

# REDNOCK SCHOOL

Quality | Partnership | Success



**A to Z Guide for Parents**  
**Admission September 2017**



# Introduction

When schools, parents and carers share information, everyone has a really good understanding of how they can help children to learn. Communicating with each other and sharing information enables you, your child and the school to work together as partners in your child's education.

The better the information you receive and the more information you can share with the school, the better you can support your child's learning – and so can the school, helping your child to feel confident, happy and thus improving their chance of success.

This handbook is divided into three sections:

- Practical Information
- Pastoral Information
- Curriculum Information

Rednock School  
Kingshill Road  
Dursley  
Gloucestershire  
GL11 4BY

T: 01453 543618

App for Mobile Devices:  (Rednock School)

Email: [admin@rednockschool.org.uk](mailto:admin@rednockschool.org.uk)

Website: [www.rednockschool.org.uk](http://www.rednockschool.org.uk)

Facebook: [www.facebook.com/rednockschool.org.uk](http://www.facebook.com/rednockschool.org.uk)

Twitter: @rednock\_school

# Practical Information

## **ABSENCE – Unexpected (see also Attendance, Holidays and Registration)**

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On the first day of your child's absence, please telephone the school, using the absence line number – 01453 540755. Alternatively, leave a text message on 07624 813504 or report the absence through the school's MyEd App. Leave details of your child's name, tutor group, reason for absence and expected duration. When your child returns, please send a note with them to their Tutor, or use their Planner, confirming the reason for the absence and date.

If the absence is expected to be long term, you will need to make an appointment with the tutor to discuss what can be done to support learning and your child's return to school.

## **ATTENDANCE (see also Absences, Holidays and Registration)**

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Registers are taken during morning and afternoon registration and at the start of every lesson during the day. Registration is used for a variety of reasons which include Fire Safety, Truancy, Government Legislation and internal school reports.

## **BUSES**

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A number of buses bring children to and from school:

1. Taylors Travel (T: 01453 810314)

Routes:

- Eastington | Stonehouse | The Stanleys | Frocester | Claypits | Cambridge | Rednock School
- Slimbridge | Cambridge | Coaley | Rednock School
- Heathfield | Berkeley | Sharpness | Halmore | Rednock School

2. KB Coaches (T: 01453 825774)

Route:

- Arlingham | Saul | Frampton | Eastington | Nympsfield | Uley | Rednock School

3. Jackies Coaches (T: 01452 720666)

Route:

- Hardwicke | Quedgeley | Moreton Valance | Whitminster | Eastington | Frocester | Nympsfield | Uley | Rednock School

Some parents may be eligible for assistance with transport costs. For detailed information on Home to School Transport contact the Admissions and Transport Team at Gloucestershire County Council – T: 01452 425390 or visit [www.gloucestershire.gov.uk/schooltransport](http://www.gloucestershire.gov.uk/schooltransport)

## **CAR PARKING (see also Dropping off Students)**

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Car parking is at a premium on the school site. There are visitor parking bays in the Main Car Park; otherwise there may be spaces available in the car park at the rear of the school by the Sports Centre. Please do not park on the school site to collect children at the end of the day. Please do not do "U" turns in the entrances; please park considerately in areas outside the school and do not obstruct residents' access to their properties.

## **CYCLING**

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The school actively encourages cycling and provides covered bicycle storage and a limited number of helmet lockers. Please refer to the school's Cycling Guidelines (available from the School Office) if your child wishes to cycle to school.

## **CALENDAR**

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A school calendar is available on the school website.

## **CONTACTING STAFF**

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Messages can be left at Reception or the Office and these will be emailed or distributed to staff trays regularly throughout the day. Staff will normally check their emails and trays daily. In case of emergency the relevant person will be contacted immediately. Most staff have a voicemail facility and Reception Staff will direct you to this, if required.

Staff can also be contacted via the Admin Email address – [admin@rednockschool.org.uk](mailto:admin@rednockschool.org.uk)

Please note that due to teaching commitments, staff are not always able to respond immediately, although they will normally make contact within 48 hours.

## **CURRICULUM**

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The school follows the National Curriculum for England.

## **DISCIPLINE (see also Detentions)**

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The school has a system of Rewards and Consequences, details of which are displayed in every classroom and in the Behaviour Policy, available to download from the website or available on request from the School Office.

## **DETENTIONS**

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The Behaviour Policy sets out the standards of behaviour that we expect around school. If your child's behaviour falls below these standards then they may be issued with an after school detention.

For a detention that is to take place out of normal school hours, the school will notify you by letter so that travel arrangements can be made. The letter will tell you why the detention was given and for how long your child will have to stay at school.

## **DROPPING OFF STUDENTS BY CAR (see also Car Parking)**

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You should drop your child (ren) off outside the school site at a convenient and safe place. We wish to restrict the number of vehicles entering the school site at this busy time so that all students remain safe. Please refrain from dropping off or doing a "U" turn in the entrances.

## **EMERGENCY CLOSURE**

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In the unlikely event of school closure due to heavy snowfall or some other unforeseen occurrence, the school will communicate the closure quickly and clearly with parents via the following channels:

- Gloucestershire County Council website – <http://www.glosclosedschools.com>
- Rednock School website – [www.rednockschool.org.uk](http://www.rednockschool.org.uk)
- Facebook – <http://www.facebook.com/rednockschool.org.uk>
- Twitter - @rednock\_school
- BBC Radio Gloucester – 104.7FM
- Heart Radio Station – 102.4FM
- Text | Email Alerts

The school telephone will also have a message informing callers about closures.

## **END OF TERM**

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The school normally closes at lunchtime on the last day of the Christmas Term and also on the last day of the Summer Term. Please do check your letters to confirm this.

## **EQUALITY**

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The school supports the Equality Act 2010 and we strive to make all our procedures compliant with the Equality Duty. Downloads of policies are available from the school website – [www.rednockschool.org.uk](http://www.rednockschool.org.uk)

## **FINANCIAL SUPPORT**

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If you are in receipt of Income Support or certain other allowances, there may be an entitlement to free meals, school transport, etc. Current guidelines are available to view at:

[www.gloucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/](http://www.gloucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/)

or contact Gloucestershire County Council on 01452 425000.

## **FIRST AID**

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If your child becomes ill or is injured during the day, the school First Aiders will make a judgement about their condition. A short period of rest may be all that is required. Medicines should only be brought into school when essential and must not be carried by students (except by prior arrangement). Medicines are stored in the First Aid Room at Student Reception. Please contact the School Office for a form to authorise this.

If it is considered necessary to send your child home, you will be asked to arrange collection.

The same consideration applies to injuries, except that if an ambulance has to be called, a member of staff will accompany your child until you arrive.

## **FOOD AND DRINK (see also Lunch Time)**

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The school has a Main Dining Room and a Café for Sixth Formers.

A catering facility is available in the Main Dining Room before school, at break and lunch and again after school. The Café is open to Sixth Formers throughout the school day.

Menus are displayed in the Dining Room and on noticeboards around the school. A wide selection of choice is available. Students may bring their own packed lunch if they prefer. The Main Hall is available

at lunchtime for students with a packed lunch. Drinking water is available in various areas around school. Students should bring their own water bottle.

## **GOVERNORS**

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The school is supported by an active Governing Body, made up of parents, staff and members of the local community, who hold regular Full Body and Committee meetings. Committees are Curriculum, Staffing and Resources. Please contact the Clerk to the Governors, Mrs N Morrissey, at the school for any further information.

## **HOLIDAYS**

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Unless there are exceptional circumstances, requests for holidays during term time will be turned down. If parents still decide to take their children out of school, then we have no choice but to mark the absence as an unauthorised absence. Unauthorised absences are dealt with according to County guidelines: if a student has ten unauthorised sessions (equivalent to 5 full school days) a warning letter may be issued by the school's Attendance Officer. If there are subsequent unauthorised absences in the following 15 days, a fixed penalty notice may be issued.

If you need to take your child out of school for a special event (e.g. wedding), please request in writing, well in advance, for consideration by the Head Teacher.

## **HOME SCHOOL COMMUNICATION**

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The school's usual method of sending letters home is with students. Copies of letters sent to parents are also posted on the school website. Please ask your child regularly if they have any letters. The school also uses "Connect Ed" as a means of communication between school and home. Connect Ed will be used to communicate messages to parents / carers via SMS messaging and emails. It is most important therefore, that we have parental email addresses and mobile phone numbers.



A mobile App is also available for parents / carers to download. Instructions for downloading the App can be found on the school website under the Letters & Communication tab. The App will allow parents / carers to:

- View their child's attendance, behaviour and timetable;
- See the school calendar and key dates;
- Link to the school's payment system (ParentPay) & the school's Parents Evening Online Booking System;
- Allow free instant messaging between the school and parents / carers.

## **LOCKERS**

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All students are issued with a personal locker in the first week in September. Lockers are located around the school in various locations. All lockers must be emptied at the end of the summer term. Lost locker keys must be replaced at a cost of £5 per key.

## **LOST PROPERTY**

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Property that is identifiable will be returned to the student. Valuable / small items are stored in Student Reception. All other items are stored in a box near Student Reception.

## **LUNCH TIME**

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The school operates a “must remain on school site all day” policy. Only 6<sup>th</sup> Form students are allowed to leave site during break and lunch time.

## **MEDICAL | DENTAL APPOINTMENTS ETC**

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If you need to make a medical appointment please try to make it outside of school hours. If this is not possible, then your child will need an appointment card or letter from you which they must show to their tutor and to reception staff when signing out. Students must sign in | out for appointments at Main Reception.

## **MEDICINES**

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If your child has to regularly take medication, you should inform us as we have strict procedures to follow - please contact the school office on 01453 543618 and ask to speak to a Duty First Aider.

## **MOBILE PHONES AND MP3 PLAYERS**

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Students are only allowed to use mobile phones and MP3s (or similar devices) during social times, i.e. before school, during break time and during lunch time, in social areas only – dining hall, main hall, corridors. If students are found using any of these items in school lessons or beyond designated areas during social times, the item will be confiscated and sent to Student Reception. Students may reclaim their item at the end of the school day. For any further confiscations within the same term, a parent or responsible adult will be asked to collect and sign for the item. Collection of items can be made from Main Reception between 8.30am and 4.00pm Monday to Friday.

## **ONLINE PAYMENTS**

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The school has an online payment system for school dinners, trips, books, etc which enables you to pay for these items via a secure website – [www.parentpay.com](http://www.parentpay.com). We will send you an activation letter containing your activation username and password to enable you to setup your ParentPay account.

## **OPENING HOURS**

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The school is open to students from 0820 to 1600 hours. Students are allowed to remain in the LRC for study from the end of lessons until 1600. They should not be in any other part of the school unless supervised by a teacher.

## **PE AND SPORTS KIT**

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Details of the school PE kit can be found in the Uniform Policy, available to download from the school website – [www.rednockschool.org.uk/uniform/](http://www.rednockschool.org.uk/uniform/).

## **QUESTIONS**

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In general.....

If it is an “admin” type query:

Reception will often deal with it or pass you on to the most suitable person – 01453 543618

If it concerns your child's well-being:

Your child's Community Support Officer should be contacted:

- Brunel – Mrs Mandy Price (01453 540775)
- Darwin – Mrs Tracey Burge (01453 540773)
- Hubble – Mrs Valerie Stephenson (01453 540748)
- Jenner – Mrs Donna Dummelow (01453 540774)

If it concerns your child's learning then:

The specific subject teacher or tutor.

Following this, the Head of Department or Community Leader may become involved.

Telephone contact can be made at any time but please be aware that, due to teaching timetables, it may not always be possible for you to speak to the teacher immediately. Reception may ask if you wish to leave a voice message.

The school has a Complaints policy available to download from the school website or available on request from the School Office.

## RECEPTION

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To comply with our procedures for the safeguarding of children, all parents and visitors to the school must sign in at Main Reception. They will then be issued with a visitor's badge, met and escorted by the member of staff they are meeting.

## REGISTRATION (see also Absences, Attendance and Holidays)

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Students are required to be registered in the morning and afternoon. All students arriving late who miss morning registration must sign in the late book in Main Reception prior to going to lessons and they will receive a late mark.

## SCHOOL OFFICE

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The Main School Office is open from 0800 to 1700 during term time and 0900 to 1600 during holiday periods, except for Christmas week when the school is closed.

## SCHOOL DAY TIMINGS

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For Years 7 – 12 the school operates a 5 x 60 minute lesson day Monday to Friday:

Time	AM	Time	PM
0835 – 0840	Morning Registration	1255 - 1340	Lunch Break
0840 – 0940	Period 1	1340 – 1400	Afternoon Registration
0940 – 1040	Period 2	1400 – 1500	Period 5
1040 – 1055	Morning Break	1500	End of School Day
1055 – 1155	Period 3		
1155 – 1255	Period 4		



## **SCHOOL DINNERS | LUNCHESES**

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See Food and Drink

## **SMOKING**

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The school buildings and grounds are non-smoking areas.

## **SPORTS CENTRE AND ALL WEATHER PITCH**

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The school has use of the Sports Centre and its facilities during the school day and then it is available for Community use thereafter.

The school's All Weather Pitch is also available for Community use outside of school hours. Further information on hiring the pitch is available from the Main School Office.

## **STUDENT RECEPTION**

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Student Reception is situated on the Lower Ground Floor near the Dining Hall.

## **TRANSPORT**

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See Buses

## **UNIFORM**

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All students are expected to wear the correct uniform and be neat and tidy at all times. It is the outward face we present to the community and we expect students to wear sensible and appropriate dress without fashion accessories – this includes hairstyle and footwear. If your child arrives dressed incorrectly they will be asked to change into correct uniform in school, where supplies are available for short term loan.

A full list of our uniform requirements is also available to view on our school website.

All uniform should be clearly named.

## **WEBSITE**

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The school website is [www.rednockschool.org.uk](http://www.rednockschool.org.uk)

## **YOUR CONTACT DATA**

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Please keep the school office informed of changes to personal data – address, phone contacts, email, doctors, medical conditions, etc.

# Pastoral Information

## **BULLYING**

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The school has an Anti-Bullying Policy and does not condone any form of bullying. If you suspect your child is being bullied, please contact the tutor or Community Support Officer for an initial confidential discussion.

## **CLUBS**

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There are a number of lunchtime and after-school clubs; information is posted on student noticeboards.

## **COMMUNITY SUPPORT OFFICERS (CSOs) (See also Questions in Practical Information)**

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Community Support Officers are in school to support your child with any worries or concerns they may have, which are affecting them in school. Students can see their CSO before school, break or lunchtime. CSOs may also request to see students during the school day if it is deemed necessary, although this is kept to a minimum to avoid disruption to learning.

## **COMPUTERS**

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There are many computers and laptops that can be used in school. An ICT Club is available at lunchtime when students can use the computers to carry out research and complete homework. Computers are also available in the LRC which is open until 1600 and at homework / ELO clubs.

## **OTHER USEFUL INFORMATION**

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Letting your child's tutor know about what your child is doing out of school can also be useful. Teachers will be able to build on your child's experiences and skills when at school e.g. hobbies and sport, achievements. It is also important to let them know about any unexpected changes, illness or bereavement so they can support, if necessary.

## **PARENTS' CONSULTATION MEETINGS (PCMs)**

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These events provide a good opportunity to find out how your child is doing and to ask teachers what you can do to help. PCMs are held once a year for every Year group in the school, when all subject teachers for a particular year group should be present. We do recommend that you bring your child with you: subject teachers will be keen to involve them in the discussion about their progress.

Appointments are made via an online booking systems and parents will be notified by letter of the PCM dates and their login details for the system.

## **REWARDS | CONSEQUENCES**

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The school has a Behaviour Policy which brings rewards and consequences. Downloads of policies are available from the school website – [www.rednockschool.org.uk](http://www.rednockschool.org.uk) or available on request from the School Office.

## **SCHOOL COUNSELLOR**

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A counsellor is in school one day each week, to support students who are struggling emotionally in or out of school. Students can request a referral by asking the Community Support Officer / Community Leader.

All requests for referrals and all discussions are confidential.

## **SCHOOL TRIPS**

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The school recognises the importance of these events. A variety of trips are organised each year and information regarding each one is sent home individually.

## **SETTLING IN**

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During the first weeks of term your child will get to know their tutor. This is the person to whom they should go if they are experiencing any difficulties. Staff will be present during lesson change and social times during the first weeks of term to help with any problems such as finding their way around school. Students can also call at Student Reception and ask for help and advice from their Community Support Officer.

You can help your child settle in quickly by talking to them about school and by checking their Planner every day. This will assist them in organising themselves for each school day.

There is a Year 7 Parents' Evening with Tutors in October and the date will be communicated by letter to parents early in September.

## **SPORT AFTER SCHOOL**

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There are a number of sporting fixtures which take place after school. A fixture list is produced and displayed on the PE Notice Board. Students will be informed if there is a cancellation. The teacher in charge will ensure that all students have arranged a lift home and students may stay in the Reception area until collected.

## **TRUANCY**

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Students are obliged by law to attend school for 190 school days per year.

There is a structured system of registration both in the morning and afternoon to check on attendance. In addition, all subject teachers keep a class register which is also checked to ensure that students remain on school site throughout the school day.

# Curriculum Information

## CURRICULUM

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The school's curriculum information can be found on the website under 'About' – [www.rednockschool.org.uk/curriculum/](http://www.rednockschool.org.uk/curriculum/)

## HOMEWORK (see also Planners)

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Homework to be completed is recorded in Student Planners. Marks can be seen in books and some pieces of work may be retained for assessment. Failure to complete homework without a valid reason may result in an after-school homework detention or catch-up session being set.

## MUSIC LESSONS

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Extra-curricular instrumental tuition on a range of instruments and singing tuition is organised by the school. For further information including tuition charges you should contact the Head of Music, Mr J Andrews. There are String / Guitar / Flute ensembles, the Orchestra and Swing Band and all perform at school concerts or as a backing for school productions. They also perform out of school at certain events and take part in music tours in other countries.

## PLANNERS

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These are used for communication between school and home:

- Students – to record homework details
- Teachers – for comments of concern or notes of praise / good work
- Parents – are encouraged to write comments / concerns and to sign the Planner weekly.

## REPORTS

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There are two different types of reports during the year to parents:

1. "Interim Assessments" which give target and predicted grades in every subject. These are normally issued three times a year for students in Years 7, 8, 9 and 10 and twice a year for students in years 11, 12 and 13.
2. A more detailed "Main Report" which includes written comments from the tutor and attainment grades from all subject teachers. This is issued annually to all students in Years 7 – 13.

Please feel free to discuss any issues arising from reports with the relevant member of staff.

## SPECIAL EDUCATIONAL NEEDS (SEN) | STUDENT SERVICES

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For support in this area, you are advised to speak to the SENCO at the earliest opportunity and in full confidence.

## TESTS

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Subject teachers will normally inform students in advance of any tests. Revision preparation is normally given as a homework task which students should record in their planners.

## In Conclusion

Thank you for taking the time to read through this booklet. Please do let us know if there is anything you feel we have missed, or if anything needs more careful explanation.

Email to [admin@rednockschool.org.uk](mailto:admin@rednockschool.org.uk) for the attention of Mrs N Morrissey.

### THE PAGE FOLLOWING IS FOR YOUR NOTES:

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Your child's Community: \_\_\_\_\_

Your child's Community Leader: \_\_\_\_\_

Your child's Tutor: \_\_\_\_\_

Your child's Tutor Group: \_\_\_\_\_



## Remember

- Keep us informed of changes to personal details, in particular telephone numbers and email addresses.
- Telephone the school on the first day of any unexpected absence your child may have and follow this up with a note of the first day he / she returns.
- Ensure that all school documents are returned promptly.
- Refrain from taking holidays during term time, as all absence from school has a detrimental effect on a student's learning.
- Make the school aware of any concerns or problems that might affect your child's learning or behaviour.
- Support the school's policies and Code of Conduct guidelines as fully as possible.

# Proud to be in the Top 25% of Schools in England for our GCSE Results 2015 & 2016



## Rednock School

Kingshill Road | Dursley | Gloucestershire | GL11 4BY

T: 01453 543618 | Email: [admin@rednockschool.org.uk](mailto:admin@rednockschool.org.uk) | [www.rednockschool.org.uk](http://www.rednockschool.org.uk)

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