



PARENT HANDBOOK

2023-2024

Welcome from the Principal, Mr Mark Shipman



On behalf of all the students and staff I would like to welcome you to The Long Eaton School. Thank you for reading our parents handbook, we hope you find it informative. The Long Eaton School is an 11-18 school. As part of the Archway Learning Trust we believe in the power of education to transform lives and are committed to ensuring all students excel academically, can positively contribute to their community and are supported in their wider well-being.

Our belief is supported through four core values that are lived through our school every day. These are:

Respect

- We respect ourselves, others and the environment.
- We model positive behaviours across all aspects of our home and school life.
- We respect and celebrate our differences and the value they add to our community.

Ambition

- We are motivated and hard working in all aspects of our academic study.
- We aim high and continually strive to improve.
- We carefully research our future plans and make welcome informed decisions.

Academic Excellence

- We value academic study and understand its purpose and importance.
- We are resilient learners who challenge ourselves to succeed.
- We are supported to excel academically and achieve outstanding outcomes.

Community

- We are valued members of the school community and make a positive contribution to it.
- We care for and work within our wider community and know the importance of our place within it.

In order to achieve our vision we have a relentless focus on high standards from our students whether on uniform, behaviour, communication, manners or perseverance. We are relentless in our pursuit of the small things that we believe have a big impact on our school culture and environment and students' attitude to learning. Our staff have strong relationships with our students and both support and challenge them to be the best that they can be in every aspect of their life.

At The Long Eaton School, we believe that our first priority is to help our children learn. We place this at the heart of every decision that we make and ask ourselves: will this improve student learning? We believe that all students are capable of making outstanding progress and attaining the highest level, whatever their starting point.

We do not make excuses for our students; we firmly believe that there are no barriers to achievement that cannot be overcome by a determined and resilient student attending a supportive school. We try to establish what each student needs in order to make outstanding progress. In addition to the importance we place on learning in the classroom, we also work hard to provide opportunities to support our students' wider development. We aim to expose students to experiences and exciting activities outside of the school, the local community and to meet children from other regions. We do this through residential visits, cultural experiences, sport, music and drama, voluntary activities including fundraising and enterprise developing leadership and character, debating and public speaking and encounters with further education providers and employers.

In conclusion I would say our school is a vibrant, inclusive and purposeful place to learn.

Should you wish to visit then please do not hesitate to contact us. I am really proud of our young people, staff and the community we serve and would be delighted to show you around our school.

A handwritten signature in black ink, appearing to read 'M. A. Shipman', with a long, sweeping flourish extending from the bottom right.

Mark Shipman
Principal

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 are 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, we see staff who are highly motivated and committed professionals and we see young people full of confidence and eager to learn. We 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 in 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

| School Day | |
|----------------------|-------------------|
| Registration/Line up | 8.30 – 9.00am |
| Period 1 | 9.00 – 10.00am |
| Period 2 | 10.00 – 11.00am |
| Break | 11.00 – 11.20am |
| Period 3 | 11.20am – 12.20pm |
| Period 4 | 12.20 – 1.20pm |
| Lunch | 1.20 – 2.00pm |
| Period 5 | 2.00 – 3.00pm |

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 Senior Pastoral Lead and Year Leader visit to meet the students and to liaise with their teachers. Our SENco, Targeted Support Lead, Year Leader and Senior Pastoral Lead meet with the SENco's of primary schools to find out how to best support students with additional needs, ready for starting with us in September. Some students 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 students, from Year 6 teachers and the students themselves and the Senior Pastoral Lead has already begun that process. 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 students 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 Year Leader.

TRANSPORT TO SCHOOL

There are three main gates into school leading from:

1. The Bridge (opens 10 minutes before and 10 minutes after the start and end of school)
2. Ash Grove
3. Thoresby Road

Students must line up on the tennis courts at the start of morning registration and are then walked to the classroom by their form tutor.

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 unless they have a blue badge, issued by the school for exceptional circumstances.

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. 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.

GO 4 SCHOOLS

Go4Schools is our system for tracking attendance, behaviour and academic progress that was introduced in September 2022. Parents receive details of how to log in with their Parent Pack of information given out on student Induction Days.

BEHAVIOUR AND STANDARDS

At The Long Eaton School, we promote outstanding behaviour and have consistent standards and expectations of our students. However, where behaviour does not meet our high expectations, there is a clear sanctions system which all of our staff follow. We believe this system ensures a fair and consistent approach for all, which helps to underpin our education focus, whilst maintaining discipline and mutual respect between students, staff and students and all in our community within the school environment at all times.

A warning system is in place in all classrooms and this is explained to students via Assemblies and Form Tutors. All behaviour incidents are recorded on Go4Schools and can be viewed by parents using a mobile device or computer/laptop.

Warning 1 – This is given when a student is displaying behaviour that prevents themselves or others from learning.

Warning 2 – This is given if a student's behaviour does not improve from their first warning. To support students with this then they will be moved seats in the classroom. This will be at the decision of the teacher.

Warning 3 – This will be given if a student's poor behaviour continues. At this point a student will be removed from learning. If a student receives a 3rd warning they will be issued with a negative point. This is recorded on Go4Schools and triggers an hour after school detention which will be completed the same day unless it is received after lunch; if this is the case it will be carried over to the next day. Parents/carers will receive a text informing them of the after school detention.

Learning Support Unit (LSU)-If a student receives a 3rd warning, then the student will be removed from the lesson by a member of staff on walkabout. When collected, students will be taken to the Learning Support Unit and will remain there until the end of the day.

All detentions in the first instance will be an hour and will be supervised by the LSU manager, Year Leader and a member of the Senior Leadership Team. If a student does not attend this detention, their sanction will be escalated. If a student does not behave appropriately in the LSU then we will contact parents for a meeting.

Mobile Electronic Devices

The school recognises the desire of some parents and carers for their child to have a mobile phone in order to make contact for safety purposes. If mobile phones or other electronic devices are brought into school, they must be kept out of sight and switched off during the school day. In the case of an emergency, the mobile phone may be used before and after school in order for a parent to be in contact with students. During the school day, any contact with students should be made through Student Services. If a student is using a mobile phone or electronic device or one is heard without permission, it will be removed from the student and be available for collection at the end of the school day. If the above happens more than once in a week, parents will need to collect the phone from reception.

Stationery and Equipment

Students must bring the correct equipment with them to school every day to support teaching and learning. If students need additional basic stationery, this is available from Student Services at 10p for each item (cash only).

Equipment that each student should bring daily:

- Black pen (always bring 2, helpful to have a spare)
- Green pen
- Pencils
- Sharpener
- Ruler (15cm minimum)
- Rubber
- Reading book
- Calculator
- Pencil case
- School bag
- Knowledge organiser

Jewellery and Hairstyles

- 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.
- False eye lashes, nails and coloured nail varnish are not allowed.
- A wrist watch may be worn.
- Students may wear a discreet amount of makeup.

Jewellery is banned in accordance with Health & Safety rules, with the exception of a watch, one small, neat ring and one pair of small ear studs (one in each ear lobe). Any other form of body piercing is strictly forbidden.

Behaviour Statement of Practice

The Behaviour Statement of Practice is available on the school website:

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)

- Excellent Achievement
- Excellent Effort
- Excellent Progress
- Head of Department Termly Winner
- Head of Department Termly Nomination
- Attended Extra Curricular

A variety of methods of recognition exist at The Long Eaton School and these include:

- Verbal praise
- Postcard home, email or letters home
- Positive phone call home
- Celebrating Success certificates
- Termly Year Leader/Head of Department nominations
- Public display of high quality work
- Acknowledgement through assembly
- Reward points on Go4Schools
- Rewards trips and events
- Curriculum Rewards Assemblies

DRESS CODE

The following school uniform is compulsory:

- Navy blazer with school logo
- White shirt
- 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
- V-neck grey jumper (optional)

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.
- Hats, gloves and scarves must not be worn inside.

PE KIT

All items are compulsory:

- Unisex navy polo shirt with logo
- Full zip tracksuit top with logo
- Plain navy tracksuit bottoms or plain navy leggings (no logos unless it is TLES)
- Navy shorts with logo OR
- Plain navy shorts with tie cord waist
- Navy PE socks
- Gum shield is highly recommended

One warning will be given as per the School Behaviour Policy, then a negative issued for incorrect kit.

Please make sure **ALL** 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:

Just Schoolwear

Unit 3, Calverton Business Park

Hoyle Road

Calverton

Nottingham

NG14 6QL

Telephone: 0115 9652869

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. The Senior Pastoral Lead and Year Leaders work with Form Tutors to monitor student performance and Form Tutors will often liaise with subject teachers to support the student.

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 contacted via the school planner, a simple note or by phoning school. The tutor also oversees the compiling of their annual report, the major document that records a student's progress through the school.

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. We also have an experienced team of Pastoral Support Assistants who are on hand to deal with day to day student issues.

SAFEGUARDING

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 using School Gateway (School Comms). 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.

Parents use Go4Schools to see attendance, behaviour, achievement, detentions and homework and the SIMS Parent Lite APP to see and update details we hold for them on our Management Information System.

PERSONAL PROPERTY

The school does not accept liability for loss/damage to students' personal property.

ESSENTIAL EQUIPMENT

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. 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.

KNOWLEDGE ORGANISERS AND HOMEWORK

Every student at The Long Eaton School is issued with a Knowledge Organiser, which captures all the key facts students need to be able to recall, in order to access lesson content. Each subject has a designated page, which will be an invaluable revision resource as they collect them each half term. The Knowledge Organiser does not capture everything that is covered in lessons, but outlines the key information that students need to remember.

Students are expected to spend at least 30 minutes on each of the subjects shown on their timetable each day. The timetable can be found on Page 3 of the Knowledge Organiser booklets. Class teachers will give explicit instructions about what requirements are for the half hour of work.

Students should also spend at least 20 minutes reading each day, which, for Year 7 and 8, should be recorded in their reading log on Page 4. For Year 11, revision guides are issued in place of Knowledge Organisers.

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 work hard to develop links with local businesses, local and national industry and other education providers to enhance the experience of our students.

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.

MEALS

Students are expected to remain on the premises for the whole of the break and 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 should contact the school or go to <https://www.cloudforedu.org.uk/ofsm/sims>

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.
- Parents can use School Comms to add money to their child's account.

For students starting in September, we ask parents to bring cash, which is credited in the child's account for September.

EXAM ID CARDS

When starting exams at the school, students will be issued with an Exam ID card, which will include the student's photograph.

ILLNESS/ACCIDENTS

Children who are feeling unwell are usually 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 and asked to collect. All children leaving site during school hours must have sign off from a member of the senior leadership team.

Every precaution is taken against accidents, but a certain number inevitably occur and these are logged on Smart-Log, our Trust Management System. 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 or unsure of whether their child should attend school should contact Student Services or the Year Leader as appropriate.

MEDICATION/SPECIAL ADJUSTMENT

If your child takes regular medication that needs to be taken during school hours you will be required to complete a Permission "To Administer Medication In School" form.

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.

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 8.30am 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.

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

Each year group has an assembly once a week based on a key theme, usually linked with our PSHE programme. These are delivered by a member of the Leadership Team or Year Leader. Assemblies cover a range of topics such as key events/memorial days, PSHE topics, careers, rewards & celebration, fundamental British values, and relationships, sex & health education.

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! 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 progress checks and will be invited to a Parents' Evening. 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 at the beginning of the academic year.

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 Year Leader. In return, should we have any cause for concern, we will contact parents.

STUDY FACILITIES

The Library and Information Centre is usually available at break and lunchtime. After school the Library is usually open until 4.00pm each day for students to attend private study, Study Support and Homework Clubs.