



PARENTS AND CARERS HANDBOOK

2023-2024



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

Belper School and Sixth Form Centre
Telephone: 01773 825281
Email: belperschool@belperschool.co.uk

*The information contained within this booklet was accurate at the time of the update
(June 2023) and may be subject to amendment.*

Introduction

Welcome to Belper School

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 2023.

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. Under the Parents tab, you can also read our regular newsletters and updates from the Headteacher, along with information on term dates, parents evenings and various school forms available for download (paper copies are also available on request from the School Office).

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 1 IT Network Contract

Appendix 2 School Calendar 2023-2024

Appendix 3 School Transport Timetable

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 their 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 on 01773 825281 (selecting Option 2). Alternatively, you can email the school at belperschool@belperschool.co.uk and this will be forwarded on for you. 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.

Communicating with you

Normal communications such as newsletters, updates, detention letters, details of trips and visits, will be via email, so please ensure that you check your email account regularly and let us know of any email address changes.

Occasionally we may use a text service to contact you in an emergency, such as a school closure.

It's really important, therefore, that you let us know of any changes to your home address, email address or mobile phone number as soon as possible.

School Term and Holiday Dates 2023-24

A calendar of term dates is shown at Appendix 2. This is also available to download from the school website.

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

- Monday 4 September 2023
- Tuesday 5 September 2023
- Friday 24 November 2023
- Friday 22 December 2023
- Monday 8 January 2024

Term and Holiday dates for future academic years are published on the school website as soon as they have been approved – paper copies are also 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 8.20am 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.

The School Day continued ...

Students who arrive late to school may receive a late stamp in their planner, and be registered as late in the registration information. 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 *may be* 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 brought in and these need to be strong to withstand constant use. 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 runs the risk of it failing when locked. The students will keep the locker allocated to them for their time at the school. Any items kept in lockers are left at the student's own risk.

At the end of each academic year students will need to remove their padlocks and empty their locker so that these can be cleaned ready for the new academic year.

Any lockers which do not have a padlock on by the third week of term will be bolted shut to prevent any unauthorised use. Students wishing to change locker for a genuine reason must ask at Student Reception. Under no circumstances should students take it upon themselves to use an unused locker or share lockers with friends.

Students needing a padlock removed (if they have lost their key, or do not have it with them and urgently need access to their belongings) should come to Student Reception. Checks are then made that the locker belongs to the student, and a phone call is normally made to a parent/carer before the lock is cut off. Students will then need to 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)

- An A4 size bag to hold all their resources
- Their student planner – provided by the school - see section on *The Student 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
- Water bottle/bottled drink. Water bottles can be refilled during break/lunchtimes from water fountains on the school site.

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

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 compasses, scientific calculator
- desirable – French/German dictionary and English dictionary
- a clear, see-through pencil case

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. They should keep this with them on their 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. Chewing gum is also not permitted in school.

Daily Preparation continued ...

Students should not bring any expensive items to school. Any such items are brought into school 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 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, further sanctions may be considered.

The Student Planner

All students will be issued with a student planner in which they can record their homework 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 child'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.

Attendance continued...

Any such requests should be made at least four weeks in advance where possible and should be done using the Leave of Absence Request form (available to download from the website under Parents/Forms or on request from the School Office). 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 and Rewards

Belper School is a safe, secure and purposeful educational environment where effective learning and teaching take place. All relationships in the school community are characterised by mutual respect and a shared goal to maximise individual potential. Every member of the school community has a key role in promoting and sustaining the highest standards of behaviour for learning. Belper School is committed to providing the best possible environment for teaching and learning.

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.

Behaviour and Rewards continued ...

Belper School will not accept

- behaviour that disrupts the learning of others
- rude or inappropriate language
- verbal or physical aggression towards others
- bullying or intimidation
- racist, sexist, transphobic or homophobic comments
- a lack of respect towards property or vandalism.

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 sanctions will be applied in line with our behaviour policy.

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. For Food Technology lessons, students are not permitted to wear acrylic nails, nail varnish or rings, and long hair must be tied back.

Dress code continued...

Procedure for Enforcing the Code:

- Tutors will check for the 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 the Member of Staff on Call (MOSOC) and be taken to the Reflection 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 Reflection 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 remain in the Reflection Room for the rest of the day. Refusal to cooperate will lead to further sanctions up to and including suspension from school.
 - Persistent breaches of the school dress code will lead to further and more serious sanctions.
-

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 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

*new 2020 style or old style are both acceptable

- 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.

PE kit continued...

- 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 PE 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 a '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. Loopwear can print initials on to kit for a small additional charge.

See our [PE Kit Requirements and Faculty guidance](#) document under Policies on the school website for further information.

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/carers 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 their tutor (see section *Contacting the School*). The tutor will be able to contact the relevant teaching staff concerned to discuss any issues. 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.

Homework continued...

Our Homework Policy and Faculty Homework Procedure documents are available to view/download from our school website. 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.

Persistent disruption to learning is not acceptable and our stepped system makes it clear the detentions in place should a student choose to disrupt lessons. If a student reaches S3 they will have a 30-minute detention at the end of the following school day. If a student reaches an S4 or on call has to remove them from the lesson, then they will receive a 50-minute detention at the end of the following school day.

Y11 students sometimes have recommended coursework sessions after school. These are in agreement with parents/carers. 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.

Late to school detentions are given to students arriving late at school after the registers close, without prior notification of a valid reason from a parent/carers. If a student is late to school, they will receive a 30-minute detention at the end of the following school day and every subsequent time they are late. Students will also receive a 30-minute detention if they are late to lesson. Again, these are scheduled for the end of the following school day.

Parents/carers will be notified of any after-school detentions in advance by email.

Bullying

We take bullying very seriously and respond to any issues as quickly as we can. 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.

Bullying continued...

As part of our Behaviour Policy and Anti-bullying Policy we have very clear guidelines about behaviour we find unacceptable. We always involve parents/carers if anything serious occurs and we welcome the support we receive.

Contacting your child 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 them to contact you. Please be aware that it may be difficult for them to do this during break/lunchtime and after 2.30pm.

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 contact details

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 providing us with the details of at least three contacts for emergency purposes. We would be particularly grateful if you could keep us aware of any changes to your mobile phone contact numbers and email addresses. Please notify changes either in person, by letter to the school or by email to belperschool@belperschool.co.uk.

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 this is supported by the appropriate legal documentation.

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. Copies are also available on request from the School Office.

Process for concerns and complaints

If parents/carers have any concerns about the welfare or progress of their child 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 (belperschool@belperschool.co.uk).

For pastoral issues, please contact your child's tutor by phone (01773 825281) or by sending an email to school (belperschool@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, please contact the School Office (01773 825281) 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 (*Our School/Policies and Procedures* 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.

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.

As part of the admissions process to school, you will be 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 change permissions at any point in the future, please contact the School Office.

Medical appointments

Should your child need to attend a medical or dental appointment during school hours, parents/carers should either note this in their planner or send a note to the School Office 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 Student 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 **always** call a parent/carer to confirm the date and time of the appointment in advance of the student leaving school.

* *exeat* - the Latin meaning, they may leave, most commonly used to describe a period of absence from a centre of learning

Students becoming ill during the day

Students becoming ill during the school day should come to Student Reception for assessment by one of our Medical Welfare Assistants. Please encourage your child to do this and not to make contact with you direct to collect them. We will only normally contact you if our staff feel your child 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 their child 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 24 hours a day 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 if we have not been notified of the reason in advance. **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/ operation

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, in a wheelchair, or with any other injury that may require a risk assessment. 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 may not be able to return to school until this meeting has taken place, we would appreciate parents/carers' 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 defibrillators in school with several staff trained in their 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 overleaf).

First Aid provision in school continued...

Students are able to carry their own medication, such as paracetamol, 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 a single day's dose, and these must be 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 to ensure that these are clearly labelled with the student's name.

Our Administration of Medicine policy gives further information on support we provide to our students. This is available to view/download from the school website and 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 their care whilst at school, please contact the School Office or email us at 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.

Sanitary Products

We have a large supply of a variety of sanitary products in school which are available free of charge to students. Students are welcome to come along to First Aid and take a supply home with them on a regular basis if they wish, or pop in and help themselves if they need any in an emergency. First Aid is located in the Student Reception area, and if our Medical Welfare Assistant is dealing with someone, then School Office staff will be able to help.

We recommend that students use the correct product(s) for their needs to prevent any embarrassment or need to go home to change. Students who may be prone to heavy periods may wish to keep a spare change of clothes in their locker just in case.

SEND provision in school

We have comprehensive support for students with special educational needs and disabilities in school. If parents/carers require any additional information, enquiries should be directed to belperschool@belperschool.co.uk.

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. Enquiries regarding examinations which are due to take place 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

Any students whose parents/carers have previously given permission for them to leave school in the event of a school closure will be allowed to leave. Students without permission will be kept in school until contact is made with their parent/carer. Your child may therefore call you from 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.

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.

Emergency School Closures continued...

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.

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. Alternatively you can apply online at:

<https://www.derbyshire.gov.uk/education/schools/your-child-at-school/travel/school-transport.aspx>

Details of school transport timings are shown at Appendix 3.

Music Instrumental Lessons

The Music Department at Belper School offers a wide range of peripatetic lessons. 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 the School.

B-Line cards

b_line cards are Derbyshire County Council's cut-price travel discount and library card for young people aged 11 up to 19. It is for young people in school, college, on training courses or in an apprenticeship providing they live in Derbyshire.

B_line cards are free unless you need a replacement for a lost or damaged card. Replacement cards are £5.

There are two types of b_line card:

- an orange b_line1 card for 11-year-olds (in secondary school) up to your 16th birthday
- a purple b_line2 card for 16-year-olds up to 19th birthday

For further information and to apply for your child's free card, please go to <https://derbyshire.gov.uk/transport-roads/public-transport/fares-tickets-passes/b-line/b-line.aspx>

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 but they will need to carry what they need for each lesson around with them. 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 child may be entitled to Free School Meals at any point during their time here at Belper School, it is very easy to check eligibility online and apply via the Derbyshire County Council website at www.derbyshire.gov.uk/freeschoolmeals.

If your child is already in receipt of Free School Meals, there is no need to reapply.

Students receiving Free School Meals may choose either a hot meal or sandwich meal (correct as at time of printing).

ParentPay

We work with ParentPay to enable our parents/carers to pay for trips, visits and revision materials conveniently and securely. New parents/carers will receive details of this, along with an activation code in the Autumn term. We would encourage all our parents/carers to sign up straight away. You can find out more about ParentPay by visiting their website at www.parentpay.com.

Prior to any trips or visits, you will receive a letter or information booklet with all the details. If your child is in receipt of Free School Meals or is Pupil Premium you may be able to apply for support.

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

If you are having difficulty paying for a visit, or have any questions regarding ParentPay, please contact the school.

School Trips and Visits

Whilst at Belper School, your child will have the opportunity to participate in a variety of trips and visits. As mentioned above, we use ParentPay to make it easier for parents to give consent and make payments.

Students who are entitled to Free School Meals are able to request a packed lunch for trips – they can do this by completing the appropriate form, available from the Enrichment Co-ordinator, and submitting this **at least two days before the trip**.

School trips and visits continued ...

Please note that the medical details we have on record will be used whilst on trips, so we would encourage you to always keep the school up-to-date with any medical issues your child may have. If your child will need to take medication whilst on a trip/visit, please contact the School Office in advance of the trip.

We are not usually able to make refunds if a student misses a trip for any reason (including illness and Reflection Room sanctions). This is because, in most circumstances, the school will have already made payments on behalf of your child. In case of serious illness, we may be able to claim on our insurance. There will be an excess and medical evidence will be needed. Claims should be made promptly.

Child Protection and Safeguarding

At Belper School and Sixth Form Centre we believe that all staff, volunteers and students have their parts to play in safeguarding.

The school has a dedicated Student Wellbeing Team and other designated staff to help keep students safe. For more details and contact information please refer to our Child Protection and Safeguarding Policy, on our website.

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. You can read more about the school's Pupil Premium Strategy by going to **Our School\Pupil Premium**.

If you have adopted a child or children from care, please consider letting the school 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.

Parent Consultation Evenings, Student Reports and Tutor Review Day

In addition to a Parent Consultation Evening each year, when you can make appointments to meet with subject teachers, a Tutor Review Day is held, giving you the opportunity to meet and discuss your child'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. Parents/carers are able to make appointments using our online Parent Evening System – details of this and how to make appointments will be sent to new parents/carers a few weeks prior to Tutor Review Day. If you have any difficulties making appointments, please contact the school.

Details of the dates of these events, along with information on publication dates for student reports, are in the school calendar which is available to view on the school website.

BELPER SCHOOL IT NETWORK CONTRACT

(Acceptable Use Policy)


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. This document forms a contract between you (the student) and Belper School and lays down the rules to be followed when using the school computer facilities.


Please read the rules carefully. You can only use the computer system if you have signed the agreement.

The Rules:

- ✓ 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 or the Student Shared drive (Q: drive). You are not allowed anywhere else on the school network – this is considered “hacking”. Any attempt to hack is against the school rules and can, in severe cases, lead to police involvement.
- ✓ For safety reasons, never touch any plugs or cables at the back of the PC. Never switch off a PC at the socket.
- ✓ 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”.
- ✓ If you do wish to bring work from home into school or take work home you can either use the school's WebFTP/VPN service or by taking a floppy disk/CDROM/USB keydrive to the technicians. In all cases you must ensure that you have scanned your files for viruses before using WebFTP/VPN or going to the technicians.
- ✓ 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 machines are for schoolwork only, not for games, unless authorised by a member of staff (teaching or non teaching)
- ✓ 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 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 technicians that you have tried to log on to them. If you accidentally find material like this on a website, tell your teacher or the technicians immediately.
- ✓ You must not attempt to use websites which allow you to bypass the school's web blocking software (also known as “proxy sites”).
- ✓ 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 to anyone.
- ✓ Be aware that all network activity is monitored and inappropriate usage will be captured and passed to the relevant member of staff.

BELPER SCHOOL CALENDAR 2023-2024

 INSET DAY

 HOLIDAY - SCHOOL CLOSED TO STUDENTS

SEPTEMBER 2023						
Mo	Tu	We	Th	Fr	Sa	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	

OCTOBER 2023						
Mo	Tu	We	Th	Fr	Sa	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					

NOVEMBER 2023						
Mo	Tu	We	Th	Fr	Sa	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			

DECEMBER 2023						
Mo	Tu	We	Th	Fr	Sa	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

JANUARY 2024						
Mo	Tu	We	Th	Fr	Sa	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				

FEBRUARY 2024						
Mo	Tu	We	Th	Fr	Sa	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			

MARCH 2024						
Mo	Tu	We	Th	Fr	Sa	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

APRIL 2024						
Mo	Tu	We	Th	Fr	Sa	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					

MAY 2024						
Mo	Tu	We	Th	Fr	Sa	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		

JUNE 2024						
Mo	Tu	We	Th	Fr	Sa	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

JULY 2024						
Mo	Tu	We	Th	Fr	Sa	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				

AUGUST 2024						
Mo	Tu	We	Th	Fr	Sa	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	

Student Transport Timetable

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

APPENDIX 3

Belper School and Sixth Form Centre - Student Transport from 2nd October 2022

All local bus services are also available for the general public and are not school specific

Updates to Derbyshire Bus Timetables can be found at <https://derbysbus.info/>

Local Bus Service 113 (AM only) High Peak Buses 01298 812204		Student Service 113 (PM Only)
Hazelwood Church	0810	113 only operates in the morning
Belper Lane End	0815	
Whitehouse Rise	0817	
Belper Triangle	0819	
King Street, Stop A	0826	
Belper School Bus Bay	0835	

Local Bus Service 140/142 (AM) TM Travel 0114 263 3890		Local Bus Service 142 (PM) TM Travel 0114 263 3890	
Crich, Tramway Museum	0807	Belper School Bus Bay	1511
Crich, Market Place	0809	Belper, King Street(arr)	1516
Bullbridge, Canal Inn	0815	Ambergate, Railway Stn	1526
Ambergate, Railway Stn	0817	Bullbridge, Canal Inn	1528
Belper, King Street	0825	Crich, Market Place	1534
Belper School Bus Bay	0830	Crich, Tramway Museum	1538

Commercial Student Service 360 (AM) Harpurs Coaches 01332 757677		Commercial Student Service 360 (PM) Harpurs Coaches 01332 757677	
Duffield, White Hart PH	0810	Duffield, White Hart PH	↑
Milford, Chevin Road	0812	Milford, Chevin Road	
Belper, Three Gates	0817	Belper, Three Gates	
Belper Parks Estate PO	0820	Belper Parks Estate	
Bargate, White Hart PH	0825	Bargate, White Hart PH	
Openwoodgate	0828	Openwoodgate	
Belper, adj to Leisure Ctr	0833	Returns from opp. Leisure Ctr	

Local Bus Service 6.2 (AM) Trent Barton Buses 01773 712265		Local Bus Service 6.3 (PM) Trent Barton Buses 01773 712265	
Ripley High St (Tonkers)	0752	Adj, Belper Leisure Centre	1510
Heage, Eagle Tavern	0758	Heage, Eagle Tavern	1522
Whitmoor, Hunter Rd	0806	Ripley, High St (Tonkers)	1531
Whitmoor, Ladywood Av	0810		
Then Walk to School	--		

Students who live more than 3 miles away from school may qualify for school transport assistance from Derbyshire County Council. Please visit <https://bit.ly/30v81Gs> for details

b_line is a cut-price travel discount and library card for young people aged 11 up to 19 providing they live in Derbyshire. More info can be found at <https://bit.ly/3mcs257>

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