



WELCOME TO COURT FIELDS SCHOOL

**Information for Parents/Carers
whose children are transferring
to secondary education**



Achieve | Belong | Participate

Information for Parents/Carers

The change from primary to secondary school is an exciting time. Students transferring to Court Fields, as well as parents/carers, will have a lot of questions to ask. This Information Pack attempts to answer some of the questions which parents/carers of Year 6 pupils ask us each year.

The next few years of your child's school life will be full of opportunities. He/she will have the opportunity to:

- meet and make *new friends*
- learn more about *science* in *specialist laboratories*
- learn to use *tools, machines* and *equipment* in *Technology*
- learn at least one *new language*, possibly two
- learn how to use *new programmes* and develop information and communication technology skills
- learn about a wide range of subjects from teachers who are *specialists* in each subject
- join a wide range of clubs eg. *chess club and table tennis and fitness*.
- Participate in Outdoor Education e.g. *Blackdown Challenge, Exmoor Challenge. Duke of Edinburgh*.
- Attend Residential Trips e.g. *Sicily, Ardeche, Skiing*
- Participate in Performances – Music and Drama
- Participate in a wide variety of Inter House competitions

How will Court Fields be different from primary school?

Court Fields is considerably larger - there will be approximately 790 students attending the school in September 2018. The other most notable difference will be having different teachers for each of their subjects. Students in Year 7 have the opportunity to study 15 subjects.

How will students cope with the work?

Year 6 teachers will have prepared us well by telling us what the children have learnt so far, as well as their strengths and weaknesses. Students at Court Fields will be set new work that they will be able to manage. In some lessons there is a learning support assistant, as well as the subject teacher, so there is plenty of support at hand. Students who work faster will be in classes with students of similar ability or will be challenged appropriately. Primary schools will also be letting us have some subject books so teachers can see students' prior learning and add continuity between primary and secondary.

How will children be grouped when they transfer to Court Fields?

All students are placed in Houses (Emerald, Ruby, Sapphire and Topaz). At the beginning of Year 7, students work in setted groups for Maths. Students will be setted for Science and Modern Foreign Language later. As they progress through the school, some other subjects group students according to their abilities in that subject area. Whatever your child's abilities, we will ensure that his/her lessons have the right balance of challenge and success, so that good progress is maintained.

What do I do if my child is to be absent from school?

We are proud of our attendance record and expect parents to support us. The following advice will ensure your child's education is not affected. Holidays **should not be** taken during school term time as research has proven that children who are taken out of school may never catch up on class or homework they have missed. The proper place for your child to be on a school day is in school. If your child is not in school, there needs to be a justifiable reason and parents/carers are to keep us informed. Please avoid doctors', dentists' and opticians'

appointments during school time unless it is urgent or an emergency - these appointments disrupt your child's lessons and learning.

The school's expectation is that attendance is above 96%. Please avoid placing us in the awkward position of assuming your child's absence is 'unauthorised', i.e. truanting, by not informing us of the reason for absences. Parents/carers can inform us by either, telephoning the school office and leaving a message for the tutor, emailing the school email address or by writing to the tutor. **If your child is absent and you have not informed us, we shall contact you.** When long term absence or regular absence, i.e. ½ day each week or fortnight persists, we shall contact you and keep the Education Attendance Officer informed.

Students are expected to be punctual for school. Students need to be at the school site by 8.20 am in the morning and a register is taken every lesson.

All our procedures for attendance, absence and punctuality are computerised and we keep parents/carers informed when we have concerns. We work closely with the local authority and other agencies to ensure student attendance remains high.

We have a Parent & Family Support Adviser who will support, listen and advise parents/carers.

What system is in place for rewarding students?

Court Fields students are expected to work hard in lessons, complete homework tasks and hand them in on time, behave safely and not disrupt other students' learning. We expect that students:

ACHIEVE

1. Take responsibility for their learning behaviour in all lessons.
2. Arrive on time to lessons and be ready to learn.
3. Bring the appropriate equipment to every lesson.
4. Listen and respond with respect to staff and others, following all instructions.
5. Work to the best of their ability to exceed their target grades (this includes homework.)

BELONG

1. Be polite, helpful and respectful to others at all times.
2. Wear the correct uniform.
3. Positively represent Court Fields School within school and to our wider community in school and outside school hours.
4. Help to keep the school environment clean, tidy and safe.

PARTICIPATE

1. Attend school and be punctual.
2. Actively participate/engage in the learning activities in every lesson.
3. Actively participate in my tutor, house and school activities.
4. Endeavour to participate in an extra- curricular activity.

We use an online system called Epraise to award house points, certificates, badges and reward trips for excellent effort and behaviour in all areas of school life.

What sanctions are in place at Court Fields?

Students are expected to behave responsibly and safely at all times. 'Detentions' may be given, (that is, time is taken away from students either at break, lunchtimes or after school), to encourage students to behave in a more acceptable way. Students with continued or high level behaviour concerns will spend time in the Achievement For All (AFA) Base rather than mainstream lessons.

In exceptional circumstances a student may be externally isolated at our partner school (The Castle School) from 8.30am - 3.30pm or may be excluded for a fixed term. On this occasion the school is required to follow the Local Authority guidelines.

How does the school respond to incidents of bullying?

Court Fields seeks always to be a happy and caring school and to maintain an environment in which all students feel valued, safe and accepted. Occasionally, incidents of bullying, intimidation or harassment can prevent a student from enjoying these basic rights.

The school will always take prompt and effective action to deal with such incidents.

Bullying is not acceptable and the school wants incidents to be reported. Open communication is encouraged between parents and the school. Please look at the Anti-bullying policy on the school's website.

How will I be informed about my child's progress?

Early on in the Autumn term, we have a 'Meet the Tutor Evening'. A Progress Report will be issued in December. This will check on how well your child has adjusted to Year 7 work and alert staff and tutors to any concerns. From January onwards you will receive two more progress reports.

In Term 3 we will hold a Parents' Consultation meeting with subject teachers and at the end of the year, there will be a final summary report.

Will students be able to use computers?

Yes, there are three Information & Communication Technology rooms in use all day, every day, and every subject uses computers part of the time. There are also clusters of computers in other areas of the school, namely English, Humanities, Technology and the Learning Resource Centre. All Year 7 students have one ICT lesson per week. Please refer to the E-safety policy on the school's website. Mobile phones must be turned off and in bags during and in-between lessons.

Will my child be given homework?

Homework is set through an online system called 'Epraise' which can be viewed via the website. Parents will receive information about homework and all students are given a homework timetable at the beginning of the Autumn Term. Year 7 students will be expected to spend approximately 1 hour per night on homework. Some subjects issue homework weekly, eg, English, Science, Maths, French, and other subjects issue it fortnightly. The Opportunities Club is available for students to attend Monday to Thursday after school from 3.15 pm to 5.15 pm in the Learning Resource Centre where staff are there to support students with homework tasks.

How can my child have access to a locker?

There are 500 lockers in the school which can be rented for the year at the cost of £10.

Details will be issued to Parents/Carers at the beginning of term when arrangements can be made.

Is there opportunities for my child to continue or take up music lessons?

At Court Fields there is a busy music department and we offer lessons in a variety of instruments. If you would like your child to learn an instrument please contact Mrs S Chidgey on the school number or by email on schidgey1@educ.somerset.gov.uk

Will there be extra-curricular clubs to take part in outside of lessons?

We have a great variety of clubs students can join at lunch and after school. We produce a new timetable each term, please see the sample below. Tutors will support students to choose and participate in clubs to further enrich their learning experience.

Sample Extra-Curricular Programme

Every Monday	1.15pm	All Yrs Dodgeball, Gym, boys & girls
	1.15pm	Art Club
	1.30 – 2.05pm	Drama Club KS3 B7
	1.15pm	Language Leaders A4
	1.30 – 2.00pm	Digi Pal – ICT Club, C1
	1.30pm	Table Top Gaming Club B14
Every Tuesday	1.30 -2.05pm	All Yrs – Choir
	1.30pm	Digi Pal ICT Club C2
	1.30pm	Table Top Gaming Club in B14
	1.15-2.00pm	Yrs 7, 8 & 9 Fitness Club, Gym
	1.15 – 2.00pm	Yrs 7, 8 & 9 Girls Netball/BBall
	1.15pm	Gardening Club A3 or by the raised beds outside C block
	3.30pm	Yrs 8 & 9 Rugby, School Field
	3.15 – 4.15pm	GCSE Technology Catch up session in C12
	3.30 – 5.00pm	Yr 11 Textiles Clinic
	From May 3.15pm	Yr 9 DofE (Duke of Edinburgh) – B15
Every Wednesday	1.15-2.00pm	All Yrs, 3 x 3 Basketball Sports Hall
	1.20pm	Yrs10/11 - Chamber Choir Rehearsals - B6
	1.30pm-2.00pm	Table Top Gaming Club - B11
	1.15pm	All Yrs, Fitness Club, Gym
	3.30pm	Yrs 7 & 8 Girls Hockey (Courts)
	3.30pm	All Yrs Rugby (Field)
	3.30pm	Yr 7 Boys Rugby (Field)
	3.30pm	All Yrs Crafty Club C10
	3.30pm	All Yrs Parkour, Gym
	3.30pm	Computing catch up
	3.30 – 5.00pm	Yr 11 Graphics Clinic
	Every Thursday	1.15pm
1.15pm		All Yrs – Chess Club – A1 & A2
1.15pm		All Yrs Fitness, Gym
1.15pm		Mymaths Support - C1
1.15pm		Singing rehearsal for School of Rock B6
1.20pm – 2.00pm		All Yrs Boxing/Weight training, Gym
1.30pm		Table Top Gaming Club - B14
3.15 – 4.30pm		Acting rehearsals for School of Rock B7
3.30pm		Yrs 9, 10 & 11 Girls Hockey (Courts)
3.30pm		Yrs 10 & 11 Boys Rugby (Field)
3:30pm		Girls Football (Field)
3.15 – 4.30pm		School of Rock Acting Rehearsals B7
Every Friday		3.45pm
	1.30pm	Christian Union B18
	1.30 – 2.00pm	Yrs 7,8 & 9 Digi Pal – ICT Club, C1
	1.30pm	Table Top Gaming Club - B14
	1.30-2.05pm	Bug Club - B2
	1.30pm	All Yrs - Senior Choir Rehearsals - B6

Who do I contact in the school if I have a problem?

We encourage parents to let us know should a problem arise. Similarly, we shall do the same. Your first point of contact is your child's Tutor followed by the Head of House. If they are not available when you contact the school, either by email or phone, a message will be taken and they will contact you as quickly as possible. Every student will be given a planner which is also an effective communication tools should you require to get a message to the tutor or subject teacher.

Please keep in touch - it's helpful to know about things happening at home that could affect a child's performance in school.

School telephone number:

01823 664201

E-mail address:

sch.552@educ.somerset.gov.uk

Website:

www.courtfields.net

Under the parent tab links can be found for most frequently asked questions and logins to epraise rewards and homework

School Address:

**Court Fields School
Mantle Street
Wellington
Somerset
TA21 8SW**

What equipment will my child need for Court Fields?

We encourage students to be well organised, independent and prepared for a world of work.

Students are to attend Court Fields in school uniform, and should have equipment for writing. This includes:

A pencil case containing:

- ❖ at least two black or blue ball point pens and one green pen. (Students can use a fountain pen if they wish)
- ❖ several HB pencils with a sharpener *or* one of the click down pencils with leads in
- ❖ a 30 cm ruler
- ❖ an eraser
- ❖ a selection of crayons and/or felt tip pens/highlighters

Maths and Science Equipment

- ❖ a protractor, a fuller circular is best (make sure it is marked in degrees up to 360° and not in percentages up to 100)
- ❖ a calculator that can do fractions (the school will sell these to all new students because teachers often prefer it if all the children have the same type so that they can teach them how to use it together)

School bag

Students will need a bag to carry their books and kit in. It is a good idea to have one to carry on their back with shoulder straps. Make sure your child carries it with both straps as children can hurt their backs if the bag is carried over one shoulder only over a long period of time.

REMEMBER all equipment, including the bag, should have your child's name clearly written on it

How can my child travel to school?

Students may travel to school on a bike which may be checked by the member of staff on duty. Students have to supply their own robust lock for their bike and are expected to wear a helmet and fluorescent clothing.

What is the routine at lunchtime?

Students may either buy food from the canteen or a packed meal may be brought to school. Packed meals are either eaten in the hall or if the weather is fine students can eat food on the **nugget** or **grassed area near the nugget**. All students are responsible for the cleanliness of the site and are expected not to leave litter. Students are not permitted to go home. We have a cashless catering system where students can top up their accounts in school as well online. Information will be given in the welcome packs

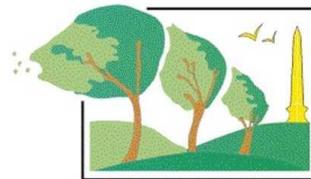
Canteen Lunch Rotation

**** Year 11 may go to lunch at any time**



Day	1.15	1.25	1.35	1.45
Mon	7	8	10	9
Tues	8	7	9	10
Wed	7	8	10	9
Thurs	9	10	7	8
Fri	10	9	8	7

1. All students must eat in the **hall**, on the **nugget** or **grassed area near the nugget**. No eating lunch in any other places around the school such as the field, corridors, classrooms.
2. All students must go to these areas to eat at the correct time. Once you have eaten please make room for others.
3. Any students who need to go at a different time MUST have a 'pass' issued by staff, which students will hand in to the member of staff on duty in the queue.
4. If you miss your time to purchase food you can go to the Canteen from 1.55pm only.



What is the school uniform at Court Fields?

A high standard of personal appearance is expected of all students if anyone arrives at school in non-uniform clothing we will contact parents/carers and students may expect to be sent home to get changed or 'borrow' suitable uniform temporarily from student services. Staff do not want to be distracted from the main purpose of teaching and learning by having to deal with students who do not wear the correct school uniform.

All uniform is available from Taunton Uniforms. This can be purchased online at www.tauntonuniforms.co.uk or at their shop in East Reach, Taunton.

Blazers, jumpers and ties are also available from www.trutexdirect.com – Court Fields page.

Court Fields School – Uniform Policy

* Items must be purchased from Trutex Online or Taunton Uniforms, East Reach, Taunton

BOYS

- * **BLACK BLAZER** with Court Fields School emblem
- * **OPTIONAL PLAIN BLACK JUMPER** with Court Fields School emblem to be worn under the blazer
- **WHITE TRADITIONAL SHIRT** - not polo shirt or sports shirt – (a plain, white T-shirt may be worn under the shirt). Shirts must be tucked in.
- * **SCHOOL CLIP-ON TIE IN THE APPROPRIATE HOUSE COLOUR**
- * **BLACK TROUSERS** - corduroy trousers, denim or cotton/canvas jeans are not permitted
- **PLAIN BLACK SOCKS**
- **PLAIN BLACK LEATHER/LEATHER LIKE SHOES** - not trainers of any type/pseudo shoe/trainers

GIRLS

- * **BLACK BLAZER** with Court Fields School emblem
- * **OPTIONAL PLAIN BLACK JUMPER** with Court Fields School emblem to be worn under the blazer
- **WHITE TRADITIONAL SHIRT /BLOUSE** with a collar - not polo shirt or sports shirt – (a plain, white vest top may be worn under the shirt). Shirts must be tucked in
- * **SCHOOL CLIP-ON TIE IN APPROPRIATE HOUSE COLOUR**
- * **BLACK SKIRT**, tailored knee length skirt. If girls arrive at school in non-uniform skirts, they will be required to borrow one until one can be purchased.
- **or** * **BLACK TROUSERS** – girls may prefer to wear tailored, formal business style trousers, in which case jeans or lycra trousers or leggings are **not** uniform
- **PLAIN BLACK LEATHER/LEATHER LIKE SHOES** – with a proper sole. Boots, thin ballet pumps without a proper sole, trainer type shoes, suede or canvas shoes are not acceptable
- **PLAIN BLACK SOCKS OR BLACK TIGHTS** – flesh coloured tights, without a pattern or plain white socks can be worn with a skirt.

Outdoor coats – A plain weather-proof coat. Students are encouraged to wear fluorescent clothing if cycling or walking to school. A coat with the Court Fields logo is available from Trutex online or Taunton Uniforms.

Multi-coloured coats, denim coats or jackets, leather coats or jackets, coats with badges or slogans, tracksuit tops (except for the school tracksuit top which may be worn) sweatshirts are not to be worn.

Hoodies are absolutely forbidden. All hoodies will be confiscated and not returned until the end of term unless a parent comes into school for them.

Jewellery – Students who have their ears pierced may wear one pair of small studs only, worn in the ear lobes. Facial or body piercings including plastic retainers are not acceptable. Students may wear one discreet necklace, bracelet and ring. Jewellery of any sort must not be worn during PE.

Make-up – Heavy make-up is not permitted, it must be discreet. Nail varnish/false nails are not permitted.

Hair – should be well groomed and tidy. Beads in the hair are unacceptable. Hair dyed in unnatural colours is also unacceptable. Extremes of hairstyle are not permitted. Facial hair: Boys must be reasonably clean shaven.

On any occasion, including non-uniform days, students may be asked to modify their uniform on grounds of Health & Safety or if they are affecting the learning of others.



PHYSICAL EDUCATION KIT

BOYS

Outdoor:

Games shirt – in House colours

Black shorts

Royal blue football socks

Football boots

Black Tracksuit bottoms,
(for inclement weather - optional)

Towel for optional shower

GIRLS

Outdoor:

Games shirt – in House colours

Black shorts/skorts

Royal blue football socks

Football boots

Black Tracksuit bottoms,
(for inclement weather - optional)

Towel for optional shower

**It is advised that ALL students bring shin guards
and well fitting mouth guards when appropriate**

Indoor:

Blue Court Fields polo shirt with
House colours

Black shorts

White socks

Training shoes

Indoor:

Blue Court Fields polo shirt with
House colours

Black shorts/skorts

White socks

Training shoes

**NB Tracksuit bottoms are to be worn as well as,
not in place of, black shorts.**

Please remember that PE kit should be worn for **EVERY** Physical Education lesson. If your child is injured or ill the expectation is that they will still get changed in order to get their reward stamp. They can then look the part when coaching/officiating/evaluating or taking part where possible. This is especially important in inclement weather. The only exception is that if getting changed causes discomfort to your child.

Student's Responsibilities and Rights

We have a Home School Agreement that describes the expectations of students, parents and school. This will be received in September and can be seen on the school website.

And finally:

Your support and involvement in your child's education is vital.

When children know that their parents/carers and teachers expect the same high standards of work and behaviour, they are more likely to cooperate and achieve success.

Successful secondary education is a partnership between parent/carers, teacher and student. This can only exist if everyone shares information about successes and concerns. We will always be pleased to answer any queries, provide more information or explain something further.

We hope that this transfer process will be the beginning of a successful and happy partnership, centred on your child.