



# PARENT GUIDANCE BOOKLET

2020/2021

Name:

Form:

Tutor:



## COPPICE - FOUNDATIONS FOR EXCELLENCE

Coppice caters for the needs of all students. We aim to ensure that every student at the school is successful in their own right, achieving their potential to progress on to college, university or apprenticeship. We have high aspirations for our students and we want them to succeed, confident in their abilities and fully involved in the life of the school and the community in which we are based.

We are an ambitious school with exceptionally supportive students, staff and parents. Our journey to excellence is evident through the enthusiasm and commitment of everyone associated with Coppice.

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## KEY PERSONNEL



Mrs Holloway: Executive Headteacher



Mrs Gilbert: Head of School



Mrs Woods: Assistant Headteacher, Inclusion, SEND & Deputy Designated Safeguarding Lead



Mr Hind: Assistant Headteacher, Scholarly Behaviours

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### KEY STAGE 3 TEAM:



Miss Parrino: Head of Year 7



Mrs Smith: Designated Safeguarding Lead



Mrs McLoughlin: Deputy Designated Safeguarding Lead



Mrs Hughes: Pastoral Manager Year 7



Miss Hampson: SENCO

## KEEPING CHILDREN SAFE AT COPPICE

Coppice acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. We recognise that the welfare and interests of children are paramount in all circumstances.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support and training.

Staff are aware that a child may disclose information to them at any time and that they must make it clear that if they tell them something that they feel puts them at risk, they must share that information immediately with a member of the Safeguarding Team.

### DATA PROTECTION

Under the new General Data Protection Regulation, we have issued a privacy notice, explaining how we collect and use your information and keep it safe. A copy will be given to you when we ask you to complete our Data Collection Form. The privacy notice is also published on the school website.

FOUNDATIONS FOR  
EXCELLENCE





## PASTORAL SUPPORT

Each year group is led by a Year Lead that is an experienced teacher. They are responsible for ensuring that students feel safe, valued and achieve their potential during their time at school.

At key points during the academic year they will be involved in the analysis of student progress and achievement. Each Year Lead is supported by a Pastoral Manager. Their role is to provide support, guidance and advice to students to ensure everyone feels valued, safe and supported in all aspects relating to their education.

## THE ROLE OF THE FORM TUTOR

A Form Tutor's role is central in both caring for students and, crucially, monitoring their progress both academically and socially; encouraging involvement, commitment, and high standards of work and behaviour. The Form Tutor should be active in looking after the interests of the "whole child".

A Form Tutor should:

- Set the "tone" for the day, by creating a positive ethos, establishing/encouraging good student/teacher, student/student relationships, and developing both a Tutor Group and a school spirit and identity.
- Encourage high standards of work, behaviour and dress in students, look to reward achievements positively and implement, where necessary, appropriate sanctions.
- Promote, maintain and monitor the official records of attendance and punctuality. Ensuring notes are received concerning any absence and any absence of more than three days is checked with the Year Lead. Tutors should alert the school based Attendance Officer to any patterns of absence.
- Plan and deliver a meaningful tutorial period daily.
- Monitor and intervene in the effective use of the student planner. Tutors must look at and sign the planner daily and ensure that students are recording any homework issued and are therefore using the planner as an organisational aid.
- Be aware of friendship patterns, family structures, leisure interests, contents of student records, social development, problems at home/school and relationships with other students and staff.
- Monitor and review their students current progress across the curriculum using all the data provided.
- Follow through concerns and issues about learning and effort when necessary with subject areas and parents, in consultation with Year Leads and the Pastoral Team.
- Be aware of social and personal factors relevant to the student within and outside of school.
- Know all members of the Tutor Group and maintain the individual profile of each student.

## ATTENDANCE AND PUNCTUALITY

Missing school for just a few days a year can damage students chances of gaining good GCSEs according to a new report published by the Department for Education. The new research shows that overall absence had a negative link to attainment, with every extra day missed associated with a lower chance of achieving 5 or more good GCSEs or equivalent at grades 9-1 including English and Mathematics.

### PARENTS RESPONSIBILITY

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment. If a student is ill in school, the office staff will contact you and ask you to organise collection from school. Contacting the school office on the first morning of absence before 9:00am on 01902 558500. We also ask you to keep us updated on a daily basis if your child's illness is prolonged.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

### STUDENT RESPONSIBILITY

- Students need to be on the school site by 8:40am, and in their tutor rooms by 8:45am at the latest. Lateness to school will have the consequence of a detention on the same school day - this may be at break time, lunch time, or after school.
- Attend every day unless too ill or have an authorised absence which school are aware of.
- Go to all registrations and lessons on time and be ready to learn.
- Take responsibility for registering at the attendance office if late or leaving school site early during school hours.

### SCHOOL RESPONSIBILITY

Staff to ensure that all students are registered correctly:

- Promote and reward good attendance at all opportunities - Year Leads in conjunction with Tutor Teams. Conversations regarding attendance to be an integral part of the tutor programme.
- Liaise with Attendance Staff/Lead on matters of attendance/punctuality.
- First day calls made and concerns communicated to staff.
- All underlying concerns to be passed onto Attendance Team.

## STUDENT PLANNERS

The student planner should be used for more than just recording homework. Students should use the planner to help them to plan their work, manage their time, record their achievements and set targets for improvement.

Students should:

- Look after their planner and bring it to every lesson and registration
- Have their planner out on their desk during each lesson and registration
- Accurately record all homework.

Subject teachers will:

- Check that students have recorded their homework correctly
- Write comments as necessary for form tutors and parents/carers.

Form tutors will:

- Check that students have recorded their subject and homework timetables
- Monitor students planners and sign on a weekly basis
- Communicate information to students and parents/carers as appropriate.

Parents/carers should:

- Check that their child is recording homework accurately
- Sign the planner on a weekly basis in the appropriate place.

## STRUCTURE OF THE SCHOOL DAY

| Years 7 - 11                  |   |
|-------------------------------|---|
| Arrival time in school 8:40am |   |
| 8:45am - 9:05am               | Registration  |
| 9:05am - 10:20am              | Period 1  |
| 10:20am - 11:35am             | Period 2  |
| 11:35am - 11:50am             | Break   |
| 11:50am - 1:05pm              | Period 3  |
| 1:05pm - 1:45pm               | Lunch   |
| 1:45pm - 3:00pm               | Period 4  |
| 3:00pm                        | Official end of the school day  |
| 3:00pm - 4:00pm               | Additional after school provision<br>Intervention Clinic/Extra-curricular |

## ACADEMIC YEAR 2020/21

### Autumn Term 2020

- Term Time: Tuesday 1 September 2020 to Friday 23 October 2020
- Half Term: Monday 26 October 2020 to Friday 30 October 2020
- Term Time: Monday 2 November 2020 to Friday 18 December 2020

### Spring Term 2021

- Term Time: Monday 4 January 2021 to Friday 12 February 2021
- Half Term: Monday 15 February 2021 to Friday 19 February 2021
- Term Time: Monday 22 February 2021 to Thursday 1 April 2021

### Summer Term 2021

- Term Time: Monday 19 April 2021 to Friday 28 May 2021
- Half Term: Monday 31 May 2021 to Friday 4 June 2021
- Term Time: Monday 7 June 2021 to Wednesday 21 July 2021

## SCHOOL UNIFORM

Uniform including ties, badges, jumpers and PE kit are available from Ron Flowers Sports

| BOYS  | GIRLS   |
|---|---|
| <ul style="list-style-type: none"> <li>• Black trousers</li> <li>• White shirt (button fastened to neck)</li> <li>• House tie</li> <li>• Black blazer with school badge</li> <li>• Grey jumper with school badge (optional)</li> <li>• Sensible black shoes (Leather or leather effect)</li> <li>• School bag and sports bag</li> </ul> | <ul style="list-style-type: none"> <li>• Black tailored skirt or black tailored trousers*</li> <li>• White shirt-style blouse (button fastened to neck)</li> <li>• House tie</li> <li>• Black blazer with school badge</li> <li>• Grey jumper with school badge (optional)</li> <li>• White socks or black/skin tone tights</li> <li>• Sensible flat, black shoes (Leather or leather effect)</li> <li>• School bag and sports bag</li> </ul> |

\*Tailored trousers or skirt must be worn by girls. This gives a smart and 'business like' appearance to our students. It is not tight; skinny; stretch lycra or drainpipe trouser and it is not a tight, short, tube, stretch or lycra skirt.

## CATERING AT COPPICE

Items for sale, daily from 8:00am - 8:30am.

To remove all cash and cheques from school we use our e-Payment method. This can be done online using a very secure website called ParentPay. You will have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your username and password for future logins. If you already have a ParentPay account, either with our school or with another ParentPay school, you can simply login to that account and add your children via the 'Add a child' tab on your home page.

Please contact the school if you have not received a letter with a username and password.

# REWARDS AND SANCTIONS

## REWARDS

As a school we will look to reward students as often as possible and students can be rewarded for any of the following reasons:

- Displaying good effort
- Producing outstanding work
- Making a positive contribution or displays of good citizenship
- Excellent attendance and punctuality.

The types of rewards will range from reward points, certificates and prizes as recognition of their achievements and efforts.

## SANCTIONS

Unfortunately at times there will be a requirement to reinforce the schools expectations and sanctions will be issued for the following reasons:

- Inappropriate behaviour
- Failure to follow instructions
- Failure to complete and hand in homework
- Regularly arriving late to school
- Failure to be properly equipped for lessons, e.g. PE kit, pens, books etc.

The types of sanctions used will often range from lunch or after school detentions, time in isolation or fixed term exclusions.

The use of both rewards and sanction is an important part of the schools drive to raise standards. Your support for the school on this matter is appreciated.



# BEHAVIOUR POLICY

We have high expectations for the behaviour of students at Coppice. Learning is far more effective in a well ordered environment. However, at times behaviour does not meet our expectations. When these situations occur, the 'Behaviour for Learning Sanctions' or failure to meet Scholarly Behaviours is applied.

## BEHAVIOUR FOR LEARNING SANCTIONS

- Verbal Warning
- Second Warning
- Official Warning
- Consequence

## SCHOLARLY BEHAVIOUR EXPECTATIONS

- Ready to learn
- Here to learn
- The right place at the right time

## E-SAFETY TIPS FOR PARENTS

The internet is always changing, and being able to keep up to date with your children's use of technology can be a challenge, especially if you feel that your children may have better technical skills than you do. However, children and young people still need support and guidance when it comes to managing their lives online and using the internet positively and safely.

A simple and effective way to get involved with your children and their lives online is through discussion. Why not use our conversation starters for parents and carers to get the ball rolling?

1. Ask your children to tell you about the sites they like to visit and what they enjoy doing online.
2. Ask them about how they stay safe online. What tips do they have for you, and where did they learn them? What is OK and NOT OK to share?
3. Ask them if they know where to go for help, where to find the safety advice, privacy settings and how to report or block on the services they use.
4. Encourage them to help. Perhaps they can show you how to do something better online or they might have a friend who would benefit from their help and support.
5. Think about how you use the internet as a family. What could you do to get more out of the internet together and further enjoy your lives online?

If you would like to find out more about keeping your children safe online please see the following sites:

[www.nspcc.org.uk](http://www.nspcc.org.uk)

[www.childnet.com](http://www.childnet.com)

## E-SAFETY TIPS FOR STUDENTS



### SAFE

Keep safe by being careful not to give out personal information when you're chatting or posting online. Personal information includes your email address, phone number and password.



### MEET

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents or carers permission and even then only when they can be present.



### ACCEPTING

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems - they may contain viruses or nasty messages!



### RELIABLE

Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows.



### TELL

Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.





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