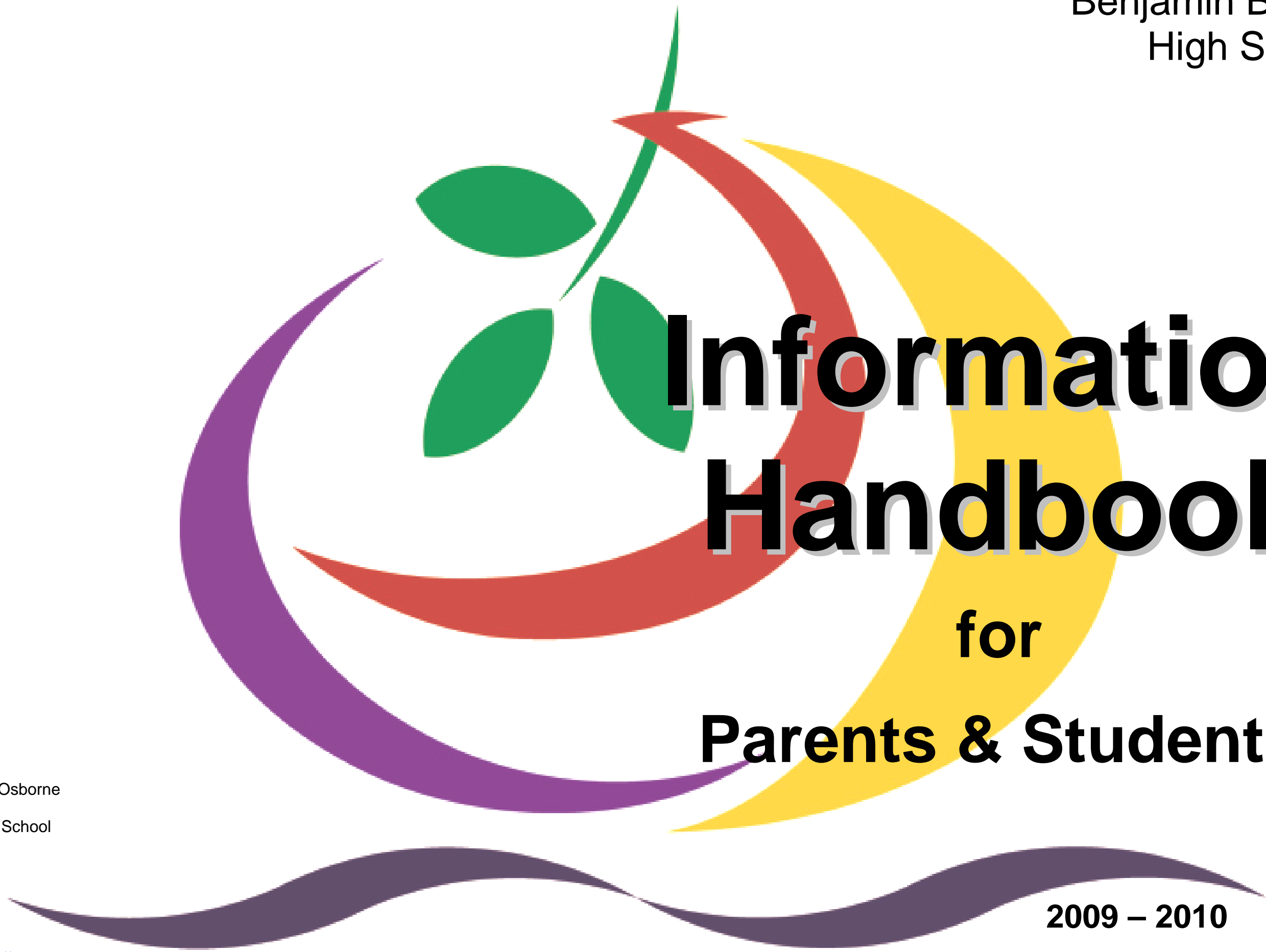


Benjamin Britten  
High School



**Information  
Handbook**  
for  
**Parents & Students**

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**2009 – 2010**



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# Introduction

Welcome to Benjamin Britten High School.

The first and most important thing to know about our school is that we have three core values which are reflected in all we do:

- ◆ **The importance of positive relationships.**
- ◆ **The importance of achievement.**
- ◆ **The importance of being part of a community.**

The purpose of this introductory handbook is to explain how these values are built into the basic features of school life.

The accompanying Home School Agreement also reflects these core values. We ask you to support these expectations by completing and signing the forms and returning them to us on the New Intake Evening.

Please do not hesitate to contact the school if you have any queries or problems relating to your child's education. We are here to help and are always pleased to meet with parents at a mutually convenient time, should you wish to discuss any issue relating to your child please arrange an appointment through the Student Office. (Option 3 Student Office) 01502 582312.

# Attendance and Punctuality



## Attendance

Full attendance at school is a legal requirement and is essential for consistent progress. The school works actively with the local Educational Welfare Officers to ensure regular and punctual attendance.

### The School Day

<b>Morning Registration Begins</b> Students should be in their tutor base room	<b>8.50</b>
<b>First Lesson Begins</b>	<b>9.05</b>
<b>Second Lesson Begins</b>	<b>10.05</b>
<b>Break Begins</b>	<b>11.05</b>
<b>Third Lesson Begins</b> Students should be at their lesson ready to begin	<b>11.25</b>
<b>Lunch Begins</b>	<b>12.25</b>
<b>Afternoon Registration Begins</b> Pupils should be in their tutor base room	<b>1.25</b>
<b>Fourth lesson Begins</b>	<b>1.30</b>
<b>Fifth Lesson Begins</b>	<b>2.30</b>
<b>End of School Day</b>	<b>3.30</b>

### The follow warning bells are sounded to help pupils

School Building is open to pupils	8.30
Prepare for Morning Registration	8.45
Prepare for Afternoon Registration	1.20

## Punctuality

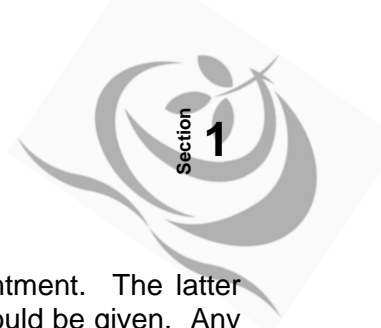
The school believes that being on time is important for the following reasons:

- ◆ It establishes positive relationships between staff and students.
- ◆ It helps students to achieve.
- ◆ It helps the group to get off to a good start.
- ◆ It is part of training for later working life.

If a student is late without good reason he/she will be detained to make up the time. Students who arrive for the morning session after 9.05 or for the afternoon session after 1.30 must report to the Student Office to register.

Persistently poor punctuality will be treated as a behaviour issue and dealt with accordingly.

# Attendance and Punctuality



## Absence for Medical Reasons

A child may be absent **ONLY** if he/she is ill, injured or has a medical appointment. The latter should be made outside school time as far as possible for which prior notice should be given. Any absence should be reported to the Student Office by mid morning on the first day of any period of absence. A note from a parent stating the date, time and reason for absence is required on the day of returning to school, unless other contact has already been made.

## Unauthorised Absence

If the school does not receive a valid verbal or written reason for the absence then it will be deemed unauthorised. The law states that it is the responsibility of the school to decide whether or not an absence is authorised or unauthorised.

## Holidays during term time

Holiday requests during term time will not be authorised, unless in exceptional circumstances. These exceptional requests will be at the discretion of the Headteacher.

**No holidays will be authorised during examination periods.**

## Contacting Home

The school operates a policy of contacting parents by mid-morning on the first day of absence, if the school has not already been notified of the reason for absence.

## Problems

If you are experiencing difficulties in ensuring your child's regular attendance or punctuality please contact the school and speak to the Student Officer. We will do all we can to work with you and your child to help solve the problem.

## Part-time Employment of School Children

There are bye-laws governing the employment of students under the age of 16. Students must complete an 'Employment of School Children Application for a Work Permit' form available from the Student Office. The rules are quite complex but it is important to note that successful applications are more likely when a student has a good attendance and punctuality record.

## Contacting the School

Please make the Student Office your first point of contact if you wish to discuss matters relating to your child. Student Officers will be able to help with most queries and will pass messages and requests for contact on to tutors and Heads of House.

- ◆ School telephone number: 01502 582312.
- ◆ Select **Option 3** to talk with the Student Office
  - Choice 1          Saturn/Neptune
  - Choice 2          Jupiter/Mercury
  - Choice 3          Sixth Form

# Health & Safety



## Going out of School during Lesson Time

If a student needs to leave school during lesson time then a note must be brought to school in advance explaining this need. The student will be given an **Exeat** slip by his/her Tutor or Head of House, to take to the Student Office to be allowed to sign out. If a student returns outside registration time, he/she must sign in at the Student Office.

## Morning Break

All students are required to remain on the school site during the morning break.

## Road Safety

The school will remind students of the need for safe, sensible behaviour between home and school to support this important parental responsibility. On the school site a one way system of riding/driving operates around the road at the front of the school and in the car park. This must be followed by all cyclists/motorcyclists and drivers. There is a speed limit of 5mph. Parking is available for students with motorcycles/cars on the tennis courts at the back of the PE block.

## Personal Safety/Mobile Phones

We recognise that many students carry mobile phones for personal safety reasons. These must be turned off and remain out of sight during lessons unless prior permission has been received from the member of staff. Students using a mobile phone without permission will be asked to switch it off and put it away. Failure to follow these instructions will result in its confiscation until the end of the day. **The taking of photos is strictly prohibited.** If, in an emergency, a student needs to phone home from school they should see their Head of House or the Student Officers. The rules governing mobile phones in lessons also applies to other musical devices such as ipods and mp3 players; students are not allowed to use these unless prior permission has been received from staff.

## Skateboards

Pupils are not permitted to bring skateboards to school.

## Security of Possessions

The County Council stresses that students bringing cycles and other property to school do so at their own risk. A secure 'D Lock' type lock is advised. Large sums of money and other valuables should not be brought to school. Any student who wishes may have a locker in which to store their possessions. The student must provide his/her own padlock for the locker. The music room has facilities to store students' own musical instruments.

## Medical Conditions

It is important that parents inform school if their child has a medical condition which may affect their education or where medication or other medical help may need to be given at school. This should be indicated on the student check sheet which parents will be asked to complete when their child starts at the school. If students need to bring regular medication to school, parents should see their child's Student Officer to arrange for this to be administered under supervision in the First Aid room and complete a 'Request for the school to administer medication' form. If your child has a Care Plan please ensure that the Student Office has an up to date copy of this.

## Illness or Injury at School

If your child is ill or has an accident at school there are trained First Aiders who will decide on the most appropriate action to take. This may involve keeping your child in the First Aid room for a period of time, or notifying parents in order to arrange your child going home early, or to contact the hospital in an emergency. The school can only offer a "First Aid" level of treatment and students will not be allowed to spend large amounts of time in our medical facilities. If First Aid is not required and students are not deemed ill enough to need to leave school, they will be returned to their lessons. Paracetamol will be issued in extreme cases but only with signed parental consent. Students presenting with headaches will be advised to take in more fluids.

## Medical Excusal from PE

A note must be brought to your child's PE teacher to request excusal on medical grounds. Parents should see their child's Head of House regarding any application for long-term medical excusal from PE. If a student is feeling unwell or is injured, the expectation is that they will bring in a note and their PE kit to change into.

# School Uniform



## School Uniform Code

We have a school uniform code for 3 main reasons:

- ◆ Parents voted overwhelmingly in favour of it
- ◆ It helps to create a sense of businesslike and purposeful environment at school
- ◆ Some aspects of school uniform relate to health and safety issues eg jewellery.

The school uniform code is simple and we hope will not involve parents in unnecessary expense. We do ask parents to take responsibility for seeing that their child comes to school in school uniform. If there is a temporary reason why your child cannot wear uniform please contact your child's tutor with a written note, signed and dated. **We do reserve the right to send a student home to change if he/she is not wearing school uniform.**

## Items of School Uniform

### Acceptable

- ◆ V-neck black jumper or fleece with BBHS logo, available from 'Screens'.
- ◆ Polo shirts in house colour with BBHS logo, available from 'Screens'.
- ◆ Plain black full length tailored trousers for boys or girls.
- ◆ Black knee length skirt.
- ◆ Formal black shoes of a safe and comfortable style and heel height. Shoes should not have a logo or markings of another colour.

### Unacceptable

- ◆ Cardigans, black jeans, 'skinny trousers', shorts, cropped trousers, hats & large decorative belts.
- ◆ No boots or trainers.

The school reserves the right not to accept students in school who exceed what the school sees as reasonable.

**Please ensure all items of clothing are clearly labelled with the student's name and tutor group.**

### House Shirts

House	Jupiter	Mercury	Neptune	Saturn
	purple	red	green	yellow

## Hairstyles

Tidy hair which is not extreme in style, colour or decoration is required. Hair styles must contribute to businesslike appearance. Long hair must be tied back for safety in some lessons as directed by staff. The school reserves the right not to accept students in school who exceed what the school sees as reasonable.

## Jewellery

Jewellery must be limited for health and safety reasons. Neck and wrist jewellery must be small and neat, one small ring per hand is permitted, as is one small nose stud.

### Permitted

- ◆ two small earrings in the lobe of the ear (studs or hoops smaller than a two pence coin)
- ◆ one small ring per hand

### Not Permitted

- ◆ dangling earrings
- ◆ ear piercings outside of the lobe
- ◆ hoops larger than a two pence coin
- ◆ tongue studs
- ◆ eyebrow piercing
- ◆ any other body piercing

Students will be asked to remove excessive jewellery beyond what the school sees as reasonable. If a student refuses to remove jewellery/piercings they will be sent home.

# School Uniform



## Lost Property

Lost property is kept at the Student Office. Items are stored for half a term, then during the following term any unclaimed property is given to charity.

## PE Kit

### Indoor

- ◆ Plain white polo shirt with BBHS logo available from 'Screens'.
- ◆ Plain navy sports shorts (no cycle shorts).
- ◆ White socks.
- ◆ Trainers (must be clean and non-marking sole).

### Outdoor

- ◆ Boys' navy rugby shirt with BBHS logo (reversible) available from 'Screens'.
- ◆ Girls' navy crewneck sweatshirt with BBHS logo available from 'Screens'.
- ◆ Navy shorts.
- ◆ Plain navy long socks.
- ◆ Trainers/football boots.

### Optional

- ◆ Plain navy tracksuit bottoms.

All items of kit should be plain with only the school logo. Please ensure these are clearly labelled with the student's name and tutor group.

## Hair

- ◆ **All** students with long hair will be expected to tie this back securely.

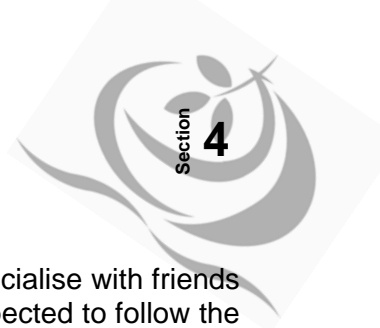
## Jewellery

- ◆ **All jewellery must be removed before the lesson starts.**
- ◆ It is Suffolk County Council policy that plasters/tape are not allowed to cover any piercings. If students have new piercings, they will still be expected to remove these for the duration of the lesson. In the event that a student refuses to remove jewellery they will be in breach of the kit policy and will follow the procedures in place within the department.
- ◆ Students may hand jewellery and other valuables to the PE department office during lesson time. Any valuables left within the changing rooms are the responsibility of the students.

If a student is feeling unwell or is injured they should bring in a note to excuse them from the lesson. However, they should still bring their PE kit to change into. Students will be expected to participate and support the lesson in some way. If a student is unable to participate in PE lessons over a long period of time, a doctor's note will need to be given to the PE teacher.

Any student failing to follow these guidelines will be given a 1 hour detention each time.

# Lunchtime



## Lunchtime at School

Students are encouraged to stay on site over lunch. During this time they can socialise with friends or take part in the many clubs and activities on offer. In doing so they will be expected to follow the school rules and behave appropriately whilst under the care of the Mid-day Supervisors and the staff running the clubs.

## School meals

BBHS in partnership with Suffolk County Catering is committed to the Healthy Schools and Healthy Eating programmes as well as the Change for Life Movement (Eat well, Move more and Live longer). It is one of only a few schools in the country that has already achieved the new government food standards.

From September 2009, a new and improved service will be available. Recognising the benefits of healthy eating and the positive effects it has on behaviour, concentration, energy levels and academic performance, students will be able to choose one of six set meals in the canteen as part of the new 'Lunch Meal Deal' option. These represent excellent value for money at only £2.00 for a fully nutritionally balanced meal. In addition to this, a 'Sub Service' will also be available for students in the atrium, where a freshly prepared sub roll, with a choice of fillings, will be made for them whilst they wait. Students using these facilities, including those entitled to a Free School Meal Allowance, will have the price of the meal debited from their Cashless Catering card at the tills.

## Packed lunches

Students wishing to bring in a packed lunch are able to eat these in the dining hall, the atrium and in other specially designated areas of the school. It is the student's responsibility to ensure these areas are kept tidy and free from litter. In support of our Healthy Schools programme, we ask that parents be mindful of the contents of their child's packed lunch.

Students eating school meals and packed lunches are not permitted off site during lunchtime unless signed parental permission has been received. (See below)

## Going home/leaving the school site

Students are allowed to leave the school site at lunchtime only with signed parental consent. In agreeing to this, parents accept full responsibility for the behaviour and conduct of their child whilst off the school premises and for their punctual return by 1.20pm. Parents of those students who regularly return late to school after lunch or who are reported for behaving in an anti social manner will be contacted directly by the relevant authorities such as The Educational Welfare Service or The Police. The school also reserves the right to take further action, including disciplinary action if deemed appropriate.

In support of the Government's and Benjamin Britten High School's Healthy Eating agenda, food purchased off site cannot be consumed on the school premises.

With the support of our Mid-day Supervisor team we will try to ensure your child remains on the premises during lunchtime. Given the open nature of our site however, we cannot be held responsible if your child deliberately chooses to leave the site and go against your wishes, unless the school has been negligent in its duty of care.

We are unable to lend dinner money to students unless we receive a telephone call from parents.

## Smoking

Benjamin Britten High School is a non-smoking school. Smoking is a Health and Fire Hazard and as such is not permitted anywhere on the school site regardless of the age of the student. Students found smoking will have their materials confiscated. Smoking materials will only be returned in person to a parent or guardian NOT to a student. All confiscated smoking material not claimed within 48 hours will be destroyed. Students caught smoking will be placed in an after school detention with a member of the Leadership Team.



# Assessment, Reporting & Other Information to Parents

## How student progress is assessed

Teachers assess what students know and can do in a variety of ways

- ◆ observation of work in the classroom
- ◆ class oral work, such as discussions and questioning
- ◆ talking to students individually about their work
- ◆ marking work
- ◆ tests and examinations

## How students know how well they are doing

- ◆ oral feedback from staff, identifying progress, setting targets
- ◆ written comments on marked work
- ◆ levels or grades awarded for classwork, examination coursework, tests and exams
- ◆ credits and letters home given for good work and progress
- ◆ autumn and spring term short reports, summer term full report
- ◆ completing a progress log located in the school diary on a regular basis
- ◆ individual interview
- ◆ talking to teacher/s with their parent/s at parents' evening
- ◆ talking to tutor with their parent/s at a yearly progress review day

## How parents know how well their children are doing

- ◆ comments/credits on their child's work
- ◆ comments/credits recorded in their child's Homework Diary
- ◆ parents' evenings to meet teachers about their child's work
- ◆ autumn and spring term short reports, summer term full report to parents
- ◆ letters home of praise
- ◆ letters home of concern if necessary
- ◆ school newsletter containing dates, general information and achievements of individual students
- ◆ progress review day to discuss targets for improving learning
- ◆ headteacher certificates

## Examination Dates

Increasingly students will be subject to important external examinations throughout the year. Often the school may receive only two/three months notice of an exact date of these examinations. No holidays will be authorised during examination periods.

Students may be asked to pay for any missed examinations, unless acceptable evidence is given.

# Relationships for Learning



## Behaviour management at BBHS

The school's behaviour management policy is informed by its 3 core values of positive relationships, achievement and school/community involvement. Consistent practice in behaviour management is based on these principles and staff will engage with students in how these principles will be incorporated into classroom practice and school life. When difficult behaviour emerges teachers will respond assertively with reference to these core values. These values determine how we give rewards and sanctions.

Rules for the classroom to promote learning:

- ◆ Enter the room quietly and prepare for work ie, get books, pens, equipment/kit out.
- ◆ Place bag/coat as directed by staff.
- ◆ Follow instructions given by staff.
- ◆ Do not talk when staff are talking or if another student is addressing the class as part of the lesson.
- ◆ Individual work is to be done in silence at staff request.
- ◆ Stay in your seat, unless given permission to move.
- ◆ Keep hands and feet to yourself so as not to disturb others.
- ◆ Mobile phones, ipods and mp3's are not permitted in lessons unless permission has been given by staff.

## Rewards

Students are rewarded in several ways when they work/behave well and contribute positively to school life. These are qualities the school values and seeks to encourage through verbal praise, the awarding of credits and the sending home of BBHS postcards/headteacher certificates.

## Credits

In consultation with the Student Union, a new rewards system has been introduced in which students are able to enter their credits into a monthly cash draw. The more credits they earn each month, the greater chance they have of winning a prize. An additional cash draw is also held at the end of each term for those students awarded a significant number of credits.

Credits may be awarded to students by teaching and support staff for many different reasons. These can range from good behaviour, working well and being polite to involvement in school teams and activities.

## Postcards

BBHS postcards may be sent home to notify parents when students do well in tests, complete specific pieces of good work or when other areas of improvement are recognised.

# Relationships for Learning



The school has very high expectations of students with regards to behaviour. All incidents of unacceptable behaviour, in and out lessons, are recorded electronically and monitored on a daily basis.

BBHS uses a range of sanctions to reprimand students which increase in severity if they do not conform to acceptable levels of behaviour. Parents will be informed of these from level 3 onwards. Subject teachers and Heads of Department have the responsibility of addressing all behaviour issues occurring in the classroom. Tutors and Heads of House are responsible for dealing with incidents outside of the classroom such as lateness and uniform etc.

- ◆ Level 1 – Teacher/tutor warning.
- ◆ Level 2 – Teacher/tutor consequence.
- ◆ Level 3 – Teacher/tutor detention - 30 minutes.
- ◆ Level 4 – Departmental/House detention - 60 minutes.
- ◆ Level 5 – Leadership Group sanction – this may include additional detentions, isolation, community service or exclusion.

In addition to these levels, students may be sent to the 'Time Out' room if they consistently ignore teacher instructions and continue to misbehave in lessons. Students sent here, have to return to 'Time Out' after school for a meeting in which their behaviour is discussed and measures agreed to prevent it from being repeated. This may also result in further sanctions and will involve the member of staff whose lesson they were removed from and a representative from the Leadership Team.

## Behaviour outside of lessons

Students are expected to behave appropriately at all times of the day. As in lessons, the 5 levels of negative consequences will apply at break and lunchtimes, and may be given by any member of teaching or support staff.

The sorts of negative behaviour which may be sanctioned at these times are boisterous play, hanging around in large groups in corridors or toilets, annoyance of others in any way in the library, ICT or common rooms, and any failure to follow the directions of staff on duty.

## Support Cards

Students may be asked to carry a support card which is signed by a member of staff every lesson. This card serves to remind a student of their behaviour targets and to enable staff and parents to monitor progress.

# Homework



## Why the school sets homework

- ◆ it provides opportunities for students to reinforce or extend what they have learnt in lessons or to help prepare students for future lessons
- ◆ it gives time for activities to be completed
- ◆ it encourages and gives practice in the skill of self-discipline and ability to work independently
- ◆ it gives parents an opportunity to be involved in their child's school work

## Student Planner/Diary

Each student is issued with a planner/diary, which they should carry with them at all times. This planner is used to record and plan homework and to note other important things to remember. There are also spaces where parents and staff may write messages and use the diary as a home/school communication link. Parents are encouraged to look at the diary with their child regularly and to sign it every week. The student's form tutor will also sign it weekly. Replacement diaries may be purchased from the Student Office for £1.

Year 9 homework is published on the school website [www.bbhs.org.uk](http://www.bbhs.org.uk), [click on Year 9 Homework](#). From Autumn 2009 Year 10/11 coursework and deadlines will also be available on the website.

## Homework Tasks

There are a wide variety of tasks that may be set as homework including:

- ◆ Researching information, interviewing/asking questions or watching a particular TV programme.
- ◆ Reading or writing, learning word meanings or spellings.
- ◆ Following an on-line set of tasks such as 'mymaths' or 'SAM learning'. If a computer at home is not available, there will be dedicated computers available after school for homework.
- ◆ Revising for tests or examinations.
- ◆ 'Independent studies' – this is a pupil-led homework intended to give students the opportunity to choose what activity they would like to do. They may choose to reinforce some part of learning that they had found difficult, it may be a chance to research something which they found interesting or captured their imagination, or a chance to engage in a longer project which they would not normally have had time to explore. We hope that parents will use this opportunity for a discussion about school work, and that it will encourage more active learning and help students prepare for the future.

## When and where should homework be done

The school encourages parents to help their child organise a regular time and space at home in which to do homework, so that it becomes part of a regular routine.

## If Homework is not completed on time

If there is a genuine reason for non-completion of homework parents should contact their child's form tutor. In these circumstances special arrangements will be made. If homework is not completed on time without good reason the student can expect to be detained in his/her own time to complete the work at break or lunchtime. If a longer period of time was needed, he/she may be detained after school for an hour. Parents will be given 24 hour's notice in writing if this is the case.