



OUR VISION

OPENING DOORS TO THE FUTURE

Through:

- Care and respect for ourselves, others and the environment.**
- Challenge and support for all to reach their potential.**
- Co-operation between school, home and community.**
- Consistency and fairness in our values and expectations.**

A LEARNING CULTURE FOR ALL

PARENT HANDBOOK

THE SCHOOL

The Long Eaton School is a highly successful, forward thinking school, committed to developing high aspirations, a thirst for knowledge and a passion for lifelong learning shared by students and staff. Our vision statement, produced in consultation with students, parents, Governors and staff, underpins everything we believe in the way the school operates.

The school has a strong track record of success. Since 2006 it has consistently been judged as either Good or Outstanding by Ofsted. In 2016 the school was designated as an Academy sponsor by the Department for Education, approval which recognised its capacity for system leadership and enabled it to support other schools through the establishment of a Multi-Academy Trust. In January 2017 it founded The Northworthy Trust, an organisation which now also contains two other secondary schools based in the city of Derby, presenting us with the opportunity to collaborate and enhance best practice within school.

Being an Academy also gives us even more freedom in the way we set and meet challenging targets in respect of examination performance, new courses and retention into our Sixth Form. We have purpose built facilities for ICT and Photography, and unique specialist provision for Astronomy, alongside a dedicated study centre for Sixth Form students.

THE CURRICULUM

All students at The Long Eaton School follow a broad and balanced curriculum, designed to promote academic excellence and develop individual talents and interests. This also includes a Personal Social Health Education programme. We aim to develop independent learners with transferable skills which can be applied across a range of school subjects and also in later life.

We believe that The Long Eaton School is a school with high principles and good discipline, a learning community which encourages mutual respect and in which everyone is an achiever. At The Long Eaton School, I see staff who are highly motivated and committed professionals and I see young people full of confidence and eager to learn. I also see parents who are proud of their children's achievements, proud of the school and keen to work with us to support their child's learning. The Long Eaton School is one of which every child matters, and we work hard to raise aspirations and to promote the social and moral development of our learners by setting positive examples.

THE SCHOOL DAY

08.25 – 08.45	Morning Tutor Period/Assembly
08.45 – 09:45	Period 1
09:45 – 10:45	Period 2
10:45 – 11:05	Break
11:05 – 12.05	Period 3
12:05 – 13:05	Period 4
13:05 – 1:45	Lunch
1:45 – 2:55	Period 5

CONTACTING SCHOOL

TELEPHONE NUMBER: 0115 9732438

FAX NUMBER: 0115 9737349

EMAIL ADDRESS: info@longeaton.derbyshire.sch.uk WEBSITE: www.longeaton.derbyshire.sch.uk

We welcome parents into school, but please ring to make an appointment before coming. This avoids embarrassment if no one is available to see you due to teaching or other commitments.

PRIMARY LIAISON

For those students coming to us in Year 7, we have a close working relationship with the feeder primary schools throughout the year. In the Summer Term the Achievement Leader for Year 7 visits regularly to meet the students, and to liaise with their teachers. Our Head of Learning Support also meets students with specific learning difficulties, so that we can make provision when they come to school. Some children will be offered the opportunity to visit us, with parents, ahead of Transition Days; this is aimed at those who may require additional support and guidance on transfer to secondary school.

Our liaison programme aims to find out as much information as we can about the children, from Year 6 teachers and the students themselves. We then use the information to help us to organise Tutor Groups, mixing together boys and girls, of all ability levels, from other schools. However, we still try to give the children the security of knowing some primary school friends.

Students joining us as a result of in-year admissions will receive a tailored programme of induction, in discussion with parents and the Achievement Leader.

TRANSPORT TO SCHOOL

There are three main gates into school leading from:

1. The Bridge (open from 8.00 to 9.00 and 2.45 to 3.45)
2. Ash Grove
3. Thoresby Road

Students are not allowed in classrooms until the bell goes, but can go into the social areas.

Contract Buses

These are provided by the Authority and are not the responsibility of the school. One bus operates daily to and from Shardlow and surrounding villages. Students are provided with a pass which is issued by the Area Education Office. Passes should be carried by students on all journeys.

Parents' Cars

In the interests of safety, we insist that students who arrive by car are deposited and collected from either Thoresby Road or Ash Grove. Parents' cars should not be brought into school.

Bicycles

Space is available for parking bicycles, but it is the responsibility of students to secure their property with bike locks. All bicycles should be covered by an insurance policy before they are brought on site. Parents should arrange this as part of their household contents insurance or a separate policy. Please note carefully that the school cannot accept any responsibility for cycles or fittings. Cycles must be kept in a roadworthy condition and parents must accept responsibility for checking this is so. Year 7 students may be requested to complete a quick test demonstrating their competence as a cyclist, in order to obtain a permit allowing them to bring their cycle to school. The wearing of cycle helmets is essential. Students are expected to use their cycles responsibly; any inappropriate use will mean permission to bring a cycle will be refused. Scooters, skateboards, roller-blades etc are banned from the premises.

Student Motorised Scooters/Cars

Only 16+ students are allowed to bring them to school and park in the designated car park.

CODE OF BEHAVIOUR

The School Vision Statement underpins our school rules of Ready, Respect and Safe.

We believe that every member of our school community plays a part in its success. Good behaviour and positive personal relationships are encouraged at all times. Our simple “Ground Rules for Students” provide a reminder of our expectations:

AS A STUDENT AT THIS SCHOOL, I WILL:

- Demonstrate high standards of behaviour and academic performance in all my lessons.
- Be quiet, orderly and polite at all times.
- Show respect for myself and others, including possessions and property.
- Be responsible for my own actions and encourage others to behave appropriately.
- Be truthful.
- Have the correct equipment for my lessons including my Planner and a reading book.
- Be punctual to school and lessons, and attend regularly.
- Treat other students as equals, regardless of background, sex, race, religion or ability.
- Follow the School Dress Code.
- Complete and hand in homework by the date required.
- Always have a reading book with me.

We expect students to visit the toilet/Student Services etc. in their own time – NOT DURING LESSONS.

If things go wrong.

Occasionally, persistent misbehaviour threatens to spoil our good working relationships and may be dealt with as follows:

- Effective reprimand and reminder of appropriate behaviour.
- Separation of a student within a class, or removal from a class.
- Referral to the appropriate member of staff e.g. Form Tutor, Curriculum Team Leader, Achievement Leader, Assistant Achievement Leader, Senior Leadership Team.
- Detention at break or lunchtime.
- Detained for up to 15 minutes at the end of the school day (without notice to parents).
- Formal detention after school (Parents please note: Arrangements for transport and the safe return home of the student are the responsibility of the parents)
- On “monitoring report” or “contract” as appropriate.
- Letters or telephone calls home.
- Involvement of outside agencies.
- Pre-exclusion meetings with Governors.

Parents and students may be referred to, or be encouraged to receive additional help and support from other agencies.

Extreme cases of misbehaviour will lead to exclusion from lessons, either on an in-school, or out of school basis. The implications of this will be fully discussed with parents, and could lead to appearance before the Governors’ Discipline Committee, where permanent exclusion may be a possibility.

REWARDS/ACHIEVEMENT

At The Long Eaton School we acknowledge the importance of praise and reward and seek to promote and reinforce our expectation of students at any given and relevant opportunity.

Students can be rewarded for a variety of reasons (some are outlined below) and the amount points received changes depending on the criteria below:

- Improved Attendance/Punctuality (50)
- Accelerated Reader (1)
- Accelerated Reader Half Millionaire (15)
- Accelerated Reader Millionaire (50)
- Curriculum Team Leader/Achievement Leader/Senior Leadership Team (20)
- Headteacher Awards (100, 150 and 250)
- Attendance for Extra-Curricular Activities (1)
- Involvement in House Activities (1)
- Outstanding Contribution to the House System (10)
- Outstanding/Improved Progress Check (25/20)
- Outstanding Classwork (1)
- Outstanding Homework (1)
- Outstanding Behaviour for Learning (1)
- Participation in School/Community Events (5)
- Peer Support/Good Citizen (1)

We are in the process of reviewing our Rewards and Achievement Policy and further details will be available to all students and parents in the Autumn Term.

DRESS CODE

The following school uniform is compulsory:

- Navy blazer with school logo
- White shirt
- V-neck grey jumper (optional)
- School tie
- Hijab – where students choose to wear the Hijab it should be plain navy, black or white
- Black, white or grey socks or black tights
- Plain black full length tailored trousers or knee length pleated black skirt
- Black school shoes

Please refer to the school website for examples of acceptable and unacceptable school shoes, trousers and skirts.

- Coloured tops, cardigans, designer garments, etc must not be worn instead of the school jumper. The only additional top should be an outdoor coat which should be in a block plain colour. Coats must be removed once inside the building. Hoodies and denim jackets are not allowed and should not be worn to or from school. Leggings, jeggings, jeans, chinos and combat style trousers are not allowed.
- **Fashion accessories** such as coloured or studded belts, wristbands, fancy hair bands/bobbles/floral slides etc must not be worn for school.
- False eye lashes, nails and coloured nail varnish are not allowed.
- Make-up should be discreet.
- Hats, gloves and scarves must not be worn inside.
- **Jewellery** is banned in accordance with Health & Safety rules, with the exception of a watch, one neat ring and one pair of small ear studs (one in each ear). Any other form of body piercing is strictly forbidden. Bracelets and neck chains are not allowed.
- **Hair** should be of a natural colour and style which does not draw attention. Shaved patterns are not acceptable.

PE KIT

All items are compulsory unless stated:

- Unisex navy polo shirt with logo
- ¼ zip navy tracksuit top with logo (Optional)
- Full zip tracksuit top with logo (Optional)
- Navy tracksuit bottoms (Optional)
- Navy shorts with logo (Optional) OR
- **Plain** Navy shorts with tie cord waist
- Navy PE socks
- Gum shield is highly recommended

Please note that **PLAIN** navy PE shorts and tracksuit bottoms are allowed (no logos except TLES).

Please make sure **ALL** of items of uniform are labelled with your child's name.

Students who do not conform to this dress code may be isolated or, following contact with parents, sent home to modify their appearance and return accordingly

The official school uniform suppliers are:

My Clothing: <https://myclothing.com/the-long-eaton-school/6399.school>

Morley's School Outfitters
116 – 118 Bramcote Avenue
Chilwell
Beeston
Nottingham
NG9 4DR
Telephone: 0115 9258046

Uniformity
21 – 23 Nottingham Road
Borrowash
Derby
DE72 3JU
Telephone: 01332 677498

STUDENT WELFARE

The Form Tutor is the first point of contact for students and parents. Your child will build a very close, supportive relationship with the tutor and the tutor group.

On entry to the school students are placed in mixed ability tutor groups. Each group meets the tutor daily at morning registration, and timetabled time is set aside for tutorial activities and developing learning skills every week. Many form tutors will also have contact with members of their tutor group in their capacity as specialist subject teachers. We believe this creates a stronger bond between students and their tutor. The form tutor can be easily be contacted via the school planner, a simple note or by phoning school.

A great deal of individual work takes place between tutor and student, reviewing progress and setting work targets. The tutor also oversees the compiling of their annual report, the major document that records a student's progress through the school.

Achievement Leaders work with Form Tutors to monitor student performance. We also have an experienced team of Pastoral Support Assistants who are on hand to deal with day to day student issues.

The Long Eaton School Behaviour Management Policy reflects the School Vision and is based upon the need to develop mutual respect and positive personal relationships, in order that all members of the school community can work together effectively and achieve success. The Long Eaton School provides a caring and supportive learning environment which promotes equality of opportunity and its Anti-Bullying Policy ensures students feel safe and secure.

Parents should be aware that the school is required to take any reasonable action to ensure the safety of its students. In cases where the school may have reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, the Headteacher is obliged to follow the Child Protection procedures established by the Derbyshire Area Child Protection Committee and inform the Social Services of the concern.

COMMUNICATION WITH PARENTS

Our main method of communication with parents is via text and/or email. If we give your child a letter to bring home, then we will text you to let you know. We also send out a newsletter called "School Matters" every term. Please ensure you let the main office know if you change your mobile number or email address.

There is also access to School Gateway (School Comms) either via an App on your phone or via a parent portal, whereby parents can see information on their child's attendance, behaviour and achievement, as well as paying for school dinners and seeing what food has been purchased. If your child is given an afterschool detention, you will be able to see this action on their behaviour log on school comms, and the teacher will instruct them to put the detention details in their planner.

ESSENTIAL EQUIPMENT

Students are expected to provide themselves with a pencil case containing the following basic equipment:

- Black pens
- Green pen
- Pencils
- Ruler
- Rubber
- Pencil sharpener
- Reading book
- Calculator

All basic exercise and textbooks are supplied by the school. The textbooks must be carefully looked after and will be charged for at the end of the year if lost or damaged. Parents are encouraged to purchase additional copies of certain textbooks and revision guides for extended home use. Students will be expected to replace lost exercise books, ID cards, which is also the cashless lunch card, school planners at a cost to themselves. With such equipment to carry around, a strong bag is vital. Although we make every effort to ensure the security of students' belongings, we cannot accept any responsibility for loss or damage to personal property on the school premises. Valuable items such as expensive coats or jewellery should not be brought to school.

PERSONAL PROPERTY

The school does not accept liability for loss/damage to students' personal property. Mobile Phones should be switched off in school and placed at the bottom of a student's bag. Any student found using their phone will have it confiscated until the end of the day. The use of mobile phones for abusive, anti-social or other inappropriate behaviour will be dealt with very seriously, in line with the school's disciplinary procedures, and the police may be involved if a crime has been committed.

EXTRA CURRICULAR ACTIVITIES

The school offers an impressive range of out of school activities, including: music, dance, art and sporting activities, environmental projects, school productions, study support and homework clubs, international links and visits.

We are committed to lifelong learning and provide a central resource within the local community, offering a range of out of hours learning opportunities and leisure activities. Links with local industry and other education providers are used to enhance the experience of our students. We aim to enhance all students' educational experiences through working closely with local and national businesses.

The school also makes extensive use of the local environment to broaden the experience of students. This requires routine journeys into town and the surrounding area for art work, to study architecture etc. We do not seek the approval of parents for every excursion of this kind, but staff follow clear guidelines with respect to monitoring the safety of students. In the case of longer trips, and for those requiring an overnight stay, parents will be asked for written consent. School Journey Regulations are closely followed for all such excursions and rigorous risk assessments undertaken.

HOMEWORK

Each subject area will set homework on a regular basis.

It must be acknowledged that homework takes a variety of forms and may demand reading and research rather than a written assignment. The amount of homework set increases gradually as the students move through the school and many courses (particularly at GCSE level) could not be satisfactorily completed without students making a commitment to studying in their own time.

Homework Clubs and Clinics operate to help students cope with the increasing demands of a secondary school homework regime and the school library/information centre is available for private study after school, and during lunch on a rota basis.

MEALS

Students are expected to remain on the premises for the whole of the lunch period.

The school has three dining areas – the Main Dining Hall with a choice of three serveries: traditional meals, hot deli and pizzas/jackets, and two social areas where students may purchase sandwiches or eat their own packed lunch. As winners of the Healthy Schools Award, we only sell healthy options.

Parents who think they may qualify for free meals for their children should apply to the Area Education Officer. Forms are available from the School's Student Services Office. The school receives an additional allocation of financial resources based on the entitlement of students to free school meals, and parents should therefore take full advantage of this service. Students who take free school meals are not identified in any way. We recognise this can be a sensitive issue and deal with it accordingly.

Snacks are available in all three dining areas during break.

CASHLESS CATERING

We operate a cashless catering system for food (you cannot pay for food with cash). All new students are issued with a pin number when they start school.

- Cash can be added to your child's account by using the machines in Student Services, Orange Social Area and the Dining Room.
- Cheques to Interserve can be handed in to Student Services or the kitchen.
- Parents can use School Comms to add money to their child's account.

For students starting in September, we ask parents to bring cash or a cheque (payable to: Interserve Catering Services Ltd) on the New Intake Day, which is credited in the child's account for September.

ID CARDS

When starting the school, students will be issued with an ID card which will include the student's photograph. Students must have their card on them at all times and is used as the official form of ID during formal examinations. We recommend that the cards are stored in the holder provided to ensure they are not damaged.

PLANNERS

All students are given a planner and are expected to carry it with them at all times. The planner has a basic purpose: training students to organise themselves. They will be asked to note down homework tasks, work deadlines and reminders for bringing certain items to school. In addition to these functional uses for students, the planner provides a valuable two-way communication system between teacher and parents. Form Tutors will check and sign planners on a regular basis. We ask parents to sign their child's planner at the end of each week to indicate that they have seen the planner and discussed homework with their child.

ILLNESS/ACCIDENTS

Children who are feeling unwell will be encouraged to remain in school until the end of the working day, unless our first aiders deem them to be too ill to continue, in which case, parents will be contacted.

Every precaution is taken against accidents, but a certain number inevitably occur and these are reported on an official form. The majority of accidents are of a minor nature. Where necessary, the advice of local doctors is sought, or the casualty is taken to the hospital by ambulance or the parents' car if this is possible. For this reason, when a child joins the school we require the home telephone number, parents' mobile numbers, and contact details of the parents' place of employment and the name of the child's doctor. Parents concerned about medical matters should contact either the School Office or the Achievement Leader as appropriate.

ATTENDANCE

Regular and punctual attendance is vital to the progress of all students. At The Long Eaton School we believe that students who have regular attendance are more likely to reach their potential and achieve the best possible results. We will work with students and parents to ensure students attend school regularly and on-time. This may include inviting parents to come into school to discuss issues which may be impacting on attendance. In some cases, we may place a student on an in-school contract to help the student improve their attendance. More serious cases will be referred to the School's Attendance Consultant for additional support and intervention.

A student who is not present after the close of the period set apart for registration must be marked absent whether he/she arrives late or not.

Persistent lateness will be regarded as a serious breach of conduct and sanctions will be taken; detention at the end of or during the school day to make up for time and work lost, being regarded as the most appropriate. Whenever possible, doctor or dental appointments should be arranged out of school time, and family holidays should be taken during the school holidays.

If a student is unable to attend school, parents should contact school before 8.25am on the first day of absence, explaining the reason why and stating the expected length of absence. Parents can also make a note of appointments in their child's school planner. If a student is absent and we have not been informed of a reason, we will text parents to inform them of the absence.

The School's Attendance Consultant will be informed of all cases of suspected truancy for further action to be taken.

LEAVE OF ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCE POLICY

At The Long Eaton School we believe that students who have regular attendance are more likely to reach their potential and achieve the best possible results. In line with DfE guidelines, it is the policy of the school and the Local Authority to discourage all avoidable absence during term time.

Good attendance is vital if students are to benefit from the full range of opportunities on offer. It is essential not just during Key Stage 4 and at Post 16, when students are working towards their GCSE's and A Levels, but throughout their education, during which formal assessment and feedback takes place regularly in a variety of forms.

The Education (Pupil Registration) (England) (Amended) Regulations 2013 amend the 2006 regulations by removing references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant leave of absence during term time unless there are exceptional circumstances. Parents and carers cannot demand leave of absence for the purpose of a holiday; it is not a right. The dictionary definition of exceptional is "unusual" or "rare", and each request will be considered individually on its merits.

Circumstances that may not be considered exceptional include:

(These examples are illustrative and not meant to be exhaustive)

- Parents' employment restrictions
- Visiting family and friends who have different school holidays
- Availability of cheap holidays and cheap travel arrangements.
- Days overlapping with the beginning or end of term.
- Birthday of student or family member

Procedure for Requesting Leave of Absence

Parents/Carers should complete and return the Exceptional Leave of Absence Request Form to Student Services, at least **two weeks** before the anticipated start date. The form will then be processed and a decision letter sent out. Any absence which has not been agreed in advance by the Headteacher is marked as unauthorised absence.

If leave of absence for the purpose of a family holiday is not granted and then taken, the Local Authority may issue a fixed penalty notice. Parents who remove their child from the school for the purpose of a family holiday without seeking prior approval can also be issued with a penalty notice.

ASSEMBLIES

A Theme for the Week is explored during tutor periods with and in assemblies. Themes deal with thought provoking, humanitarian issues, which reflect the School Vision and Citizenship Programme.

Each Year Group meets once a week for an assembly led by a member of the Leadership Team or Achievement Leader. Parents who wish to withdraw their child should contact the school to discuss the matter.

MUSIC TUITION

The opportunities for participating in music are excellent! All students will learn to play a range of instruments in music lessons, but many choose to take extra lessons with specialist teachers. Students really benefit from these extra lessons and enjoy them! Be warned though: Percussion is a particular favourite!!! Details will be handed out early in September.

There are some school instruments for loan. Lessons have to be paid for, but are at a very reasonable cost. Some support is available for students on low incomes.

REPORTS AND INFORMATION/PARENTS' EVENINGS

Each year, the parents of every student will receive three progress reports, and will be invited to several consultations with subject staff and form tutors. There are information evenings for all year groups, and certainly at key transition points. There are also opportunities to discuss subject option choices, careers evenings, sixth form entry and to meet informally with form tutors. Dates for the issue of reports and parents' evenings are published well in advance.

Parents should also feel free at any time to request information regarding the progress of their child by contacting the form tutor or the appropriate Achievement Leader. In return, should we have any cause for concern, we will contact parents.

STUDY FACILITIES

The Library and Information Centre is available at lunchtime on a rota basis, by Year group. After school the Centre is open until 4.00pm each day for students to attend private study, Study Support and Homework Clubs.

CLASSROOM EXPECTATIONS

Care and Respect for Ourselves, Others and the Environment

- Enter the room quietly
- Sit down in your place and get your equipment out straight away
- Be silent for the register
- Do not shout out. Respect others by putting your hand up when you wish to ask a question, or offer an opinion
- Stay in your seat
- Do not distract others
- Pack away calmly and quietly when the teacher tells you to
- Wait until the teacher dismisses you, then leave calmly and quietly
- Go straight to your next lesson

Challenge and Support for All to Reach their Potential

- Take pride in your work. Set your work out neatly
- Pay attention to the learning aims of the lesson. Think about what you have learned, and what you are going to learn
- Take part in the lesson – put your hand up, complete the tasks set
- Always put your best effort into your tasks
- Ask if you are not sure of anything
- Think carefully about what you are being asked to do. What are you learning?

Co-operation between School, Home and Community

- Listen carefully to the teacher's instructions and follow them
- Be prepared to work with anyone in the class
- Keep working until your teacher tells you to stop
- Write homework clearly in your planner. Listen carefully to what you have to do and write down the deadlines for completion

Consistency and Fairness in Our Values and Expectations

- Behave well and try your hardest in every lesson
- Treat others as you would like to be treated yourself

OUT OF CLASSROOM EXPECTATIONS

Care and Respect for Ourselves, Others and the Environment

- Keep noise down to a minimum when moving in and around the building to show respect for lessons taking place
- Be sensible when moving around the building
- Respect classrooms, facilities and equipment – respect others' personal property
- Social Areas are available to all year groups – respect students of all ages around the school
- Do not use the toilets in lesson time

Challenge and Support for All to Reach their Potential

- Take part in lunchtime and after school activities
- Set a good example for other students to follow

Co-operation between School, Home and the Community

- Put all litter in the bins provided, pick up litter when you find it
- Arrive at, and leave from school in a quiet and calm manner

Consistency and Fairness in our Values and Expectations

- Respect others when queuing
- Treat others as you would like to be treated yourself