

Information for
parents/carers
of new students
2018-2019



**This booklet contains important information.
We recommend all parents/carers read the content carefully.**

The information contained within this booklet was accurate at the time of printing and may be subject to amendment.

November 2018

Introduction

The information provided in this booklet is intended to help parents whose children will be studying at Belper School and Sixth Form Centre from September 2018.

Whilst we hope that you find this booklet useful, we would also like to make you aware of our website, www.belperschool.co.uk, which contains more comprehensive and up-to-date information about the school's activities, policies and events. You can also view information on term dates, parents evenings and various school forms available for download (paper copies are also available on request from the School Office).

We aim to send most letters home on Mondays when students are taught by their tutor for PSE. Occasionally we will contact you by text. We also produce a half-termly newsletter which will be sent home to you via your son/daughter, along with school reviews which are sent home twice a year.

Should you have any further questions, please do not hesitate to contact the School Office.

Telephone number: 01773 825281

School Office hours are...

Monday to Thursday: 8.15 am to 3.45 pm

Friday: 8.15 am to 3.15 pm

email: helperschool@helperschool.co.uk

Website: www.belperschool.co.uk

You can also follow us on twitter: @helperschool

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Appendix 2 School Calendar 2018-2019

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Contacting the school

The School Office team will help with any general queries you may have regarding the school. If you have a concern about your child's progress or welfare, please contact his/her tutor as the first point of call. For issues concerning a particular subject, please contact your child's subject teacher or the Head of Faculty/Department. **Please remember that most teachers are in lessons for most of their day in school and may not be able to speak to you when you call or return your call immediately.** You can leave a message by calling the School Office or by emailing the tutor at office@belperschool.co.uk. If it is a really urgent matter, please telephone and tell the member of the School Office team who takes your call.

We would strongly advise against turning up to school without an appointment as there may be no-one available at that time to speak to you.

When visiting the school, please use the Visitor Entrance and report to Reception.

School Term and Holiday Dates 2018-2019

A calendar of term dates is shown at Appendix 3. This is also available to download from the school website.

Please note that school will be closed on the following INSET days:

Monday 3 September 2018
Tuesday 4 September 2018
Friday 30 November 2018
Friday 7 June 2019
Monday 22 July 2019

Please note that the school is also closed on Tutor Review Day. This will be during the Spring Term – dates will be notified to parents/carers in due course.

Term and Holiday dates are published on the school website as soon as they have been approved – paper copies are available on request from the School Office.

The School Day

Lessons are spread over a two-week period of time, giving students a Week 1 and a Week 2 timetable which is repeated throughout the year. Students will be given a copy of their timetable on their first day in school.

The exact timings of lessons, breaks and lunchtimes are as follows:

8.40am	to	8.55am	Registration
8.55am	to	9.55am	Period 1
9.55am	to	10.55am	Period 2
10.55am	to	11.15am	Break
11.15am	to	12.15pm	Period 3
12.15pm	to	1.00pm	Lunch
1.00pm	to	2.00pm	Period 4
2.00pm	to	3.00pm	Period 5

It is very important that students get to school on time. Students should not be on the school site before 8.00am as we have insufficient staff to supervise them safely. All students must be sitting quietly in their tutor base (or in the hall when it is their assembly) by 8.40am. Any students arriving late will be given a late stamp in their planner. If a student is likely to be late to school for genuine reasons, we would ask parents/carers to notify the School Office so that we can ensure they are marked correctly. Students arriving after the registers close without prior notification from parents/carers will be marked as late and subject to a late detention. Please see the section on Detentions for further information.

The school day ends at 3.00pm. However, there are various extra-curricular activities available for students to participate in after-school. Further information on after-school activities will be made available to students early in the Autumn term. Students should not be on site after 3.30pm unless they are participating in a supervised event or are under the agreed supervision of a member of staff.

Student Lockers

All students are issued with a locker within the first week of the Autumn term. Padlocks should be bought in. The padlock needs to be strong to withstand constant use and we recommend padlocks with keys rather than a combination lock. The padlock shackle needs to be 30 to 40mm wide, as any smaller than this run the risk of it failing when locked. The students will keep this particular locker for one year. Any items kept in lockers are left at the students own risk.

Student lockers continued ...

At the end of the academic year students need to empty their locker. Students will be reissued with a locker at the start of each academic year.

Any lockers which do not have a padlock on by the third week of term will be bolted shut to stop to prevent any unauthorised use. Students wishing to change lockers for a genuine reason, not just because they are in the bottom lockers, must arrange for a new locker at student reception.

Students needing a padlock removed will need to come to Student Reception. Checks are then made that the locker belongs to the student, and a call is made home to a parent/carer requesting their permission before the lock is cut off. Students will then need to buy and bring in a new padlock to secure their locker.

Daily Preparation

It is a good idea to establish the routine of preparing for school the previous evening. Your child should have (as required)

- His/her student planner – provided by the school - see section on *Planner*
- All relevant exercise books or files
- Any text books or worksheets as required
- Stationery/equipment – see below
- Resources requested by the teacher
- PE kit – see section on *PE Kit*
- Money – see below
- Food/snacks/drinks

We strongly recommend that you and your child use the timetable and any notes in their planner to check the requirements of the day.

In terms of stationery, your child will also need:

- a selection of ball point pens or biros, eraser, ruler, sharpener
- 4B and 6B pencils
- a pack of coloured pencils/felt pens
- maths pack – protractor, a pair of compass, calculator
desirable – French/German dictionary and English dictionary
- a clear, see-through pencil case

Daily Preparation continued ...

For music lessons students will be expected to provide a pair of headphones with a mini-jack socket such as the type that are provided with phones, mp3 players etc. They are available in many outlets and range in price from approximately £1 upwards. We do not recommend using headphones that are too expensive as there is a danger of them being forgotten, lost etc.

A bag is necessary to carry their belongings. This should be clearly named and large enough to hold an A4 ring binder. Your child will need a purse/wallet to carry money. This should be kept on his/her person at all times, except during PE lessons when it should be put in the valuables box. Please make sure that your child only brings the minimum amount of money to school at all times. Students should not bring aerosol deodorants into school for any reason.

Students should not bring any expensive items to school. Any such items are brought at students' own risk and should be covered by the student's own insurance. Please see our Policy on the Use of Mobile Phones/Entertainment/Communication Devices later in this booklet for specific guidance regarding these items. **Mobile phones and entertainment devices (eg iPods) may only be used during social time (before school, during break and lunchtime and after school). Entertainment devices can only be used during social times with headphones. These devices must be switched off during lesson times and students found using these items during lesson time will have the device confiscated.** On the first occasion, the mobile phone/device will be taken to the School Office and the student may collect it at the end of the day. For second and subsequent infringements within the same academic year, a parent/carer of the student concerned will be contacted and asked to collect the device on the student's behalf.

The Student Planner

All students will be issued with a student planner in which they can record their homework, subject targets and other key information. **Students must have their planner with them every day in school.**

We would ask all parents/carers to read the content of the planner, and to check and sign this on a weekly basis. Your son/daughter's tutor will also sign the planner.

Students who attend school without their planner may be given a detention.

Replacement planners may be purchased from the School Office.

Attendance

Good school attendance is important and is a key to school success.

We would remind parents and carers that the school is only able to grant requests for leave of absence during term time for **exceptional** circumstances. Our Attendance Policy (available to view on the school website) gives full details. Any such requests should be made at least four weeks in advance where possible and should be made in writing for the attention of the Headteacher. Please bear in mind that the school is able to ask the Local Authority to fine parents/carers if unauthorised planned leave is taken.

Behaviour

Belper School will provide a stimulating and supportive environment where students can learn and teachers can teach. It is the role of staff at all levels to promote and encourage socially acceptable behaviour and foster supportive peer relationships.

To encourage this, students will

- Treat all members of the school community with respect.
- Have the confidence to engage positively with all opportunities offered by the school.
- Aim for 100% attendance and punctuality.
- Take care of school equipment and buildings and show respect for the possessions of others.

To encourage this, staff will

- Model exemplary behaviour.
- Treat all members of the school community with respect.
- Use language that promotes confidence and self-esteem through positive reinforcement.
- Celebrate success and recognise student effort and achievement to promote positive behaviour.
- Work in partnership with parents to support positive behaviour.
- Use outlined strategies and procedures to modify negative behaviour.

Belper School will not accept the following behaviour

- Breach of the school code of conduct or expectations
- Disrupting the learning of others.
- Rude or inappropriate language.
- Verbal or physical aggression.
- Bullying or intimidation.
- Racist, sexist or homophobic comments.
- Lack of respect towards property or vandalism.

Behaviour continued ...

If unacceptable behaviour occurs, members of the school community will

- Address the behaviour within a framework of dignity and respect for the individual.
 - Explain what is unacceptable and why.
 - Suggest how they could have behaved differently to achieve a more positive outcome.
 - If negative behaviour continues to disrupt learning and the environment of others or it is judged to be serious then use of the behaviour management procedures is necessary.
-

Dress Code

Belper School and Sixth Form Centre has an established dress code that all students are expected to adhere to. This is published on the school website. Detailed below is additional guidance that supports the code and identifies the steps taken when the code is breached.

Supporting the code:

- Coats should be removed in lessons. This includes jackets and other outer 'coat-like' garments but not jumpers or hoodies
- Tops should be appropriate for school and not display any aspect of underwear, be too revealing or display any midriff
- Legwear should be appropriate, not be too short or revealing, or display any aspect of underwear
- Patterned tights should be appropriate for school
- Footwear should be appropriate for school and the activities being undertaken within school. Flip-flops should not be worn at all and open backed and open toed footwear are not suitable for Technology

Procedure for Enforcing the Code:

- Tutors will check for correct dress code at each registration session. This will be supported by class teachers and other staff throughout the day
- If a student breaches the code they will be collected by MOSOC and be taken to the Focus Room and offered alternative clothing that is suitable where appropriate.
- This clothing can be borrowed for the rest of the day and should be returned to the Focus Room when school ends. Alternatively they can borrow the alternative clothing until other clothing is brought in from home. Arrangements for this may be organised by the student at social times
- If a student refuses to wear the alternative clothing they will be retained in the Focus Room for the rest of the day. Refusal to cooperate will lead to further sanctions up to and including exclusion from school
- Persistent breaches of the school dress code will lead to further and more serious sanctions

Our Mobile Phone Policy is currently being updated and will be available to view on the school website from the end of July.

PE kit

Students are required to wear kit in Belper School colours. Kit with the Belper PE logo is available to purchase from Loop Schoolwear (formerly Children's Choice, Belper) via their website at www.loopwear.co.uk. Alternatively you can visit their shop at Baileys Mill, 38 Factory Lane, Ilkeston DE7 8HQ. If you have any queries, their telephone number is 01773 825865. Items from alternative suppliers in the same style and colour are acceptable.

Boys

Royal blue reversible rugby jersey
Royal blue collarless t-shirt
Plain black shorts
Plain black football socks
White sports socks
Shinpads
Swimming trunks
Training shoes
Mouthguard for rugby and hockey

Girls

Royal blue sweatshirt
Royal blue polo shirt
Plain black shorts
Plain black football socks
White sports socks
Shinpads
One piece swimming costume
Training shoes
Mouthguard for rugby and hockey

- Shinpads are compulsory for football, hockey and rugby.
- Track suit bottoms and extra layers may be worn during cold or wet weather, when lessons will often have to continue outdoors. This is at the discretion of PE staff.
- All visible piercings must be removed for PE lessons. The only exception that can be made is for newly pierced ears which may be taped over in the first 6 weeks for non-contact activities. Thereafter they must be removed. Students are required to provide their own tape. Students and parents/carers are asked to bear these rules in mind when considering new piercings.
- Students who are heavily involved in school clubs and teams may benefit from having extra items of kit eg. two pairs of football socks.
- Students will be able to hand valuables to a member of staff for safe-keeping during PE lessons and sports activities.
- Any student who is unable to be dressed in the correct kit should bring a note for their teacher.
- Any student who is unable to participate due to illness or injury should also bring a note **written and signed by a parent.**
- Students who choose to wear the new style of 'base layer' should wear black.
- Parents are kindly asked to ensure all PE kit is labelled with students' names to help the return of lost kit.

Homework

We want all students to flourish at Belper School and know that an active partnership between home and school is a vital factor. We appreciate all the support we receive and the contribution it makes to the school's success.

Homework is an area where it is particularly important for us to work closely together. Parents often ask us what they can do to help. Taking an interest and a regular check on the student planner to see what homework has been set and that it has been recorded, completed and handed in on time by the student is important.

To help students organise themselves, they should use their student planner to record the work that has been set and the date that it has to be handed in. Usually staff will give students several days to do homework, as we like to encourage them to have interests outside their school life. If you feel that your child is struggling over homework, or has too much/too little homework, please contact the tutor (see section *Contacting the School*). He/she will be able to contact the staff concerned to discuss the problem. We want all our students to learn to work independently and to manage their own time, and homework has an important part to play in the process.

Our Homework Policy and Faculty Homework Procedure documents are available to view/download from our school website. Paper copies are also available on request from the School Office.

Detentions

Lunchtime detentions are given for lack of or poor work/homework, or poor behaviour. These are noted in the student's planner. Time will always be given for students to have a break and eat their lunch.

After-school detentions are given in accordance with government guidelines. Faculty and Head of Year 30-minute detentions are held from 3.00pm to 3.30pm and you will be notified of these either by letter.

Y11 students sometimes have recommended coursework sessions after school. These are in agreement with parents. If students are asked to attend these with their parent(s)/carer(s) agreement, then failure to attend will result in a 60 minute after school detention.

Students who do not attend Faculty detentions will be given a 60 minute after school detention from 3.00pm to 4.00pm. You will be notified of these by letter in advance.

Detentions continued ...

Late detentions are given to students arriving late after the registers close, without prior notification of a valid reason from a parent/carer. Students will be allowed to be late no more than once per week. If this limit is exceeded then the student will be given a 60 minute whole school detention. Students who are regularly late will eventually move to same-day lunchtime detentions every day they are late.

Bullying

We keep bullying to a minimum within the school by responding immediately and take it very seriously indeed. Please stress to your child the need to tell someone such as their Tutor if anything occurs. We need to know, as the only way to deal with bullies is to bring their behaviour out into the open and make them face exactly what they are doing. As part of our **Behaviour Policy** and **Anti-bullying Policy** we have very clear guidelines about behaviour we find unacceptable. We always involve parents if anything serious occurs and we welcome the support we receive.

Contacting your son/daughter in an emergency

If you need to contact your child **urgently**, you can do so through the School Office who will do their best to relay a message to them on your behalf or make arrangements for him/her to contact you. Please be aware that it may be difficult for us to do this during break/lunchtime and after 2.45pm.

We would remind you that as students are required to switch off their mobile phones during assemblies, tutor time, lessons and lesson changeover times, the best time to contact your child on their mobiles is at break, lunchtime and after the end of the school day.

Changes to personal details

Although we will ask you to complete Student Details Form annually, it is very important that you ensure the School Office is made aware of any changes to names, addresses and telephone contact numbers, in case we need to reach you in the unlikely event of an emergency. We would recommend letting us have

the details of at least two contacts for emergency purposes. As we are increasingly using text services, we would be particularly grateful if you could keep us aware of any changes to your mobile phone contacts. Please notify changes either in person, by letter to the school or by email to office@belperschool.co.uk.

Changes to personal details continued ...

Full names and dates of birth held on our records must be the same as on the student's birth certificate. Please note that we are unable to make name changes or remove information for anyone with parental responsibility unless supported by appropriate legal documentation. In addition, any request for changes to a student's legal forename or surname must be accompanied by the appropriate documentation.

Process for concerns and complaints

If parents/carers have any concerns about the welfare or progress of their children it is important to share them with the school at an early stage. Most problems can be resolved quickly when the school and parents/carers work together.

For academic issues, please contact your child's subject teacher by phone (01773 825281) or by sending an email to school (office@belperschool.co.uk).

For pastoral issues, please contact your child's tutor by phone (01773 825281) or by sending an email to school (office@belperschool.co.uk).

If you prefer you can send a letter to the school addressed to the tutor or subject teacher.

For more serious matters or if you have a complaint, please contact the School Office (01773 825281 extension 201/280) and you will be directed to the appropriate person in school.

Alternatively if you wish to make a formal complaint, please read our Complaints Procedure which can be viewed/downloaded from the school website *Information* section. Alternatively you may request a paper copy from the School Office.

We will do our best to resolve all concerns and complaints promptly and in accordance with our procedures.

Privacy Policy

For information on how we collect, hold and share student information please see our Privacy Policy available to view/download from the School website. Paper copies are also available on request from the School Office.

Photo and Media permissions

As a school we are incredibly proud of our students' achievements. Whether these are in or out of school, we enjoy celebrating our students' successes by featuring these in school publications and sometimes on our website or in the local press.

One of the most anticipated publications is our School Review, distributed to parents and carers, which gives us the opportunity to feature stories and photographs of activities and achievements our students have been involved in either as groups or individuals. Many parents and carers have commented that these provide a valued memento of their child's time at Belper School.

As part of the admissions process to school, you will have been asked to give your consent for your child's name and image to be used for these purposes.

We understand that circumstances may change during your child's time with us at school. If you wish to make a change at any point in the future, please contact the School Office.

Medical appointments

Should your son/daughter need to attend a medical or dental appointment during school hours, parents/carers should either note this in their planner for the attention of their tutor, or send a note in advance. If the appointment requires a student to leave part-way through a school day, the student will need to collect an Exeat* slip from School Reception prior to registration that day. Students then show this slip to their teacher to enable them to leave their lesson at the appropriate time. In order to comply with our safeguarding procedures, the School Office will call a parent/carer to confirm the date and time of the appointment in advance of the student leaving school.

* *exeat* - the latin meaning, he/she may leave, most commonly used to describe a period of absence from a centre of learning

Students becoming ill during the day

Your son/daughter should not contact you directly to come and collect them if they feel unwell. Students becoming ill during the school day will be directed to

Student Reception for assessment by one of our First Aiders. Please be aware that we will only normally contact you if one of our First Aiders feels your son/daughter needs to be collected by you as they require further medical treatment/investigation or are too ill to stay in school.

Sickness and absence reporting

Please be aware that we require parents/carers to telephone **before 8.40am every day your son/daughter is absent due to illness or any other reason.** This is to ensure that our registration information is kept as up-to-date as possible and also ensures that we comply with the school's commitment to safeguarding our students. A student absence line is available both in and out of office hours by dialling the school telephone number and selecting option 1.

If students arrive after the register has been taken, they need to report to Student Reception to sign in. Any student registering after the doors and gates to school close will be automatically recorded as Late. **Please note that any absences which are not notified to us in advance will be classed as unauthorised and followed up by our Attendance Team.**

Should your child be unable to participate in PE for any medical reason, could you please ensure that you send a note in with them, signed by yourself, so that they can pass this to their PE teacher at the start of the lesson.

Note: Our policy is that students should not return to school until at least 48 hours after the last episode of sickness and/or diarrhoea

Students returning to school following an injury or operation

Please note that at least 24 hours' notice must be given to school if your child has had an injury/operation and is planning to return to school on crutches, with a sling/cast or in a wheelchair.

We will then contact you to arrange a meeting between yourselves, your child and school to ensure that we have the opportunity to ...

- assess your child's requirements and make arrangements for them to safely access the necessary areas in school during lesson and social time
- discuss with you any aspects of the curriculum they are unable to participate in for the period of their recovery (such as PE or Drama) and make alternative arrangements for them to study/be supervised as appropriate
- ascertain whether your child requires any medication/pain relief whilst at school and complete the appropriate documentation
- ensure your child is aware of what action they need to take in the event of an emergency

As students will not be able to return to school until this meeting has taken place, we would appreciate parents/carers' assistance by giving us as much notice as possible.

First Aid provision in school and supporting students with medical conditions

All School Office staff are fully qualified first aiders, with additional staff within school qualified to administer emergency aid. We also have a defibrillator in school with several staff trained in its use.

We are able to hold personally prescribed medicines/inhalers/auto-injectors for your child. These medicines are held securely within the School Office. Please note that we can only hold Ibuprofen or Aspirin (or medicines containing Ibuprofen or Aspirin) if prescribed by a doctor. Any medicines must be accompanied by a **fully completed and signed Parental Consent form** (copy available on request from the School Office). All medicines must be in their original containers/packets clearly labelled with the name of the student, dosage instructions and expiry date. We also hold emergency asthma inhalers and auto-injectors in school for the use of those students who are prescribed this medication, subject to parents/carers completing the necessary documentation. Details can be provided upon request (see contact details for First Aid below).

Students are able to carry their own medication in school for self-administration. Parents/carers are required to complete and sign the relevant section in the student planner giving their permission. Students should only bring sufficient medication for a single day's dose, with medicines in their original containers/packets clearly labelled with the name of the student, dosage instructions and expiry date. We would also ask parents of students carrying asthma inhalers ensure that these are clearly labelled with the student's name.

Our policy for Supporting Students with Medical Conditions and for the Administration of Medicine gives further information on support we provide to our students. This is available to view/download from the school website and paper copies are available on request from the School office.

If your child has any medical conditions and you would like to talk to us about his/her care whilst at school, please contact the School and select extension 203 or email firstaid@belperschool.co.uk.

Please note: Measles, chicken pox and shingles: At any time we may have a number of students who, because of low immunity to disease, are at risk if they are exposed to measles, chicken pox or shingles. Please let the School Office know immediately if your child is suspected of having any of these conditions.

Emergency School Closures

Advance warning of event likely to necessitate a school closure

Once advance warning is received, a message will be displayed on the school website indicating the school is currently open, advising parents/carers to regularly check the school website for updates. Decisions will be taken daily and posted on the school website by 7.00am.

Closing before the start of the school day

Please check the school website - a message will be displayed from 7.00am indicating whether the school is open, part-open or closed.

A text will be sent to all parents regarding the closure. The school's twitter account will be updated (@belperschool) and closure information will be displayed on the DCC website (www.derbyshire.gov.uk).

If the school is closed, external examinations will still take place. Students should make every effort to come to school and take their exams. Access into the school will be through the Caretakers Office. Students will be asked to sign in and go straight to the Exam Office to be told where the exam will take place. Students will need to bring exam equipment and their ID card as normal and will be expected to stay in school for the full length of the exam. Exam enquiries on school closure days can be made by calling 01773 825281 ext 251.

Towards the end of the school day, a further message will be posted on the school website regarding the following day. This will indicate either that school will be open, part-open, closed or that a decision will be taken early the following day with a further message being displayed from 7.00am.

Closing during the school day

Students will be kept in school until contact is made with their parent/carer and permission given for them to come home*. Your son/daughter may call you on their mobile phone or school phone and ask you to speak to their tutor/member of teaching staff/member of the School Office to confirm your permission for them to leave. For students travelling home by school bus, you may allow them to walk home (if safe/practical), make alternative arrangements for collection, or allow them to wait until the bus arrives if they are still operating.

Students will not be permitted to leave the school site unless we have received verbal permission from a parent/carer.

Note: Any students taking external examinations will need to stay in school and take their examinations if it is safe for them to do so as students will not normally be allowed to take the examination on another day and will be marked as absent if they do not turn up.

*Sixth form students will be permitted to leave as soon as the decision has been taken to close the school.

Important: Students should be made aware that if they are experiencing difficulties getting home once they have left school, or their lift/bus does not arrive, they should return to Student/Visitor reception as soon as possible.

School Catering

The school works in partnership with Derbyshire County Council Catering Service to provide healthy nutritionally-balanced menus sourced from reputable suppliers.

Our breakfast service runs from 8.00am until 8.30am, when food and drink is available. Food is also available from our hot and cold serveries during break and lunchtime. Popular items include sandwiches, baguettes, panini, hot chicken wraps, bagels, pasta pots and salads. Cookies, muffins and the cake of the day are also widely enjoyed. In addition, there is a hot main meal plus a vegetarian option every day, with a 3-week menu rotation. A variety of drinks that meet school food nutritional standards are also available to buy and there are drinking fountains throughout the school.

We welcome feedback on our service. Please contact us if you would like to make any suggestions for improvement.

Free School Transport

For information on eligibility for free school transport, please contact the Derbyshire County Council Area Education Office on 01773 744741. Details of school transport timings are shown at Appendix 4.

Music Instrumental Lessons

The Music Department at Belper School offers a wide range of peripatetic lessons in woodwind, strings, brass, drums, guitar, bass, ukulele, keyboard, piano and singing. Details of all our instrumental provisions and copies of contracts between parents and the teachers are posted on our website as soon as they become available. Please contact the instrumental teachers as soon as possible so that times can be allocated. Please note that there is no guarantee

that places will be available for all interested students.

If you have any specific questions regarding instrumental lessons, please contact Mark Fidler, Head of Music.

Lost Property

One of the differences between any secondary school and a primary school is that children do not stay in their own classroom for most of the day. Other students will be using their tutor base during the school day. Students are allocated a locker for which you will need to provide a padlock – this gives them somewhere safe to keep their belongings, but they will need to carry what they need for each lesson around with them. The padlock needs to be strong to withstand constant use, and we would recommend padlocks with keys rather than a combination lock. If student clothing and belongings are clearly marked it does increase the chances of them being identified and returned. Please follow up mislaid belongings quickly and encourage your child to tell their tutor if something is lost. **Again, we would ask students not to bring expensive items into school as we cannot accept any liability for these.**

There is a central place where all lost property is stored and students are encouraged to check there the following day if they have lost any items of clothing. All named items found will be returned to the individuals who lost them. Once a term, the unclaimed lost property is displayed in a central area of the school for a week to allow students a last opportunity to claim their lost items. After this the items are donated to a children's charity.

Free School Meals

If you feel your son/daughter may be entitled to Free School Meals at any point during their time at Belper School, you can apply online at www.derbyshire.gov.uk/freeschoolmeals. A paper copy of the application form is also available from the School Office or to download from the School website.

Students receiving Free School Meals may choose either a hot meal or sandwiches to a value of £2.40 (correct as at time of printing). In addition to this, the school has run a Free School Meals breakfast scheme over the past three academic years. Further information about a 2018-2019 scheme will be provided in due course.

Please note that if your son/daughter is already in receipt of Free School Meals, there is no need to reapply.

School trips and visits

Prior to any trips or visits, you will receive a letter or information booklet with all the details. Along with this will be a consent form which should be completed for

students to return to Sally Hitchcock/Helen Radford in an envelope marked with your child's name, tutor group and the name of the visit, enclosing any requested contribution (cheques made payable to **Belper School Private Fund**).

School trips and visits continued ...

Envelopes enclosing cash must not be posted through their office letterbox, as students bringing cash need to sign it into the Cash Daybook to confirm receipt (Please note: correct money is required. There is no facility to issue change as money is not kept in the office).

Please note that any deposits made are non-refundable. We are not usually able to make refunds if a student misses a trip due for any reason. This includes illness and Focus Room sanctions. The reason for this is because in most circumstances, Belper School will already have made payments on behalf of your son/daughter.

If you are having difficulty paying for a visit, please contact the school.

Please note that students should not take high value personal items on trips/visits. All such items taken on trips should be covered by personal insurance.

Pupil Premium

The Pupil Premium was introduced by the Government in April 2011, and paid to local authorities by means of a specific grant based on January 2011 school census figures for pupils registered as eligible for free school meals (FSM) in reception to Year 11. The level of the premium increased to £600 per pupil in 2012-13 and in 2014-2015 increased to £935. The Government believes that the Pupil Premium, which is additional to main school funding, is the best way to address the current underlying inequalities between children eligible for free school meals (FSM) and their wealthier peers by ensuring that funding to tackle disadvantage reaches the pupils who need it most. Schools are free to spend the Pupil Premium as they see fit.

To read in more detail how we use Pupil Premium funding, please visit our website.

If you have adopted a child or children from care, please consider letting our Deputy Headteacher, Jo Hawkyard, know. We are able to access pupil premium funding to support the education of adopted students. All we need is a copy of the adoption certificate. All information would be treated in the strictest confidence. Jo Hawkyard can be contacted on the main school number or by email to jmh@belperschool.co.uk.

Parent Consultation Evenings, Student Reports and Tutor Review Day

In addition to a Parent Consultation Evening each year, when your son/daughter can make appointments for you to meet with their subject teachers, a Tutor Review Day is held, giving you the opportunity to meet and discuss your son/daughter's general progress with their tutor. This is normally held in the Spring Term – the date will be notified to parents/carers in due course.

Details of the dates of these events, along with information on publication dates for student reports, are in the school calendar. A paper copy of the calendar is issued to parents/carers via students early each academic year. An up-to-date calendar is available to view on the school website.

Awards Events

Termly Rewards Extravaganzas

At the end of each school term we hold special Rewards Extravaganzas for each year group. Every cohort has an assembly, led by the Head of Year. At the event, many awards are presented, as outlined in the school Rewards Policy. These include certificates and spot prizes for merit levels, attendance certificates, rewards for tutor groups which have reached certain merit levels, student-nominated Big Hand of The Term, tutor-nominated Star of the Term, and the popular Head of Year "Worth Their Weight In Gold" award. Each Head of Year makes the event unique to their cohort by including bespoke touches to complement the school reward system prizes. The morning of celebration is ended with lunch and an early finish to the day.

Annual Awards Ceremonies

At these special ceremonies, students are awarded certificates and vouchers for academic effort and achievement. We also reward students for contribution to the school and wider community. Heads of Year present prizes to students who have shone in their year group. The school governors award a prestigious prize in each year group, for students who have been particularly outstanding. The Head of Year and Governor prizes are accompanied by trophies and plaques. We end each celebration with refreshments for parents, staff and students.

Important: Please note that our Awards Events procedures are currently under review. Any changes to the above arrangements will be notified to you via the Parent/Carer newsletter.

APPENDIX 1

IT Network Contract

We have an extensive computer network at Belper School and all of us must follow rules if we are to keep the facilities secure and available for all students and staff.

Please encourage your son/daughter to read and follow the rules carefully.

The Rules:

Access rights:

- You must have permission to use a computer from a member of staff (teaching or non-teaching)
- Use only your own log on ID to log on to the system. Never attempt to logon using another person's user ID.
- Do not let anyone else know your log on ID and password. The system will prompt you to change your password every 40 days. If you think that others know your password you should change your password by pressing CTRL + ALT + DEL and clicking Change Password.
- You may use any packages you can see on the Start Menu or Desktop. You may access any files on your H drive, the Student Shared drive (Q drive) or the Music and Art drives (L and R) available in those areas. You are not allowed anywhere else on the school network.
- Any attempt to access areas that you do not have permission to, may be classed as "hacking". This is against the school rules and can, in severe cases, lead to police involvement.
- You must not attempt to install any software on the computers. Any relevant, new software required will only be installed by the IT Support Team at the request a member of school staff
- Always make sure that you are back at the log on screen when you finish work. Ensure all work is saved, then go to the Start Menu and choose "Log off".

Equipment:

- For safety reasons, NEVER touch any plugs or cables at the back of the PC. If there is an issue contact the IT Helpdesk.
- Never switch off a PC at the socket whilst it is in use.
- Respect all equipment and never try to tamper with any piece of ICT equipment - this includes base units, mice, screens, keyboards etc. This will be treated as vandalism.
- The computers are for schoolwork only, not for games, unless authorised by a member of staff (teaching or non-teaching)

Files and Saved Work:

- If you do wish to bring work from home into school or take work home you can either use the school's Remote Access service or by taking a CD-ROM/USB drive to the IT Helpdesk in the library. In all cases you must ensure that you have scanned your files for viruses before doing so. Alternatively you may upload/download files made at home using the Google Drive application accessible from your email account.
- You may download text and images from the Internet to help you with your work. However

you must always acknowledge where you got the information from, and never try to pass the work off as your own. This is plagiarism, and is forbidden, just like copying from another student. In certain cases it can result in you being withdrawn from one or all exam subjects by the exam boards.

- You are allowed a limited amount of space on your H drive and should try and keep this organised and only containing relevant work. If you run out of space you should upload any old files you wish to keep to your Google Drive and delete them from your H: drive to make more space available

Internet Use:

- You must not attempt to log on to sites, which contain offensive, racist or sexist material. The system will not allow you access to such sites and will notify the IT Helpdesk that you have tried to access them. If you accidentally find material like this on a website, tell your teacher or the IT Helpdesk immediately.
- You must not attempt to use websites which allow you to bypass the school's web filtering software (also known as "proxy sites").
- Whilst useful, social networks are highly distracting and can waste valuable learning time. For this reason sites such as Facebook and Twitter are blocked on the school computers and no attempt to access them should be made.
- Be aware that all internet and local network activity is monitored and inappropriate usage will be captured and passed to the relevant member of staff.

Email:

- You are allowed to send and receive emails on your school account only. Your school email account must only be used for school work. You must not send e-mails which are offensive, threatening or otherwise inappropriate to anyone.
- The IT Helpdesk may monitor email accounts at the request of any staff member who has reason to believe the account is being used inappropriately.

BELPER SCHOOL CALENDAR 2018-2019

 INSET

 HOLIDAY - SCHOOL CLOSED TO STUDENTS

September 2018							
Wk	W/no	Mo	Tu	We	Th	Fr	Su
							1 2
1	1	3	4	5	6	7	8 9
2	2	10	11	12	13	14	15 16
1	3	17	18	19	20	21	22 23
2	4	24	25	26	27	28	29 30

October 2018							
Wk	W/no	Mo	Tu	We	Th	Fr	Su
1	5	1	2	3	4	5	6 7
2	6	8	9	10	11	12	13 14
1	7	15	16	17	18	19	20 21
2	8	22	23	24	25	26	27 28
		29	30	31			

November 2018							
Wk	W/no	Mo	Tu	We	Th	Fr	Su
					1	2	3 4
1	9	5	6	7	8	9	10 11
2	10	12	13	14	15	16	17 18
1	11	19	20	21	22	23	24 25
2	12	26	27	28	29	30	

December 2018							
Wk	W/no	Mo	Tu	We	Th	Fr	Su
							1 2
1	13	3	4	5	6	7	8 9
2	14	10	11	12	13	14	15 16
1	15	17	18	19	20	21	22 23
		24	25	26	27	28	29 30
		31					

January 2019							
Wk	W/no	Mo	Tu	We	Th	Fr	Su
			1	2	3	4	5 6
2	16	7	8	9	10	11	12 13
1	17	14	15	16	17	18	19 20
2	18	21	22	23	24	25	26 27
1	19	28	29	30	31		

February 2019							
Wk	W/no	Mo	Tu	We	Th	Fr	Su
1	19					1	2 3
2	20	4	5	6	7	8	9 10
1	21	11	12	13	14	15	16 17
		18	19	20	21	22	23 24
2	22	25	26	27	28		

March 2019							
Wk	W/no	Mo	Tu	We	Th	Fr	Su
2	22					1	2 3
1	23	4	5	6	7	8	9 10
2	24	11	12	13	14	15	16 17
1	25	18	19	20	21	22	23 24
2	26	25	26	27	28	29	30 31

April 2019							
Wk	W/no	Mo	Tu	We	Th	Fr	Su
1	27	1	2	3	4	5	6 7
2	28	8	9	10	11	12	13 14
		15	16	17	18	19	20 21
		22	23	24	25	26	27 28
1	29	29	30				

May 2019							
Wk	W/no	Mo	Tu	We	Th	Fr	Su
1	29			1	2	3	4 5
2	30	6	7	8	9	10	11 12
1	31	13	14	15	16	17	18 19
2	32	20	21	22	23	24	25 26
		27	28	29	30	31	

June 2019							
Wk	W/no	Mo	Tu	We	Th	Fr	Su
							1 2
1	33	3	4	5	6	7	8 9
2	34	10	11	12	13	14	15 16
1	35	17	18	19	20	21	22 23
2	36	24	25	26	27	28	29 30

July 2019							
Wk	W/no	Mo	Tu	We	Th	Fr	Su
1	37	1	2	3	4	5	6 7
2	38	8	9	10	11	12	13 14
1	39	15	16	17	18	19	20 21
		22	23	24	25	26	27 28
		29	30	31			

August 2019							
Wk	W/no	Mo	Tu	We	Th	Fr	Su
					1	2	3 4
		5	6	7	8	9	10 11
		12	13	14	15	16	17 18
		19	20	21	22	23	24 25
		26	27	28	29	30	31

School also closed to students for Tutor Review Day- date to be confirmed

Student Transport Timetable**APPENDIX 3**

(subject to change – check website for up to date version)

DCC Bus Service 113		am: Yourbus (01773 714013)	
		pm: McEwens/Skills Coaches (0115 977 7424)	
Hazelwood Church	0807	Belper School Bus Bay	1515
Belper Lane End, Bulls Head	0813	King Street (outside Wilko)	1520
Whitehouse Rise	0815	Belper Triangle	1522
Belper Triangle	0820	Whitehouse Rise	1524
King Street (outside Wilko)	0824	Belper Lane End, Bulls Head	1526
Belper School Bus Bay	0830	Hazelwood Church	1532

DCC Bus Service 142		Little Transport Ltd (0115 932 8581)	
Crich, Tramway Museum	0807	Belper School Bus Bay	1511
Crich, Market Place	0809	Belper King Street	1516
Bull Bridge	0815	Ambergate, Ripley Road	1524
Ambergate, Ripley Road	0817	Bull Bridge	1526
Belper King Street	0825	Crich, Market Place	1532
Belper School Bus Bay	0830	Crich, Tramway Museum	1536

DCC Bus Service 143		McEwens/Skills Motor Coaches (0115 9777424)	
Ripley, Market Place	0807	Belper School Bus Bay	1507
Lower Hartsay, A610	0810	Belper, Chapel Street	N/A
Bull Bridge, A610	0813	Belper, King Street	1512
Ambergate, Ripley Road	0815	Ambergate, Ripley Road	1520
Belper, King Street	N/A	Bull Bridge, A610	1522
Belper, Chapel Street	0825	Lower Hartsay, A610	1525
Belper School Bus Bay	0835	Ripley, Market Place	1530

Local Bus Service 7.1		Trent Barton (01773 712265)	
Coxbench, Fox & Hounds	0820	Belper, Pottery Farm (for school)	1530
Holbrook, Spotted Cow	0824	Openwoodgate	1533
Bargate, White Hart	0828	Bargate, White Hart	1537
Openwoodgate	0832	Holbrook, Spotted Cow	1541
Belper, Pottery Farm (for school)	0840	Coxbench, Fox & Hounds	1545

Service 360		Harpur's Coaches (01332 757677)	
Duffield, White Hart PH	0810	Belper School, opp. Leisure Centre	1510
Milford	0812	Openwoodgate, White Hart PH	1515
Belper, Three Gates	0817	Bargate White Hart PH	1518
Belper, Parks Estate PO	0820	Belper, Parks Estate PO	1523
Bargate White Hart PH	0825	Belper, Three Gates	1526
Openwoodgate, White Hart PH	0828	Milford	1531
Adj. to Belper Leisure Centre	0833	Duffield, White Hart PH	1533

Local Bus Service 6.2		Local Bus Service 6.3	
Ripley Tonkers	0752	Adj. to Belper Leisure Centre	1510
Heage opp. Eagle Tavern	0758	Park Road Heage	1518
Heage adj. The Black Boy	0800	Heage Eagle Tavern	1522
Whitemoor adj. to Hunter Road	0806	Ripley Tonkers	1531
6.2 and 6.3 services are operated by Trent Barton (01773 712265)			

Belper School and Sixth Form Centre
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