



The Polesworth School  
ENSURING EXCELLENCE

# **Key Information for Parents for September 2020**



I hope that this booklet finds you safe and well. I am writing firstly to thank you for your ongoing support and co-operation throughout this challenging and ever changing situation. Thank you for supporting your child(ren) with their online learning and their engagement with school.

It has been lovely to have some Year 10 and 12 students on site each day but I am very much looking forward to welcoming all students back from September in line with national guidance.

I want to outline how Polesworth will operate from September and to share with you some updates and changes to current systems and processes.

I shall address each of the following areas in turn and I would strongly encourage you to retain this document for future reference.

1. Full re-opening arrangements
2. Curriculum and pastoral arrangements
3. Uniform expectations
4. Ethos, culture and relationships
5. Structure of the day
6. Horizontal tutoring
7. Staffing

## **1. Full Reopening arrangements**

Students should return to school from the start of the autumn term 2020. Contact and mixing will be minimised through the use of year group 'bubbles'. Students will be expected to adhere to a 'system of controls' that include:

- More frequent hand washing or hand sanitising
- Students providing their own essential equipment such as bag, pen, pencil etc
- Robust and frequent cleaning of key touchpoints, such as door handles
- The provision of hand sanitiser, tissues and wipes in each classroom
- Students providing their own drinks, snacks and packed lunches as far as possible

Please be advised that students eligible for free school meals shall continue to receive these as normal. Due to the fact that a significant number of students travel to school by bus we will not be introducing staggered start and finish times. Rather, we will have a large number of staff on duty at the start and end of the school day to provide hand sanitiser and to engage with students so as to ease anxiety.

On the first day back, Yr8 – Yr11 students must make their way to their new tutor room where they will receive their timetables and other essential information. We will email your child tutor room details before their return.



## 2. Curriculum and pastoral arrangements

All students will continue to follow a broad and ambitious curriculum. Where specialist resources and equipment are needed students will be taught in the specialist area. This applies to Science, Art, PE, IT, DT, Vocational Qualifications, Music and Drama. For all other subjects students will remain roomed in a specified area or building.

Year 11 students will continue to study all of their examination subjects except in exceptional circumstances. Where exceptional circumstances are identified there will be discussions and meetings with parents and students to agree next steps that are in the best interests of the student.

Year 13 will continue to study all of their examination subjects unless there are exceptional circumstances. Any reduction may result in limiting future choices or opportunities which we want to avoid.

Students will be taught in usual class sizes but must retain a 2m distance from staff wherever possible as staff will be moving between year groups. Where a student requires extra support or assistance a 2m distance may be difficult to maintain but staff will endeavour to minimise the amount of time that 2m is not retained. Students will have break and lunchtime in their year group 'bubble'.

## 3. Uniform Expectations

Students are expected to wear full uniform from the start of the autumn term. We expect their uniform to be impeccable. A full uniform guide can be found on our website. We have purchased a large amount of spare uniform items. This includes shirts, trousers, ties, blazers and shoes. Thus, if a student arrives at school in a non-uniform item they will simply be requested to wear an item from our supply. ***This is non-negotiable*** so as to maintain our high standards and as such students will be expected to comply with requests relating to their uniform without question.

Students are not permitted to have false nails, false eyelashes, non-natural hair colour or piercings other than a single pair of stud earrings. Hoodies and sporting attire continue to be disallowed. Make-up should be natural and where a student chooses to wear a skirt it must be the Polesworth logoed skirt.

## 4. Ethos, Culture and Relationships

From September 2020 we are adopting a fresh approach to our behaviour systems in line with our ethos and culture. A fundamental strength of our school is the warm and supportive relationships between staff and students. We intend to build further on this. We will achieve this through adapting our behaviour, reward and detention systems.

Prior to lockdown we had introduced three simple and memorable whole school rules:

Ready (to learn)



Respectful (of others)

Responsible (and safe)

We will continue to embed these in our day-to-day practice and ensure that all students understand them and are able to achieve them.

Our expectations of students are as follows:

- Walk calmly around the school site
- Phones can be used at break and lunch only **but not in dining areas**
- Impeccable uniform
- Speak appropriately in tone, language and volume
- Meet our high expectations
- Be punctual

Staff will adopt a non-confrontational approach to dealing with disruptive behaviour. Indeed, our focus will be on recognising those who meet our standards and expectations more frequently than not. Recognition boards have been installed in every classroom so that staff are easily able to recognise and reward students who meet or exceed expectations. The following changes to our behaviour system will be adopted:

- No names on board for negative reasons or disruptive behaviour
- No break or lunchtime detentions with subject staff. Pastoral staff may request to see students
- No safe-room system
- A non-confrontational approach will be used to manage disruption
- Detentions can be issued which last 30, 45 or 60 minutes
- Student Services will be closed during lesson time except in exceptional circumstances or where students have an organised session with one of our Student Support Managers
- The language of choice will be adopted by staff to encourage students to take responsibility for their own behaviours. For example: "If you choose or continue to (talk) then I will need to move you. This approach is entirely in line with our three rules of Ready, Respectful, Responsible

We have appointed two Behaviour Managers and a Restorative Practice Co-ordinator to support our new systems and approaches.

In lessons the following system will be used to manage behaviour:

1. Reminder of expectations
2. Verbal warning
3. Teacher/Tutor/Behaviour Manager 30 minute detention
4. Head of Department or Head of Year or Behaviour Manager 45 minute detention
5. SLT/Head/Behaviour Manager 60 minute detention



A student's job in school is to learn and to grow as a person into the adult they will become. Sometimes, things don't go according to plan or students make mistakes. When this occurs an appropriate sanction will be applied.

Where a detention or other sanction is given **it is non-negotiable**. 24 hours' notice will be given and unless there are exceptional circumstances the date of the detention will not be changed.

As I'm sure you will agree a teacher's main role is to provide a high quality teaching and learning experience through well-planned, well-resourced and well-delivered lessons that result in good progress for your child(ren). With this in mind staff will not be contactable to discuss sanctions that have been issued. We do not give sanctions unnecessarily so please trust where a sanction is given it is deserved. Reception staff will refer you back to this document if you contact us to query a sanction and only in exceptional circumstances will the query be passed on to one of our Behaviour Managers who will contact you to discuss the circumstances leading to the sanction being given.

Sitting alongside our behaviour approach will be a restorative practice approach. This will involve a conversation between the student and the member of staff to start the process of rebuilding a strong and effective working relationship. This is essential if a student is to succeed and a teacher is able to plan appropriately and accordingly.

Alongside the use of recognition boards and recognition cards in class, students may be rewarded or recognised in the following ways:

- Postcard home
- Phone call home
- Praise text message
- Merits
- Pass to go to the front of the dinner queue
- Prize draw for 100% attendance
- Prize draw for all students not given negative behaviour points
- Half termly subject recognition and rewards
- Badges awarded for demonstrating Dare to Be, Ready, Respectful, Responsible
- Lunch with the Head
- Celebration Brunch and Assemblies

## 5. Structure of the Day

The structure of the school day for at least the first term from September 2020 is as follows. This will allow for measures to be put in place in retaliation to COVID 19:

Period 1	8.30 am to 9.30 am
Period 2	9.30 am to 10.30 am
Tutor time and staggered break	Years 7, 9 & 11 – break – 10.30 to 10.50 Tutor time – 10.50 to 11.10



	Years 8, 10 & P16 – break – 10.50 to 11.10 Tutor time – 10.30 to 10.50
Period 3	11.10 am to 12.10 pm
Period 4 & staggered lunch	12.10 pm to 1.40 pm Lunches: Years 11 & 12 & 13 – 12.10 pm to 12.40 pm Year 7 & 9 – 12.40 pm to 1.10 pm Years 8, 10 – 1.10 pm to 1.40 pm
Period 5	1.40 pm to 2.40 pm
Enrichment	2.40 pm onwards

## 6. Horizontal tutoring

From September 2020 Tutor groups will be year based. Heads of Year and Assistant Heads of Year are as follows:

Year 7 – Mr White and Miss Higgins

Year 8 – Mrs Harris and Ms Shafiq

Year 9 – Mr Peake and Miss Phipps

Year 10 – Mr Ravenscroft and Mrs Dishington

Year 11 – Mr Rosten and Miss Jackson/Mrs Williams

Year 12 & 13 – Mrs Munn

As year groups we are better placed to provide more bespoke PSHE content and to better track academic and pastoral progress and welfare.

## 7. Staffing

The following staff changes and appointments will take effect from September 2020, in addition to the aforementioned year group changes:

Mrs Harris-Green – Assistant Headteacher

Mrs McBeth – Head of Science

Miss Holland – KS3 Co-ordinator Science

Miss La Piccirella – KS5 Co-ordinator Science

Miss Anand – Teacher of Science

Mr Roberts – Teacher of Science

Ms Yates – MFL KS3 Coordinator

Mr Warden – KS3 Co-ordinator Geography

Mr Castledine – Teacher of English

Mrs Birch – Teacher of Business & Economics



Ms Yates – Teacher of DT

Mr Hawthorne – Behaviour Manager

Mr Crane – Behaviour Manager

- Restorative Practice Co-ordinator
- Student Support Manager, Attendance & Home Visits

Mr Brookes – Events & Media Co-ordinator

Mrs Shakespeare – Leadership Support Manager & Clerk to the Governors

- Department Technician
- Part-time HR Assistant

We are sending our best wishes to the following members of staff who will be commencing maternity leave either before the summer break or shortly after we return:

Mrs Dyer

Miss Wilkinson

Miss Robinson

Mrs Murphy

We bid a fond farewell and good luck in their new roles to:

Mr Kumi

Mrs Terry

Mr Tench

Mrs Owen

Mrs Wootton

We would also like to give our thanks and best wishes on their retirement after many years of dedicated service to the school and its community:

Mr Rowling

Mr and Mrs Evans

I want to wish you all a peaceful and restful summer.

I very much look forward to seeing all students in September and I look forward to working with you all over the next academic year.



Kindest regards,

Maura Favell