downloaded to your child's device from the App Store (Apple and Android). Students log in using their school details.

MY CHILD AT SCHOOL

Clevedon school recently introduced My Child at School app which allows Parents/Guardians to view their student's attendance, reports, timetables and homework. Parents/Guardians will be provided with the information required to activate their account when their student starts school.

While our main method of contacting home is email as it is particularly effective at ensuring that communications reach home, families may also receive notifications via their MCAS parent app.

Please ensure we are kept informed of any changes to your email addresses, so that you can continue receiving communications.

SCHOOL NEWSLETTER

We have a school newsletter which is a regular publication full of school news, announcements and successes. It is emailed home to parents and is also available for download on the school website.

'X' account

The school's official 'X' account (formally known as twitter) is: @ClevedonSchool. Follow us for exciting news and updates. Some departments also have their own Twitter feeds.

WEBSITE

The school's website is: www.clevedonschool.org.uk

The website allows communication between school, home and the community and is continually being developed and updated. Key dates, important documents and information are held on the website for you to refer to alongside, the information that is available on the student's My Child at School account and Student launch pad.

LUNCHTIME

All students should remain on the school site at lunchtime. Hot meals (including vegetarian and vegan options), sandwiches and snacks are on sale in the Black and Gold Diner and other outlets. Hot meals should be eaten in the dining areas, or at designated outdoor eating areas.

Our school meals are currently provided by Chartwells. Menus and price lists can be found on the school meals page of the website.

Information about Free School Meals may be obtained by emailing: fsm@n-somerset.gov.uk

Students that prefer to bring their own packed lunch to school are welcome to eat in the main hall. Rooms are also available for students' use during lunchtimes.

We ask that students do not bring fizzy canned/bottled drinks or glass bottles into school or these will be confiscated and thrown away.

MEDICAL FACILITIES IN SCHOOL

MEDICAL APPOINTMENTS DURING SCHOOL TIME

Your child should only leave school during lesson time if they have a medical appointment. In this case, the Attendance Officer and Tutor will require sight of the appointment card or a parental letter, at morning registration. Before leaving school, your child should sign out via reception. When the student returns to school they should sign in again at reception. Students should **NEVER** leave the premises without consulting their Head of House, or the Attendance Officer/ Reception.

FIRST AID

There is a First Aid office on site where students are able to attend if feeling unwell. If students are deemed to be too ill to attend lessons, parents will be contacted and they will be sent home. **Students should not contact parents directly asking to be collected from school.** We would ask that if your child has suffered from vomiting or diarrhoea that you please allow two clear days before sending him/her to school.

The First Aid Officers are qualified to deal with cases of accident or injury and, if necessary, parents will be contacted to arrange any follow up treatment that is required. It is important that students do not treat the First Aid Office as a Doctors Surgery so the staff are free to deal with any emergencies that arise.

MEDICATION IN SCHOOL

Students who require medication during school time should take their medication to the First Aid office clearly labelled with the student's name, Tutor group and instructions on when it is to be taken. A consent form should be completed for any long term medical usage. All medicines and consent forms will be stored in the First Aid room and students will be responsible for attending the First Aid office to take their medication. Students that use inhalers and/or Epi pens should keep them on their person (spares can be kept in First Aid).

WATER

Students are encouraged to drink water during the day, this is particularly important during hot weather. Students may bring bottles into school and can drink from this at any time, providing that it does not disrupt a lesson or compromise health and safety. There are several drinking fountains for students to use and refill their water bottles at break and lunchtimes. Glass bottles, cans or bottles of fizzy drinks are not allowed in school.

PASTORAL CARE

HOUSES

Every student is placed in one of four Houses – Conygar (red), Marine (blue), Valley (green) and Walton (yellow).

Our vertical House system promotes a spirit of competition throughout the year using a variety of activities. Points are awarded to the winners of House competitions and the House that has the most points at the end of the year celebrates with a 'Celebration Day'.

All Tutor groups are of mixed ages and are members of the same House. This enables students to work together with different year groups, within their Tutor groups. Each House has a Head of House together with a team of Tutors. Students have the opportunity to become House Captain, Vice House Captain and Year Leaders.

TUTOR GROUP

We are proud of the care we give to students at Clevedon School. The vertical House System encourages students, in Tutor groups, to work together across the age range from Years 7-11. This includes 'buddy' systems, coaching and mentoring and working together on school projects. In this way new students of all ages feel part of the school immediately and have the support of other students. The Tutor is always the first port of call whenever you have something that you wish to discuss.

PARENT/CARER INFORMATION

The school is registered under the Data Protection Act 1998 for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of this information with the Local Authority and with the Department for Education.

To ensure that your child's details are always kept up to date, and that we know who to contact in case of any emergency, it is **extremely important** that the school should be told of any changes to personal circumstances including:

- Addresses
- Home/work/mobile telephone numbers
- Parental email addresses
- Emergency contact persons and telephone numbers e.g. father/mother/ stepparents/partners/neighbours.

We require a minimum of two contacts for every student. We must have the details of any parent/carer with legal PR.

PERSONAL BELONGINGS

LOST PROPERTY

All property should be clearly named. If any property is found it is sent to Student Reception and named items are returned to students. Unnamed lost property items can be collected from Student Reception at the end of the school day. If a student loses any clothing/equipment please also check the PE department (for PE kit only).

It is important that all individuals take care of their property. Money should be kept to a minimum and never left unattended. The school cannot accept responsibility for lost, stolen or damaged items.

CONFISCATION

Mobile devices are allowed in school but they must remain switched off and in bags during the day (placed in a bag at the school gates until they leave the school site). They are the responsibility of the students. Any inappropriate misuse of a student's mobile device will result in confiscation until the end of the school week and will only be available for collection by students on Friday at 3.10pm from Student Reception.

Alternatively, confiscated items can be collected by parents any day before 4.30pm. Other items deemed inappropriate for school, or misused, will also be confiscated and the same rules will apply.

CONTACT WITH HOME

There are events throughout the school year where parents/carers can meet with the pastoral team.

MEETING WITH HEAD OF HOUSE

If you wish to discuss a matter or meet with the relevant Head of House, please contact Miss Laura Keefe on 01275 876744 to book an appointment.

REPORTS

Academic reporting is an important process at Clevedon School, and parents are given regular updates of their child's progress. Student Reports and Exam results can also be viewed in My Child at School app. Parents are invited to contact the school at any stage if they would like to discuss their child.

SAFEGUARDING

At Clevedon School the safeguarding team are available to support where there are concerns about a student.

ADVICE FOR PARENTS/CARERS:

If you are concerned about your child:

- Take an active interest in what your child is saying, listen to his/her concerns and watch for signs of distress.
- Contact the school immediately. Ask to speak to your child's Head of House or the safeguarding team to arrange a meeting.
- Advise your child to tell an adult in school about any incident straight away.

If you have a concern about your child or another student, please contact your Head of House or the safeguarding team to discuss.

You can email the safeguarding team on:

safeguarding@clevedonschool.org.uk

SANCTIONS

We prefer to reward rather than punish. However, where required, there are a range of sanctions which teachers use. Further details can be found in the school's Behaviour Policy.

SECURITY

A CCTV system has been installed to assist with the security of the whole school community. CCTV has proved to be an effective deterrent in helping reduce acts of vandalism and other forms of anti-social behaviour. All visitors to the school site must report to Reception to sign in and collect a Visitors badge. All employed staff will wear an ID badge.

STUDENT SUPPORT TEAM

If concern is expressed about a student, the Student Support Team will undertake an assessment in order to identify need and plan the way forward.

You can find out more about our Student Support Team and the school's SEND Policies on our school website.

TRIPS AND VISITS

Many visits are arranged to extend learning and develop thinking in relation to schoolwork. There are opportunities for residential, fieldwork, theatre and cinema visits, including day visits to places of interest, which are linked to the National Curriculum.

In addition to local trips, we offer our student the opportunity to participate in trips abroad. Examples of recent trips include Catalunya in Spain, China, and the USA. The Overseas trip's brochure provides more details, and it can be found on the school website.

TRANSPORT TO AND FROM SCHOOL

BUSES

Clevedon School does not run a school bus service. If you feel you are eligible for free transport, you can complete an application with North Somerset Council on their website.

BICYCLES

Students may ride bicycles to school. Please ensure:

- The bicycle is roadworthy.
- A padlock is brought to school so that the bicycle can be left safely in the cycle sheds, to aid security the cycle sheds are fenced and locked during the day.
- Helmets must be worn. However, this is the parents' responsibility to enforce and ensure their child looks after it during school hours.
- Parents must accept that the school cannot be held responsible for any theft or damage.
- The local police help us by making regular inspections of bicycles and your child will be issued with a permit number if it is roadworthy.
- It is a good idea to include your child's bicycle on your household insurance and to register it with the Police.
- Students are expected to ride safely and sensibly to and from school.
- Students must walk their bike along Valley Road due to the amount of traffic and congestion.

CAR

If you plan to bring your child to school by car, please drop them off outside of the school grounds. No cars are permitted to enter the school site during drop off/ pick up times unless issued with a permit.

USEFUL INFORMATION

Switchboard – 01275 876744

Website: www.clevedonschool.org.uk

Clevedon Learning Trust Website: [Futura Learning Partnership](#)

Clevedon School, Valley Road, Clevedon, BS21 6AH