

School Information

Term Dates: 2007-2009

		2007/2008		2008/2009 (provisional)
Autumn term		3 Sep – 14 Dec 2007		1 Sep – 19 Dec 2008
	Half term holiday		22 - 26 Oct 2007	27 – 31 Oct 2008
Spring term		2 Jan – 4 April 2008		5 Jan – 3 April 2009
	Half term holiday		11 - 15 Feb 2008	16 – 20 Feb 2009
Summer term		21 Apr – 23 Jul 2008		20 April – 17 July 2009
	Half term holiday		26 – 30 May 2008	25 – 29 May 2009

Session Times

Morning school: 08.55 to 12.35 - Afternoon school: 13.35 to 15.45

Whilst pupils may be on the premises outside these times, the school can only accept responsibility for them after 8.45 am and until 3.55 pm unless they are engaged in an official school activity.

Breaktime and School Meal Arrangements

All boys in Years 7 – 11 are expected to remain on the school site all day, including morning break and at lunchtime. The school refectory provides healthy breakfast, hot snacks at breaktime and hot and cold meals plus sandwiches at lunchtime so pupils do not need to leave the site for food. Please note that the school cannot accept responsibility for any boys who leave the premises during the day. The refectory provides a standard meal and individually priced dishes each day so that a pupil may purchase anything from a snack to a full meal, paying cash. Pupil's eligible for free school meals receive a standard meal.

Pastoral Care

So that we can look after boys as well as possible a Deputy Head and two senior members of staff oversee the pastoral system. Each year group is looked after by a Head of Year who leads the team of six Form Tutors who have day-to-day contact with the boys. It is the Form Tutor who should normally be consulted over any matter that may arise, but the Heads of Year are available to discuss more difficult problems. Any concern over sensitive material used in school, for example, in sex education, can be discussed with the Deputy Head (Pastoral), Y7-11 Pastoral Team Leader or the Head of Sixth Form.

Student Planner and Homework

All pupils are issued with a Student Planner. This planner will be used throughout the year as a means of recording homework and other critical deadlines. There are also pages to record academic targets and individual goals. The planner is also the normal means of communication between the school and home on individual matters - parents are asked to inspect and sign the planner at least once per week. Homework will normally be set each evening, but if it has not been then it is expected that the time will be spent on learning or revision or related reading work in the subject – the intended time to be spent on homework is as follows:

Key Stage 3 (Years 7, 8, 9)	½ hour per subject per week
Key Stage 4 (Years 10, 11)	1 hour per subject per week
Sixth Form (Years 12, 13 (14))	15 hours per week increasing in Year 13

The GOLD pages in the back of the planner are to record commendations. Staff are asked to enter and sign any such recognition of good work.

Attendance

Every boy returning after an absence, whatever the reason and however short, should have an explanation, signed by his parent, in his student planner for every day of absence. Parents should also telephone the school immediately a child is ill so that we know why their son is away. It particularly important that we should be informed of any contact with infectious diseases. It is our practice to telephone (or write) and ask for an explanation of absence if a boy has been unaccounted for for three days, or sooner if attendance is a problem.

Please note: Only the school can authorise absence. There is no right to leave of absence for family holidays but the Headmaster will consider individual requests (for no more than 10 days per year) submitted on the Leave of Absence form. Advance notice is important and the period of Examinations or other key calendar events must be avoided.

School Uniform and PTFA Shop

School uniform consists of a single-breasted bottle-green blazer and badge and a house tie (Drake - red, Gilbert – yellow, Grenville – blue, Raleigh – green) to be worn with dark grey trousers, white shirt, grey or bottle green 'V' necked pullover as necessary, and plain, dark, sober coloured socks and black shoes. Year 12 & 13 may wear black blazers and sixth form tie. A towel is required for showering. **All items of clothing should be clearly named.**

The PTFA Shop: To assist parents as much as possible, the PTFA run a shop in the school (adjacent to the Foulston Sixth Form Centre) to provide school uniform, badges and sportswear. A letter explaining the procedure for placing orders and trying on blazers will be sent to all new parents on the first working day in March. Order forms are also available at Reception. The shop opens every Friday lunchtime. Prices are competitive for uniform and sports kit, and the modest profit supports to the PTFA school projects.

Site Security

We work hard to keep the site secure. We ask all parents and other visitors to report to the Edgcombe Reception to sign in and out. All visitors are asked to wear the visitors badge prominently while they are on the site. Pupils and staff are asked to direct strangers to Reception or report the incident urgently if they are not displaying this badge. Our uniform requirement helps to maintain security.

Health and Safety

For safety's sake, if parents bring their son to school they should put down and pick up well away from the main entrances to the school in Paradise Road where stopping (or turning) causes a dangerous hazard e.g. Kings Road or Waterloo Street.

The school operates within the Health and Safety regulations and the boys are told and reminded of the guidelines that are imposed to ensure their safety while at school. By establishing these procedures the Governing Body meets its Health and Safety responsibilities leaving the onus on the boys to act in a reasonable and responsible way within the guidelines. If a pupil flouts the procedures laid down and explained by staff, and another person is injured or suffers damage to property as a result of such behaviour, the pupils and not the Governing Body may be held to be personally liable in any future claim for compensation.

On trips out of school the school meets all the legislative and advisory requirements, including those for Outdoor Activities where we work within the National and Plymouth LA guidelines.

Personal Social & Health Education (PSHE) and Citizenship

Sex and Health Education: Human reproduction is covered in the second term of the first year as an integral part of the Biology course for all pupils. Health Education is an important part of the PSHE course for all pupils and includes topics on drugs, smoking and alcohol abuse, birth control and sexually transmitted diseases. If there is disquiet about a pupil attending such lessons the parent should contact their son's Form Tutor. The School has received a Healthy Schools Award in recognition of its Health Education programme. This programme also includes Citizenship. See separate sheet for our policy.

Careers Guidance: A structured careers course is included in each year's PSHE programme. Considerable attention is paid to Careers Guidance. The programme includes industrial and university visits, an annual Oxbridge Conference, a Higher Education Conference, and an extensive work experience scheme of one week during Years 11. Year 12 students have the opportunity to increase their experience of the workplace, both locally and in France. For Year 9 and Year 11 boys and their parents, there are information evenings to discuss the GCSE and the AS/A2 sixth form curriculum and for Year 12 boys and their parents, there is detailed guidance on applications for Higher Education.

Insurance and Care of Property

Insurance: Pupils are insured for all risks while they are at school or on approved school trips. Please note the comments under Health and Safety. However please note that personal property is **not covered** by the school insurance unless it has specifically been accepted into care by a member of staff.

Private Insurance is available for pupils and their personal effects and the National Federation of Parent Teacher Associations recommend a policy, details of which are available at Reception. Please note that there are other insurance companies that offer similar policies, and many domestic policies include such cover.

Care of Property: Everything should be labelled so that if it is found it can be returned to its owner. It should not be necessary for any pupils to bring expensive items or large amounts of cash with them to school; if they do need to bring such items they should ensure on each occasion that a member of staff takes specific responsibility for them. Pupils must take care of their own property at all times and ensure that their name is on every item. Lockers are available for use for a small charge, apply to the Estate Manager. Reception staff log 'found' property and the details of lost property.

Discipline and the Code of Conduct

Our discipline is based on a few important rules and a Code of Conduct that applies to every member of the school community. The maintenance of good discipline and conduct is greatly assisted if parents help, for example by insisting on the wearing of the correct School Uniform and a tidy appearance, the marking of all property and not letting boys come to school with valuable items. We expect all boys to be clean shaven and hair worn in conventional styles, in natural colour, not longer than collar length. Jewellery is not permitted.

A system of rewards and sanctions supports our Code of Conduct and the School Rules. The sanctions range from the setting of extra work to detentions. Detentions may be served in school time, but where an after-school detention is appropriate the boy will be given a day's warning so that parents will know that their son will be late leaving school. Detention will normally not be more than an hour. Parents are involved from an early stage and we rely upon their support. For unsatisfactory work a boy may be placed on Report to concentrate the boy's mind on the job in hand - this is signed at the end of every lesson, and parents are also asked to sign to make sure they know the situation. In the event of a very serious case of misbehaviour a boy may be permanently excluded from school.

The Governors' Charging Policy

The Governors charging policy meets the requirements of the appropriate legislation. Pupils are not debarred from trips if they are unable to pay, but trips have to be financially viable to go ahead. Instrumental and Speech tuition is available from peripatetic teachers - details available from the Head of Music and Head of Drama. Pupils are expected to meet the costs resulting from personal loss or damage to school equipment/premises or for exam entry fees if the exam board requirements are not met. See separate sheet for our policy.

Freedom of Information and Access to Documents

Under the terms of legislation, Schools are required to make certain information available upon request and also if requested, to supply copies of documents. Requests should be made to the School office and the documents concerned are: Department for Education and Employment documents relating to the curriculum; the school's schemes of work; syllabuses followed by the school; the Governors' policies and the procedure for consideration of any complaints concerning the curriculum; the agreed syllabus for religious education; the curriculum statements of the school; copies of the Governors' School Profile; OFSTED reports and this prospectus. Summaries of key policies are included in this prospectus.