

SOUTHBOROUGH
HIGH SCHOOL



PARENT
HANDBOOK



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September 2022

Dear Parents and Carers

Welcome to Southborough High School! I love being the headteacher of this school and want you to feel the special relationship with the school that I do. This is your school as much as it is mine..!

Our vision is one of excellence for every student and we can achieve this by aiming high and working together as teachers, support staff, parents/carers and students. When we work together as a genuine partnership there is no limit to what we can achieve.

Our school has improved significantly in recent years in terms of learning ethos, academic achievement and reputation. We are proud of these improvements and are determined to extend and, indeed, accelerate them.

In this booklet, you will find a range of information and guidance intended to ensure that our partnership is both effective and efficient. You will find policies and procedures, as well as the crucial home – school agreement, which confirms our respective responsibilities. At your New Intake Family Interview you will sign two copies of this agreement: one for the school and one for you to keep for future reference.

We are always seeking ways to improve our partnership with parents and carers and, as such, would welcome any feedback you may give us on this handbook or on any aspect of our work with you throughout the academic year.

Moreover, please do not hesitate to contact the school should you require any further information or clarification on this booklet or any other aspect of transition and induction to Southborough High School.

I look forward to working with you: your future starts here!

Yours sincerely,



NIALL SMITH
Headteacher

Email: nsmith@southborough.kingston.sch.uk

Our Purpose

Our purpose is to make the difference for all of our students

Our Vision

Aspiration – everyone at Southborough High School should aim high in terms of academic and personal development

Commitment – to achieve our best we need to commit 100% to our work, our school and our community

Excellence - when we aim high and give 100%, the result is that we achieve our very best

Our Values

At Southborough High School we value:

Support – everyone needs support to achieve their very best: “no man is an island”

Challenge – without proper challenge, we cannot know what we are truly capable of and how to progress

Respect – when we work together respectfully, we can feel confidence in our true selves

Responsibility – we all take responsibility for our actions, our learning and our environment

Relationships – working together effectively relies on effective relationships between students, teachers, parents and the community

Resilience – the ability to deal with failure, pick ourselves up and keep trying is essential for achieving our goals

When we act in accordance with our values, this creates culture. We aspire to a culture that reflects and embodies our values.

Headteacher:	Mr N Smith, MA (Cantab)
Deputy Headteachers:	Mr B Burns, BA
Senior Assistant Headteachers:	Mr D Edwards, BSc
	Mr D Sanders, BA
Assistant Headteachers:	Mr A Haque
	Miss R Linney
	Mr I Needs
Business Manager	Mrs N Bennett BA, DSBM
Head of Sixth Form	Mr I Needs
Heads of Year: as at Sep 2021	HoYs stay with their cohort
Year 7	Mr D Grinstead
Year 8	Ms K Geering
Year 9	Ms C Parsons
Year 10	Miss A Banks
Year 11	Miss R Linney
Pastoral Support Officers:	
Year 8 - Year 10	Mrs K Clements
Year 11 & Sixth Form	Mrs D Ball
Heads of Faculty:	
English	Mr A Haque
Mathematics & Computing	Mrs N Audouin-Leighton
Science	Dr R White
Engineering	Mr D Sowerbutts
Humanities	Ms C Harrington
Modern Foreign Languages	Mr D Johnson
Sport	Mr J Colbert
SENCO/Inclusion Manager	Mr K Nicholas
Art & Music	Mr D Morgan
PA to Head (Admissions):	Ms C Conlon
Office Manager	Ms S Humphreys
Clerk to Governors:	Mrs N Bell
Examinations Officer:	Mrs J Pierce
Library Manager:	Ms A Hensman
Site Manager:	Mr B Hawken

School Times and Holiday Dates
Times of the School Day

Registration/Assembly	8.40 – 9.00
Period 1	9.00 – 9.50
Period 2	9.50 – 10.40
Break	10.40 – 11.00
Period 3	11.00 – 11.50
Period 4	11.50 – 12.40
Period 5/Lunch	12.40 – 1.30
Period 6	1.30 – 2.20
Period 7	2.20 – 3.10
Registration	3.10 – 3.15

Term Dates 2022 - 2023

Autumn Term 2022	Wednesday 31 August – Thursday 20 October
HALF TERM	<u>Friday 21 October – Monday 31 October (inclusive)</u>
Spring Term 2023	Tuesday 1 November – Friday 16 December
HALF TERM	Tuesday 3 January 2021 – Friday 10 February
	<u>Monday 13 – Friday 17 February</u>
Summer Term 2023	Monday 20 February – Friday 31 March
HALF TERM	Monday 17 April – Friday 26 May
	<u>Monday 29 May – Friday 2 June</u>
	Monday 5 June – Friday 21 July
	<i>Good Friday and Easter Monday are 7 April and 10 April 2023 respectively</i>
	<i>May Bank Holiday is 1 May</i>
	<i>Spring Bank Holiday is 29 May</i>

ATTENDANCE/ABSENCE

It is important that you support your son to attend school regularly and on time. In the case of illness, or any other unavoidable circumstance, parents/carers should, as early as possible on the morning of their son's absence (and certainly before 9am),

Report absence with reason using Class Charts
or telephone the school office (0208 391 4324 ext 42)

or email office@southborough.kingston.sch.uk

It is a legal requirement that any unexplained absence is kept on record and reported. If you know of any absence in advance, i.e. medical appointments, please do let us know in plenty of time.

Medical appointments: The school expects parents/carers to try to arrange these visits out of school hours. Should it be necessary for a student to leave the school premises during the day, a written note must be shown to his tutor, providing the time of absence. This should be presented to the office when signing out with a copy of the appointment card/hospital letter if possible. Alternatively, please telephone or email the school to inform us that your son will be leaving for an appointment and forward the appointment card/hospital letter. Students will be expected to return to school after morning appointments and attend school before afternoon appointments.

Holidays: The school expects family holidays and outings to take place outside of term time.

Parents/carers who require some non-medical leave of absence for their son should complete a form (available from the school office) providing clear and justifiable reasons for the absence. Family holidays will not be considered as approved as leave of absence can only be authorised by the Headteacher for very short periods in exceptional circumstances. Any absence not properly explained, or requested, will be recorded as unauthorised and will reflect badly on your son's personal record as well as on the reputation of the school. The school will contact the parents/carers of any boy who does not arrive at school, about whom no prior notification of absence has been received. Boys who take leave during term time are expected to complete work whilst they are away.

Fixed Penalty Notices

If students are repeatedly absent without a valid reason authorised by the school a Fixed Penalty Notice may be issued to the parents/carers. A warning letter will be sent first and if attendance does not improve, a fine will be issued and court proceedings could be a possibility.

CANTEEN

The Canteen serves a wide range of competitively priced and healthy snacks, hot meals and salads. Payment is cashless; student balances can be topped up by ParentPay, where a daily spend limit can be set. The canteen is the only area inside school where food may be consumed and it is open to all boys whether they bring a packed lunch or purchase food, which is provided by our catering contractor Alliance in Partnership. If you think your family is on a low income, your children may be entitled to free meals in school (a daily lunch to the value of £2.75). Please apply to The Royal Borough of Kingston upon Thames using the link below.

[Free School Meal Information and Application Form](#)

SAFEGUARDING

Southborough takes the wellbeing and safeguarding of all its students and staff extremely seriously. Southborough has four fully qualified safeguarding leads and their details along with further child protection and safeguarding information can be found on our website under our online safeguarding service, CareNet.

Meet the Designated Safeguarding Team



Ensuring all our students are safe and happy is a priority for us.

We endeavour to support each and every student the very best we can through the many support services that are available to all our students.

- Weekly personal development lessons
- School counsellor support
- School nurse drop in sessions
- CareNet (online support and guidance on our website)
- Mental health first aiders
- Pastoral Support Officers
- Trained mental health student ambassadors
- Educational Psychologist support

All our students can gain access to this support and more by -

- Speaking to your friends, family, tutor, teachers, Pastoral Support Officers, Head of Year or a member of the **Designated Safeguarding Team** seen below
- A school wellbeing referral on CC (24/7 for students and parents/carers)
- CareNet (online safeguarding support service on our website)
- Childline - 0800 1111
- Kooth - 24/7 online counselling service



Mr Nicholas (SENCO) 0208 391 4324 ex 70 – knicholas@southborough.kingston.sch.uk
Mr Edwards (Safeguarding Lead/Senior assist head) 0208 391 4324 ex 13 dedwards@southborough.kingston.sch.uk
Mr Smith (Headteacher) 0208 391 4324 – nsmith@southborough.kingston.sch.uk
Mrs Linney (Deputy Safeguarding Lead/Assistant head) 0208 391 4324 ex 34 rlinney@southborough.kingston.sch.uk
Mr Burns (Deputy headteacher) 0208 391 4324 – bburns@southborough.kingston.sch.uk

WELLBEING AT OUR SCHOOL

Student wellbeing is a priority to us and we help support and promote this in many ways. Students, teachers and parents are able to track students wellbeing on a daily basis through ClassCharts. Through this platform students and parents are able to make key staff members aware at any time (outside of school, weekends, holidays) if their sons are having any wellbeing concerns and as a school we are able to intervene and support where possible.

STUDENT SUPPORT SERVICE

At Southborough we are fully aware of the difficulties some students may face growing up in their teenage years. That is why we have a full and comprehensive student support service that provides help and support for all needs. The services we can provide includes -

- Pastoral Support Officers
- Emotional Literacy Learning Assistants (ELSA)
- Specialised Learning Mentors
- Learning Facilitators
- EAL Coordinator
- School Counsellor
- Special Educational Needs Coordinator
- Deputy Special Educational Needs Coordinator
- School Health Practitioners
- School Nurse
- Educational Welfare Officer
- Educational Psychologist

COMMUNICATING WITH PARENTS

We keep you informed of school news and events in the following ways:

- Class Charts - Announcements
- Class Charts - Direct messaging to parents and/or students
- Class Charts - Homework diary
- Newsletter: Southborough High School News
- Weekly newsletter: The Griffin
- The Annual School Calendar of dates and events
- Southborough PTA update in The Griffin
- Special Curriculum Evenings
- Our website: www.southborough.kingston.sch.uk
- Email/text messaging
- Twitter: @shsrbk
- Facebook: Southborough High School

COMPLAINTS

The School aims to be responsive to the wishes of parents/carers and to resolve all difficulties at the earliest stage. If you have concerns these should be taken up with the tutor and/or subject teacher and, if not satisfied, with the Head of Department, Head of Year or Senior Member of Staff associated with your son's year group. If this process still does not resolve your issues, you may contact the Headteacher or one of the Deputy Headteachers. The school also has a formal complaints procedure in place.

CONTACT WITH SCHOOL

Your main point of contact at school is your son's tutor whom you can get in touch with whenever necessary by telephone, letter, email or text. Alternatively, please telephone the school office if you require an interview, or to request the member of staff's email address.

Address: Hook Road, Surbiton, Surrey, KT6 5AS

Telephone: 0208 391 4324

Fax: 0208 391 0177

Email: office@southborough.kingston.sch.uk

Website: www.southborough.kingston.sch.uk

CRITICAL INCIDENT POLICY

Staff will contact parents/carers by telephone/text message/email/school website in the event of an emergency school closure where students and parents have not received prior notice by letter. Details will also be posted on the school website. **Parents/carers should ensure that the school has up-to-date contact details for them in case of an emergency.**

CYCLING

Students may only cycle to school if they have passed their Cycling Proficiency Test and obtained permission from the school. Cycle helmets must be worn. Bicycles are left in the cycle sheds at the owners' risks. Enquiries about the Cycling Test should be made to the Road Safety Officer, Guildhall, Kingston upon Thames - telephone 0208 547 5757.

EQUIPMENT

All pupils are expected to bring with them every day a school bag containing:

- At least two pens, one pencil, a rule and a rubber
- Reading book
- A mobile device that gives access, as a minimum, to an internet browser

Bringing the correct equipment will ensure pupils are fully prepared and committed towards learning. Students who arrive without their school bag will be sent home to collect it.

EXTRA-CURRICULAR ACTIVITIES

The provision of extra-curricular activities is a priority of the school and the schedule of activities on offer is published each year in September. The programme is varied and includes curriculum enrichment activities, such as sports clubs and curriculum extension activities, such as homework and ICT clubs. Voluntary contributions are sometimes requested towards the cost of these activities which do much to enhance life at the school.

SOUTHBOROUGH PTA

We believe in developing strong partnerships with parents/carers and all parents and carers of students are automatically members of Southborough PTA. This Association supports the work of the school, fosters links between home and school and organises social and fundraising events. To be involved please email the school on PTA@southborough.kingston.sch.uk .

GOVERNING BODY

The Governing Body works in partnership with the Headteacher and staff and is responsible for the strategic direction and management of the school. The Governing Body includes representatives from the parent body, teaching and non-teaching staff and members of the local community.

HAIRCUTS

Haircuts should be smart and portray a positive social message. Extreme haircuts and patterns/lines are unacceptable.

HOMEWORK

Homework is an essential part of school work. It helps students develop the self-discipline needed to work independently, allows consolidation and assimilation of work studied in the classroom and helps teachers to know what students can do on their own and what they have not understood. Students will be given feedback on their homework.

The homework timetable is available online in the first two weeks of September. Parents are requested to monitor that their son is completing his homework by checking on Class Charts. Homework in Years 7, 8 & 9 may consist of one or more extended projects as well as more traditional homework tasks. If you have any concerns about homework, please contact your son's Tutor or Head of Year.

Students are expected to spend the following amount of time per day on their homework:

- Years 7 and 8 45 to 90 minutes
- Year 9 1 to 2 hours
- Years 10 and 11 1 ½ - 2 ½ hours

This is reviewed regularly by senior teachers and reported to the School's Governing Body.

Parents/carers are encouraged to make arrangements for their son to use the Homework Club, a supervised session available to students every night after school to ensure that they have support with their homework. It is held in the school's Library from 3.15pm to 4.15pm.

Student ePlanners (Class Charts)

Paper diaries are a thing of the past and Class Charts is designed for today's multi-device, multi-tasking schoolchildren who are used to cloud services, online communication and apps. The innovative new service is available through any browser and apps specifically designed for phones, tablets and laptops.

Class Charts can be downloaded as an app as well as being accessed online.

Through ClassCharts, both students and parents will be able to regularly keep track of-

- Timetables
- Homework
- Behaviour points
- Attendance
- Track student wellbeing
- Student rewards store
- Announcements from the school and teachers
- Direct messages from teachers, tutors and Heads of Year (two way communication)

For students ...

On the school website there is a user guide for students to help you get set up to Class Charts under Portal Login.

For parents/carers ...

On the school website there is a parents' user guide to help you set up to Class Charts under Portal Login.

JEWELLERY

The wearing of jewellery, apart from a watch, is prohibited on health & safety grounds. Earrings or visible piercings are not allowed.

LIBRARY

The Library provides a place where students can access learning independently, to carry out research, pursue personal interests, do homework, study or read quietly. It has a wide selection of fiction and non-fiction books, networked computers with internet access and many other resources. All curriculum areas make extensive use of these facilities. Students are expected to respect the Library, and to behave in a responsible manner so as not to disturb others.

LEARNING SUPPORT

At Southborough High School, we recognise and value that each student is different. These differences may require different approaches and support to learning in order to help every individual achieve their best performance. The work of the Learning Support Team provides a range of support for students with Special Educational Needs, English as an Additional Language, and for the more able and gifted students.

LITTER

We take great pride in our school environment and all students will be expected to clear up their own litter and to help keep the school clean.

LOCKERS

Students may hire a locker for the time they are at Southborough High (Years 7 to 11) at the cost of £10 per annum. This is payable via ParentPay. Although every effort is made to ensure security, the school cannot be held responsible for the loss of items from lockers either locked.

or unlocked. Boys should not let other students use their lockers. Please note that there are a limited number of lockers and they will be allocated on a first-paid basis.

LOST PROPERTY

All enquiries about lost property should be reported to the school office. The school cannot accept responsibility for ensuring property is found, or for its replacement. Each term, lost property is displayed for collection. If unclaimed, items are reused or recycled.

MEDICATION

If a boy needs to take medicine at school, he must hand it in with written instructions to the School Office on arrival and report to the School Office at the time when it must be taken. The Medical Room is next to the office. If a boy suffers from asthma and needs an inhaler, this must be carried on his person at all times, including PE lessons, both on and off the school site. A spare inhaler may be kept in the school office. If a pupil needs an EpiPen, it may be carried on his person.

The school can put parents/carers in touch with the School Nurse if this is requested. The nurse undertakes some medical checks, and there is normally no need for parents/carers to attend these.

PARENTPAY: Payments for services

We ask all parents/carers to use the secure online system ParentPay to make their payments for School Development Fund donations, school meals, trips, events, school shop, lockers and any other services provided by the school. ParentPay holds an electronic record of your payments to view at a later date and you can monitor your son's balance. If you need any assistance please contact the school's Finance Office.

You have received a letter with your individual ParentPay login details. Once you have activated your account you can make online payments straight away.

PE LESSONS

Parents/carers should provide their son with a note if there is a medical reason for him not taking part in PE or games. During PE lessons, all valuables **must** be handed to the member of staff for safekeeping.

PERSONAL PROPERTY

Students are advised not to bring valuable items into school. Personal property is the responsibility of the individual and the school cannot accept responsibility for lost, missing or stolen property of any kind.

PERSONAL RECORDS

In order to maintain accurate records, please notify the school immediately of any change of address, email or telephone details to ensure that the school can always contact you quickly in an emergency.

PUNCTUALITY

Parents are responsible for ensuring that their son leaves home in time to arrive at school punctually. Students are late if they arrive after 8.50am in the morning. If students are late they should carry a note of explanation from the parent/carer. Students who arrive very late with no authorised reason are recorded absent for the morning session.

REPORTING TO PARENTS

Each year, your son will be assessed using GCSE Grades 9 to 1 - based on a combination of Teacher Assessed grades and attainment grades achieved in each of our three school exam weeks.

After each exam week you will receive a report detailing your son's: commitment to learning levels: current GCSE grades; and an indication of how their performance relates to their baseline/target grade for each subject.

In addition, we keep you informed of your son's progress by regular parent consultations throughout the academic year. We can also provide interim progress information on your son outside of these times after a parental request.

REWARDS, CODE OF CONDUCT AND SANCTIONS

At Southborough High School we have high expectations of our boys and endeavor to encourage them by means of a reward structure.

Our rewards system is centred around the Class Charts points system. Positive points can be given by any member of staff and is rewarded for any positive behaviour demonstrated by the students. Students are then able to cash in their positive points for a reward of their choice from the rewards store on their Class Charts. This can include -

- A charitable donation
- Lunch queue jump
- Pencil case and school equipment
- A football
- A basketball
- A gift voucher
- A brand new bike

Other Rewards

Form Captain/Vice Captain
Student of the lesson
Student of the week per form group
Student Points of the week per form group
Termly 'ACE' awards
Annual Prize Giving Event

Code of Conduct

We have a code of conduct which makes clear how we should behave in our community. It has the following aims:

- to allow all pupils to learn in safety and security;
- to support teaching and learning in the classroom;
- to foster respect for others, for property and the environment;
- to encourage honesty, trust, fairness, tolerance and compassion;
- to encourage and develop self-discipline and self-respect.

If pupils follow our Code they will be helping to create a positive and supportive learning environment in which everyone can be successful and have their achievements recognised and rewarded.

If pupils break our Code they should be prepared to accept the consequences.

Lesson Conduct

At all times we expect our students to follow the:

Southborough 4Rs

- 1 Respect
- 2 Resilience
- 3 Relationships
- 4 Responsibility

Pupils have the right to learn and teachers have the right to teach. All pupils must respect the rights of others and follow these simple routines and rules:

- Arrive on time
- Enter/Leave classrooms calmly and quietly
- Take out equipment and be ready to learn
- Bags not to remain on desk
- Follow instructions without question
- Allow teachers to teach without distraction
- Allow others to learn without distraction

School Conduct

All pupils and staff have the right to learn and work in a clean and tidy environment where everyone feels safe and secure.

All pupils should follow these rules and demonstrate courtesy and respect to others at all times:

- Keep to the left on stairs and in corridors
- Walk, don't run
- Coats are not to be worn in the building – place in lockers or in bags
- Smoking is not permitted on site or on journeys to or from school
- Chewing gum is not to be brought to school
- Food may only be eaten in the designated areas

Sanctions

There will be occasions when it is necessary to impose sanctions on pupils for misdemeanours. Often a member of staff will require a pupil to report to them before school, break, lunchtime or after school for 10-15 minutes to discuss unacceptable behaviour. This is known as a Zehr - own time and this is our restorative approach in improving behavioural issues that may be faced in lessons. In more serious cases further sanctions can be issued such as a Zehr - after school (up to 45 minutes), extended Zehrs (1 hour 15 minutes), community service, Saturday Headteacher detentions (2 hours), internal exclusions and fixed term exclusions. Further information on our sanction procedures can be found in our behaviour policy which is on our website.

All notifications of Zehrs (be that own time or after school) are immediately communicated directly with students and parents through Class Charts.

If homework is not completed, pupils will be placed in prep on the same day to complete this work. This is also the case for a lack of commitment to learning within the lesson. This is not seen as a sanction but a means of extra support to catch up with the work after school. Again, students and parents are informed of this immediately through ClassCharts.

Whilst students are in our school uniform they are a representative of our school and our community. Sanctions can still be imposed for misbehaviour outside of school hours (in or out of uniform). Any actions that can put the schools name in disrepute can warrant any sanction decided by the school.

STUDENT PARLIAMENT

The school operates a student parliament with elected representatives from each tutor group. Parliament convenes each term, providing an excellent opportunity for boys to discuss school issues and represent the views of their tutor group. This then leads to a large school parliament session in the hall termly which includes a full parliament panel of the headteacher, school governors, police, school nurse, senior prefects and the Junior Leadership Team from the 6th form. It encourages boys to feel part of their school and have a forum in which to express their views and ideas about improving their school.

SCHOOL DEVELOPMENT FUND

School Development Fund is used to make improvements to the building and physical environment, and to promote wider learning experiences and extra curricular activities. We welcome all voluntary donations, the suggested amounts/ways to pay are:

- Setting up a standing order, suggested amount £10 a month. Please fill out the Standing Order Mandate or do it via on-line banking.
- Making an annual payment, suggested amount £100, via ParentPay or by cheque.

If you pay Income Tax, please complete a Gift Aid Declaration Form in favour of 'Southborough High School Development Fund' enabling the School Development Fund to reclaim the Income Tax you have paid on your donation. Gift Aid Declaration Forms are available to download from the school website under Menu > Our School > Gift Aid It.

TEXTBOOKS AND RESOURCE MATERIAL

Students will be given exercise books and will be loaned textbooks. If a book is lost or damaged, it will be the responsibility of students and parents/carers to buy a replacement. Parents/carers may also be given the opportunity to purchase further resources.

UNIFORM

The school has a uniform policy and all students are expected to wear the correct uniform at school, and when travelling to and from school. If a student arrives without the correct uniform the school reserves the right to contact parents/carers either to send the student home to collect the correct uniform, or to obtain a dated note explaining the reason and stating when he will be in uniform. The school cannot accept responsibility for clothing or property that is lost or missing. Parents/carers are advised to mark clearly all items of clothing with their son's name.

Our school uniform should be purchased from our suppliers –
 PMG Schoolwear Chessington
 393 – 395 Hook Road
 CHESSINGTON
 Surrey KT9 1EL

Tel: 0208 786 2211, email: Chessington@pmgretail.co.uk

You can find more information on their website

www.pmgsschoolwear.co.uk

<https://pmgsschoolwear.co.uk/school/southboroughschool>

School uniform	PE and games uniform	Optional uniform
<ul style="list-style-type: none"> ● School blazer with school badge to be worn at all times ● Black trousers ● White shirt ● School tie ● Black shoes 	<ul style="list-style-type: none"> ● PE top – royal blue ● PE shorts – royal shadow stripe ● Rugby shirt – navy/white ● Rugby/games shorts – navy (cotton) ● Sports socks – navy/white ● Tracksuit –(optional) ● Football boots 	<ul style="list-style-type: none"> ● Black V-neck pullover with Griffin Logo ● Outdoor coat normally in Navy blue or black (not to be worn in place of blazers)
<p><i>Unacceptable items: hoodies, caps and trainers</i></p>		

Respect: Every member of the school community has the right to feel safe and secure at school. Learning and the achievement of the highest standards can only happen in an environment in which students, parents/carers and staff respect and value one another and work together. Care, support, guidance, respect, responsibility and a sense of humour are important elements included in all our policies at Southborough High School. Our aim is to help individuals develop their own self-discipline which they will carry forward into their adult lives. We want all our students to feel happy and well cared for at school.

Conduct: To assure the wellbeing of every student and teacher there is a set code of conduct with regard to prohibited substances and serious violence/weapons.

Consequences: Students are informed of the consequences of their actions and learn to take responsibility for them.

For students to achieve their full potential they must be encouraged, supported and equipped to study both within and beyond the classroom. At Southborough High, we believe that education is about developing all aspects of the person. We aim to prepare our students, in line with our aims and values, for a rapidly changing world.

Studying within the Classroom

At Southborough High we provide a broad and balanced curriculum following the National Curriculum, supplemented by assemblies and extra-curricular activities. We aim to match the curriculum and its delivery to the personal needs of the students.

The Curriculum

Years 7, 8 and 9

The core subjects are English, Mathematics and Science and the compulsory subjects are religious education, and Personal Development Time (PDT), which includes sex education, and social, health and citizenship education in addition to careers advice and guidance.

The foundation subjects are art, design and technology, drama, geography, history, modern foreign language, music, PE.

Years 10 and 11

The Southborough curriculum at Key Stage 4 fulfils the statutory minimum requirements of the National Curriculum and provides a great deal more in addition. The curriculum is designed to meet the individual needs of every student and to provide motivation by offering a range of subjects, which will lead to a rounded education for every student. It is also planned to provide seamless continuity into post-16 education in the Sixth Form.

The curriculum is based upon a core of subjects as follows:

- English Language and English Literature
- Science
- Mathematics
- Physical Education
- Personal Development Time (PDT)

The remainder of the curriculum is the optional part, which consists of a number of subject choices. There are a variety of academic and vocational subjects to choose from - GCSE's, BTEC's and Cambridge Nationals, as well as other appropriate courses. Access to work-based learning is also provided when and where appropriate to a student's learning needs. The range of options will depend upon demand. Students' choices will be restricted to those courses, which are felt to be appropriate in terms of depth of study and demand.

The final choice of a student's curriculum in Upper School should involve student, parents/carers and teachers. There may be subjects that are inappropriate for some students, while others may wish to pursue all subjects. There must be some choice made at this stage due to the demands of examination courses.

The curriculum is more than just exams. Some important issues are indeed covered within examination courses but it is vital to ensure that each student receives a rounded personal and social education.

The essential issues taught through cross-curricular studies and the general life of the school are:

- environmental education
- health education
- economic and industrial understanding
- citizenship
- work-related learning
- careers education and guidance
- community education, religious education
- equal opportunities.

The whole curriculum is designed to provide a broad, balanced, coherent and relevant education. It is important that each student ensures we understand his needs and that he understands the courses and choices available. This prospectus is intended to help that process.

Student Grouping

It is our commitment that all boys, whatever their ability, are stretched and allowed to achieve their maximum potential. To help achieve this, when your son joins Southborough High his results from various tests, including the Key Stage 2 National Curriculum tests, will be used as a baseline to set targets for him and to allocate him to a mixed ability teaching group and/or an ability-based teaching group where appropriate. Further test data, target setting and our Exam Weeks, help us to refine the student grouping, and where changes are warranted, students will be moved between groups. Parents/carers will be informed of such movements in advance. In Year 7, students will normally be set by ability in Mathematics after a period of bespoke assessment.

Studying beyond the Classroom

Parents'/Carers' Role

Young people should feel supported by their parents/carers in their studies. Every parent/carer can help by:

- Taking an active interest in their son's work;
- Monitoring his homework and regularly using www.classcharts.com;
- Praising genuine effort and work well done;
- Encouraging and helping their son to read regularly;
- Communicating with the school, especially if there are any concerns;
- Keeping up to date with their son's progress;
- Encouraging their son to behave well.

Student's Role

At home:

- Choose a regular time for homework each day to establish a routine;
- Try to avoid starting homework too late when you are tired;
- Have a comfortable and quiet place to work;
- Plan ahead – do not leave homework to the night before it is needed;
- Try to avoid distractions and interruptions such as television, radio and telephone.

At School:

- Good attendance and punctuality;
- Make sure you have everything you need with you;
- Listen and participate in lessons;
- Ask questions if you do not understand;
- Make sure homework is recorded in the diary and is completed on time.

Home-School Partnership Agreement

As a student at Southborough High School, I agree to the following when using the ICT facilities:

- I will handle all computer equipment carefully.
- I will only use the computers for schoolwork or homework if given permission by a member of staff.
- I will not use any USBs or disks in school equipment unless given permission.
- I will not use USBs, CDs, disks or DVDs from outside school unless given permission to do so.
- I will not try to access any unsuitable material on the Internet and will tell a member of staff if I see something on the Internet, or receive an email that upsets or worries me.
- I will only send or reply to e-mail messages if given permission.
- I will report any misuse of computers to a member of staff.
- I understand that the school may check my files and will monitor the Internet sites I visit.
- I will only use digital devices in non-computing lessons, as and when directed by the teacher.
- I will only login to my own account and will not try to gain access to other people's accounts.
- I will not do anything to work around or break network security or internet filtering when in school.

Advice for users of email:

- Never give out your name, address or school details to people meet online.
- Never agree to meet people who you know only through the Internet.
- Never send photographs of yourself or friends to strangers.
- Tell an adult if someone or something you find on the Internet makes you feel uncomfortable.

The well-being of our pupils is paramount. Bullying, in all schools, needs to be watched out for and dealt with when it occurs. We have various strategies to combat the rare occurrences of bullying at Southborough High School. We have an extremely strong Pastoral System with Heads of Year, Pastoral Support Officers and Tutors to support pupils. We undertake regular bullying Surveys and encourage pupils to report any incidents that they experience or see.

We work with pupils to warn them about, and protect them from, some of the very serious negative aspects of society such as drugs, violence and weapons. In order to safeguard our pupils, we take any infiltration of these menaces into our school with the greatest seriousness.

At Southborough High School, we believe in working in partnership with parents to support, encourage and recognise the endeavours of students.

The school commits to:

- Provide high quality teaching and learning through programmes of study suitable for your son's age, ability and aptitude in line with the National Curriculum.
- Set homework regularly, mark it thoroughly and provide facilities for boys to do homework in school.
- Provide advice and guidance about your son's programme of work by means of contact with his tutor, class teachers and Head of Year.
- Monitor progress, celebrate his achievements, and explain and discuss the results with parents/carers by means of clear reports and thorough, regular consultations.
- Promote high standards of behaviour by establishing clear codes of expectations.
- Treat your son fairly and provide him with care and guidance to encourage him to be a confident, creative and self-reliant person.
- Alert you quickly to any difficulties if they appear and respond to your concerns sympathetically and promptly, and provide a clear complaints procedure.
- Provide a wide range of extra-curricular activities, sport and visits.
- Keep you informed of school news and events through a variety of school communications.
- Welcome you when you come to the school and provide you with an effective means of communication for the exchange of information, queries and views through the student diary.
- Provide a secure, safe and stimulating environment and a positive atmosphere conducive to learning.

As a parent/carer I commit to:

- Support the school's aims and values.
- Take an active and supporting interest in my son's work and progress, and in the school generally.
- Check Classcharts each week and attend parent/carer consultations.
- Alert the school to any concerns and problems that might affect my child.
- Support the school's policies and guidelines.
- Ensure my son attends school regularly and punctually.
- Notify the school on each day of absence and confirm the reason in writing.
- Ensure my son wears the correct school uniform.
- Take pride in my son's school in the community and encourage him to take full responsibility for his own actions.
- Endeavour to support the school in providing a wide range of quality facilities by contributing to the School Development Fund.

As a student I commit to:

- Attend school regularly and on time, and to be ready to learn and to participate in school activities.
- Wear the correct school uniform and be prepared with equipment and books for all lessons.
- Do my best in all aspects of school life.
- Be considerate of, and respectful towards, the feelings and property of other people both in school and the wider community.

From time to time pupils are taken out of school either on local visits, for movement to the school playing fields, or for such events as sporting fixtures.

To make organisation a little less complicated, I would ask you to consent now to your son engaging in these activities without the school organiser needing to seek consent for each individual local trip, journey to the school playing fields, fixture or survey etc.

You will, of course, be informed (and specific consent requested) of any proposed trip that is residential, abroad, hazardous and/or outside the local area.

By submitting student details using the Personal Details Form, it will be regarded as you giving your consent.

You can find our privacy notice on our website

http://www.southborough.kingston.sch.uk/images/Policies/SHS_PupilPrivacyNotice.pdf



PLEASE SIGN AND KEEP FOR YOUR OWN RECORDS Your consent to the agreement is included in your admissions submission

We have read the information, the policies, statements and codes of conduct as presented in the Parent Handbook and detailed below.

We accept the varying responsibilities in which membership of the community of Southborough High School engages us.

- Code of Conduct Behaviour
- Code of Conduct ICT
- School Statements and Policies
- Attendance and Punctuality
- Home-School Partnership Agreement
- School Trips and Journey
- Use of Photographs
- Agree to the Biometric System

Signature

Mr Niall Smith, Headteacher

Date: June 2022

Parent/Carer will have agreed to this by completing the Personal Details Form as part of the online Admission process.

Signature _____ Date _____
Parent/Carer

Signature _____ Date _____
Student

Surname of Student _____

Forename of Student _____



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HIGH SCHOOL**

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