



# Lymm High School

## Handbook for Parents 2016 - 2017



Lymm High School, Oughtrington Lane, Lymm, Cheshire, WA13 0RB  
[www.lymmhigh.org.uk](http://www.lymmhigh.org.uk)



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# WELCOME TO LYMM HIGH SCHOOL



**Choosing a secondary school for your child is one of the most important decisions you make. We value your decision to choose our school for your child and appreciate what a responsibility you have entrusted us with. The aim of this handbook is to help provide a smooth and fruitful start to your child's time at Lymm.**

Lymm High School has a long and proud tradition in the community. As a school founded over 400 years ago, we greatly value the extended community and their contributions to support us as we strive to provide opportunities for all our pupils to reach their full potential.

All staff are dedicated to providing high quality education and support, both within the classroom and outside. All this is clearly founded on a basis of mutual respect and responsibilities, focusing on personalised care and support for the individual.

We are incredibly proud of our school and the achievements of our pupils, which are a reflection of their continued endeavours. Pupils in our school are committed to their studies and are fully supported by their parents. As a school we aim to keep all parents fully informed of their child's progress at every stage of their educational journey. As such you will receive regular Progress Reports and we will invite you to

Progress Evenings to discuss attainment, progress and achievement.

For those of you who are joining this year, we are really looking forward to providing fantastic opportunities for your child. Everyone at Lymm High School is fully committed to maximising the potential of every pupil. It is our aim to equip your child with the relevant qualifications, skills and experiences to meet the challenges that will face them professionally and personally, by nurturing them into capable, confident and caring young people.

We are confident that Lymm High School has a great deal to offer your child and by working together in partnership, we believe that anything and everything is possible; your support is invaluable and very much appreciated. We look forward to the year ahead as we continue to move forward and provide an enriching and fulfilling experience for your child.

# Our Values

**We are a high-performing comprehensive school with a proud tradition of service to our community for over 400 years.**

As set out in our School Charter, Lymm High School exists to enable every single student to:

- Be successful and achieve their full potential
- Enjoy learning and become independent lifelong learners
- Become socially responsible citizens and members of the community
- Become confident and capable individuals

We aim to achieve this through a relentless focus on three simple priorities:

- An uncompromising focus on high academic standards and excellent teaching and learning
- Encouraging participation in a wide-ranging programme of extra-curricular activities, including opportunities to develop leadership skills
- Promoting the importance of being decent, socially responsible members of the community

## Governing Body

The Governing Body plays a major role in the strategic management and leadership of the school. Our Governors support the work of the Headteacher and other staff and are actively involved in school life.

### **Headteacher**

Mr G Williams

### **Clerk to the Governors**

Mrs H Headon

### **Academy Governor**

Dr K Walshe (Chair of Governors)

### **Parent Governors**

Mrs J Graham

Ms L Green

Mr I Kirsten

Dr C McLean

Ms I Seaman

Mrs N Woodyatt

### **Staff Governors**

Mrs R Ball

Mr S Cummins

Ms L Iphofen

### **Foundation Governors**

Ms R Knowles (Vice Chair)

Mrs K Buckley

Fr M Burgess

Mr D S Nicholson

Cllr S E Woodyatt, MBE

### **Community Governors**

Mr L Davies

Mr S French

Mr A Gare

Mrs M Openshaw

# The School Staff

**Our staff are well qualified and experienced practitioners who work hard every day to ensure the highest standards in all aspects of school life. They are dedicated to providing, and ensuring, high quality education and support to all pupils.**

## The Senior Leadership Team

The Headteacher and the Senior Leadership Team work together to lead the school. They are responsible for the strategic leadership of Lymm High School. Along with the Headteacher, the team comprises one Deputy Headteacher, five Assistant Headteachers and one Associate SLT Member. The team is responsible for: raising standards across the school; leading the curriculum; teaching and learning; pastoral care; guidance and support; and for the professional development of all staff.

## The Middle Leadership Team

### Heads of Year

Heads of Year are responsible for the overall progress of pupils in each year group. They are also responsible for the attendance, punctuality, behaviour and pastoral care of all pupils in their year group. They work very closely with Heads of Faculty in monitoring progress and ensure that appropriate intervention and support enables all pupils to reach their potential. If parents have any concerns about the progress of their child or their welfare, the Heads of Year will be able to help.

Heads of Year are also responsible for their teams of Form Tutors and for ensuring that all pupils participate in the wider life of the school e.g. Form, Hall and School Council, charity work, inter-hall competitions, Life Programme events, and extra-curricular activities.

### Heads of Faculty

Subjects are grouped into Faculties. The Head of Faculty has overall responsibility for the progress of pupils across the group of subjects and the development of staff within the Faculty. Each subject has a Head of Subject or Head of Key Stage, who are responsible for the progress of pupils within their subject and the development of staff within their area. Heads of Faculty and Heads of Subject/Key Stage are responsible for ensuring outstanding progress for all pupils in their subjects through providing outstanding teaching and learning combined with exciting and relevant programmes of learning. If parents have any concerns about the progress of their child in a particular subject, these staff will be able to help.

# Our Senior and Middle Leaders

From September 2016

## Headteacher

Mr G WILLIAMS  
hheadon@lymmhigh.org.uk

## Deputy Headteacher

Ms J O'GRADY  
jogrady@lymmhigh.org.uk

## Assistant Headteachers

Miss N DIXON - Raising Standards & Aspiration  
ndixon@lymmhigh.org.uk

Mrs H EDWARDS - Sixth Form  
hedwards@lymmhigh.org.uk

Mrs H RYLES-DEAN - Behaviour & Safety  
hryles-dean@lymmhigh.org.uk

Mrs R WARDLE - Teaching & Learning  
rwardle@lymmhigh.org.uk

Mr R JOHNSON - Data, Assessment & Reporting  
rjohnson@lymmhigh.org.uk

## Associate SLT Member

Mrs R BALL - Safeguarding  
rball@lymmhigh.org.uk

## Heads of Year

Mr D HEATON - Year 7  
dheaton@lymmhigh.org.uk

Mr R SPENCER - Year 8  
rspencer@lymmhigh.org.uk

Mrs C WORRALL - Year 9  
cworrall@lymmhigh.org.uk

Mr M THOMPSON - Year 10  
mthompson@lymmhigh.org.uk

Mr T SCOTT - Year 11  
tscott@lymmhigh.org.uk

## Deputy Head of Sixth Form

Mr A WILLIAMS  
awilliams@lymmhigh.org.uk

## Head of Halls

Mr H THOMAS  
hthomas@lymmhigh.org.uk

## Head of Ethos

Mrs R MORRIS - KS3  
rmorris@lymmhigh.org.uk

Mr R HUGHES - KS4  
rhughes@lymmhigh.org.uk

Mr J HAYES - KS5  
jhayes@lymmhigh.org.uk

## Heads of Faculty

Miss N TOMKINS - English  
ntomkins@lymmhigh.org.uk

Mr R JOHNSON - Mathematics  
rjohnson@lymmhigh.org.uk

Dr F DODDS - Science  
fdodds@lymmhigh.org.uk

Mr S CUMMINS - MFL  
scummins@lymmhigh.org.uk

Mrs C MCGAHEY - Humanities  
cmcgahey@lymmhigh.org.uk

Miss R DOHERTY - Technology  
rdoherty@lymmhigh.org.uk

Mr J HAMPTON - PE & Sport  
jhampton@lymmhigh.org.uk

Mrs R RICHARDS - Expressive Arts  
rrichards@lymmhigh.org.uk

Mrs J EDGE - Social Sciences  
jedge@lymmhigh.org.uk

Mrs A BELLERS - SENCO  
abellers@lymmhigh.org.uk

## Heads of Subject

Mr P FLYNN - Biology  
pflynn@lymmhigh.org.uk

Mrs J KENNERLEY - Chemistry  
jkennerley@lymmhigh.org.uk

Mr S BARTON - Physics  
sbarton@lymmhigh.org.uk

Mr A FORBES - French  
aforbes@lymmhigh.org.uk

Mrs S MACPHERSON - German  
smacpherson@lymmhigh.org.uk

Mr J CHINEA - Spanish  
jchinea@lymmhigh.org.uk

Mr T HARMAN - Geography  
tharman@lymmhigh.org.uk

Miss N WARD - History  
nward@lymmhigh.org.uk

# Our Senior and Middle Leaders

*Continued*

Mrs G WRIGLEY - RS  
gwrigley@lymmhigh.org.uk

Mr A MCATEER - ICT  
mmcateer@lymmhigh.org.uk

Mrs C DEANE - Food and Catering  
cdeane@lymmhigh.org.uk

Mr D STARKEY - Music  
dstarkey@lymmhigh.org.uk

Miss S TOMCZYK - Visual Arts  
stomczyk@lymmhigh.org.uk

Mrs R RICHARDS - Drama  
rrichards@lymmhigh.org.uk

Mrs E MELLOR - DT  
emellor@lymmhigh.org.uk

Miss M LORENZELLI - KS3 English  
mlorenzelli@lymmhigh.org.uk

Ms J PEACH - KS4 English  
jpeach@lymmhigh.org.uk

Mr J MULLIN - KS3 Mathematics  
jmullin@lymmhigh.org.uk

Mrs C RAMSBOTTOM - KS4 Mathematics  
cramsbottom@lymmhigh.org.uk

Dr N PARSONS - KS5 Mathematics  
nparsons@lymmhigh.org.uk

## The School Day

**Pupils should arrive at school by  
8.20am**

*(30 minute morning break, 55 minute lunch)*

8.25 - 8.45am	Registration/assembly
8.45 - 9.45am	Period 1
9.45 - 10.45am	Period 2
10.45 - 11.15am	BREAK
11.15 - 12.15pm	Period 3
12.15 - 1.15pm	Period 4
1.15 - 2.10pm	LUNCH
2.10 - 3.10pm	Period 5

### Transport to School

Over 700 pupils travel to school on transport provided by Network Warrington and PACT. The school is not the provider of the transport and enquiries should be made directly to the companies. However, we do work in close partnership with these suppliers regarding the conduct and behaviour of our pupils whilst in transit to and from school.

## Term Dates 2016 - 2017

### AUTUMN TERM

5 September – 21 October  
HALF TERM BREAK  
31 October - 16 December  
CHRISTMAS BREAK

### SPRING TERM

4 January – 17 February  
HALF TERM BREAK  
27 February - 7 April  
EASTER BREAK

### SUMMER TERM

24 April – 26 May  
HALF TERM BREAK  
5 June - 20 July  
SUMMER BREAK

### INSET DAYS

Thursday 1 September 2016  
Friday 2 September 2016  
Wednesday 12 October 2016

*Please note Monday 1 May 2017 school closed due to Bank Holiday*

Friday 21 July 2017

### EARLY CLOSURE NOTIFICATION (12:25pm)

Thursday 6 October 2016 - Open Evening  
Friday 16 December 2016 - Christmas  
Thursday 15 June 2017 - Open Evening  
Thursday 20 July 2017 - End of Year

# Uniform and Appearance

## Personal Appearance

All students attending Lymm High school are expected to wear full school uniform. A good clean smart appearance is an asset to each student and the school seeks parental support in the maintenance of this.

All pupils are expected to wear hair in a neat and acceptable style. Hair must be natural in appearance. Hair styles (including shaved heads) judged to be extreme by the Headteacher are not permitted.

Hair fashion accessories are also not to be worn. If hair bands are to be worn, they should be dark and plain.

Coloured nail varnish, false nails, lip gloss and fake tan, is not permitted. Pupils will be asked to remove it in school.

Pupils who refuse to conform to the school's Uniform and Appearance Policy will be sanctioned in accordance with our Behaviour Policy.

## Jewellery

Apart from watches, jewellery (including studs, earrings, body/facial piercings, rings, necklaces, bracelets) are not to be worn. This is because of the potential risk of accidental damage from the wearing of such items. Jewellery will be confiscated. (see 'Confiscation of Items')

## Valuable Items

We will do our best to assist your child in safeguarding their property. However the school does not take any responsibility for the loss or damage to personal possessions brought onto site. Large amounts of money or items of value (including mobile phones, iPods, MP3 players, jewellery etc.) should not be brought into school. Such items may be confiscated.

## Mobile Phones

Mobile phones and MP3 players are not permitted to be used in the classroom or on the corridor in school. If seen or heard they will be confiscated.

Should you need to contact your child

in an emergency please contact Student Services on 01925 750711. We do not take any responsibility for loss of, or damage to, mobile phones.

## Confiscation of Items

**Please note fizzy drinks, energy drinks and all cans will be confiscated.**

If an item is confiscated e.g. jewellery or a non-regulation uniform item, it will be held in Student Services until collected by parent/ carer between 3.30pm and 4.00pm, Monday-Friday. Items may not be collected before or after these times. Alternatively, pupils may collect confiscated items at 3.10pm on the last day of half term.

## IMPORTANT: Insurance Notice

We recommend that parents/carers make their own arrangements for insurance of bags, clothing, watches, bicycles etc. (usually by extension of your home insurance). Please never allow your child to bring anything expensive, or of sentimental value, into the school. Pupils should report anything lost to Student Services immediately. All equipment and uniform should be clearly labelled with the student's name.



# Uniform and Appearance *continued*

We take great pride in our uniform and appearance. Our high standards and expectations require all pupils to wear their full uniform correctly at all times.

## STANDARDS AND EXPECTATIONS

### GIRLS

Black, white and red checked kilt (*no shorter than 2" above the knee and are not to be rolled up*) or black regulation school trousers

White school shirt with top button

Clip-on Hall tie

Black blazer with red trim and school crest

Black regulation school jumper with red trim (optional) (*jumpers are to be worn untucked*)

Plain black **knee high** socks (*socks are not to be worn over the knee*)

Plain black tights

Plain black polished shoes with no logos

School bag large enough for outdoor coat

Dark plain outdoor coat

### BOYS

Black regulation school trousers

White school shirt with top button

Clip-on Hall tie

Black blazer with red trim and school crest

Black Lymm High School school jumper with red trim (optional)

Plain black socks

Plain black polished shoes with no logos



### PLEASE NOTE THE FOLLOWING ITEMS ARE NOT PERMITTED:

- any fashion trousers including drainpipes/ leggings/ canvas/ chino/ jean style or denim
- fashion shirts or t-shirts showing above collar or visible through shirt
- cardigans
- patterned or ankle socks
- hooded tops or sweatshirts worn or brought to school
- sports or denim jackets worn or brought to school
- trainers or shoes with sports logos  
canvas shoes, pumps or boots of any kind
- fashion belts & buckles (plain black only)
- handbags
- gloves, scarves or hats worn inside the building
- coloured hair accessories (plain and dark only are permitted)

### PLEASE NOTE THE FOLLOWING ARE NOT PERMITTED

- *less than No.2 hair cuts/tramlines\**
- *patterned or unnatural coloured hair*
- *extreme hairstyle\**
- *jewellery*
- *fake tan*
- *nail varnish/false nails*

- *Sanctions will apply*
- *Extreme make-up and coloured nail varnish will be removed.*
- *Jewellery will be confiscated.*

*\*The school will exercise professional judgement as to what is acceptable*

# PE and Sports Kit

## GIRLS

### Essential

Navy shorts with white piping\* (KS3 only)

White shirt with navy piping\*

Navy blue hockey socks\*

White ankle socks for summer

Navy blue or black swimming costume

Swimming cap

Shin pads

Trainers

## BOYS

### Essential

Navy blue rugby shirt\*

Navy blue rugby shorts\*

Navy blue football shorts\*

Navy blue rugby/football socks\*

White ankle socks for summer

Navy blue or black swimming shorts

White round-neck T-shirt with navy blue piping\*

Shin pads

Trainers and rugby/football boots

### Optional

Unisex navy blue zip fleece sweat shirt\*

Unisex navy blue showerproof top\*

Unisex navy blue tracksuit bottoms\*

Unisex navy blue base layer top

Unisex navy leggings\*

*KS4 students are permitted to wear leggings throughout the school year in all activities.*

*KS3 students are only permitted to wear leggings until Easter and only in activities directed by their teacher.*

Girls navy skort with white piping\*

Gum shield

Pupils may require a towel for showers

*\* These items are Lymm logoed*

## Swimming

If your child needs to wear goggles, please provide a letter stating that you, as parent/carer, take full responsibility for their safety concerning the wearing of goggles during lessons.

**Any pupil who needs to be excused from swimming must always bring normal PE kit.**

**Please note:** It is expected that all students will be involved in PE and staff can make necessary reasonable adjustments. However on the rare occasion your child may need to be excused from PE, please provide a letter which states the reason why they are not taking part in the activity. It must also include a contact telephone number, the date and a parent/carer's signature. Letters will be monitored. **Excused pupils must still wear LHS PE kit.**

School kit must be worn for extra curricular clubs and fixtures.



# Expressive Arts and Art & Design

## Expressive Arts

Key Stage 3 Expressive Arts pupils will require a navy logoed T-shirt to be worn with their navy PE tracksuit bottoms for Drama and Dance lessons only. These can be obtained from the school shop.

Key Stage 4 Expressive Arts pupils will require a black logoed T-shirt and black tracksuit bottoms to be worn for Drama lessons only.

### Art

A4 sketch book, available from School Shop.

### Technology

One white apron for Food Technology.

One blue apron for Design Technology.

## Essential Equipment

All pupils should carry their equipment in an appropriate school bag. The minimum expectation is that all pupils come properly equipped to school with the following:

- ✓ Pencil case or tin
- ✓ Blue or black pen
- ✓ Pencil
- ✓ Ruler
- ✓ Eraser
- ✓ Coloured pencils
- ✓ Calculator
- ✓ Dictionary
- ✓ French Dictionary
- ✓ A suitable book of their choice for reading
- ✓ Planner

From time to time subject teachers may advise on additional texts or equipment. Parents will be notified in advance.

Pupil planners will be provided. Please see curriculum page 18 for more information.



# Uniform Price List Years 7-11

THE SCHOOL SHOP WILL BE **CLOSED**  
W/C 15<sup>TH</sup> AUGUST AND WILL RE-OPEN MONDAY 22<sup>ND</sup> AUGUST.

THE SHOP WILL ALSO BE **CLOSED** ON THURSDAY 1<sup>ST</sup> & FRIDAY 2<sup>ND</sup> SEPTEMBER 2016.

SHOP OPENING TIMES FOR SUMMER 2016  
MON - THURS 9AM - 3PM      FRI 9AM - 2PM

## GIRLS

GIRLS: COMPULSORY ITEMS	PRICES	GIRLS: RECOMMENDED ITEMS	PRICES
TIE*	£6.00	BLOUSES	£8.00
BLAZER*	£34.00	SPORTS SWEAT TOP	£17.00
KILT*	£27.00	SPORTS RAIN JACKET	£25.00
PE SHIRT*	£14.00	SHIN PADS	£9.00
PE SHORTS*	£12.00	GUM SHIELD	£8.00
PERFORMING ARTS T SHIRT*	£8.50	SWIM COSTUME	£15.00
SPORTS SOCKS*	£6.00	SWIM CAP	£4.00
ART PAD*	£2.00	SCHOOL BAG	£15.00
DT APRON - BLUE	£6.00	KIT BAG	£5.00
FOOD TECH APRON - WHITE	£6.00	TRACK BOTTOMS	£17.00
LEGGING**	£20.00	STARTER PACK (INC ART PAD)	£8.00
SKORT**	£20.00	SOCKS	£2.00
JUMPER**	£15.00	SCIENTIFIC CALCULATOR	£8.50

## BOYS

BOYS: COMPULSORY ITEMS	PRICES	BOYS: RECOMMENDED ITEMS	PRICES
TIE*	£6.00	SHIRTS (PACK OF 2)	£13.00
BLAZER*	£34.00	TROUSERS (LIMITED SIZES)	£10.00
RUGBY SHORTS*	£12.00	ZIP SWEAT TOP	£17.00
RUGBY SHIRT*	£20.00	SPORTS RAIN JACKET	£25.00
PE WHITE T SHIRT*	£14.00	SHIN PADS	£9.00
FOOTBALL SHORTS*	£12.00	GUM SHIELD	£8.00
PERFORMING ARTS T SHIRT*	£8.50	SWIM SHORTS	£10.00
SPORTS SOCKS*	£6.00	SWIM CAP	£4.00
ART PAD*	£2.00	SCHOOL BAG	£15.00
DT APRON - BLUE	£6.00	KIT BAG	£5.00
FOOD TECH APRON - WHITE	£6.00		
		SCIENTIFIC CALCULATOR	£8.50
JUMPER**	£15.00	STARTER PACK (INC ART PAD)	£8.00

\* These items must be purchased from the School Shop.

\*\* These items are optional but if they are purchased they must be purchased from the School Shop.

# Student Services

**Student Services plays a key role in ensuring the outstanding welfare of pupils at school.**

Mrs R Ball, Head of Student Services leads a team of support staff for Years 7-11, and Mrs J Littler leads the Sixth Form Student Services team. Pupils and parents may contact Student Services at any time during the school day. Student Services is centrally located and is available to pupils and parents at all times throughout the school day and is often the first port of call for parents. Student Services respond very quickly to pupils' daily needs (from checking a pupil's timetable to intensive 1-1 care and small group work) and work very closely with Heads of Year and Form Tutors. Sixth Form Student Services is located in the new Sixth Form Block.

The team also runs effective support programmes for pupils and take on the role as 'key worker' for vulnerable pupils or pupils who may benefit from extra pastoral intervention. The Student Services team enjoy excellent relationships with pupils, parents and outside agencies and we encourage parents and carers to contact them with any issues, no matter how small. Student Services will sometimes need to refer concerns to appropriate staff but parents and carers can be assured that any messages or requests will be followed through as promptly as possible.

## Student Services Team

 <b>Mrs R Ball</b> Head of Student Services		
 <b>Miss A Clark</b> Lead Student Support Officer	 <b>Mr L Guatella</b> Student Support Officer	 <b>Mrs K Grimshaw</b> Student Support Officer
 <b>Mr M Gallagher</b> Student Support Officer	 <b>Miss R Eaton</b> Student Support Officer	 <b>Miss J Balmforth</b> Attendance Officer
 <b>Mrs A Mogey</b> Student Services Administrator	 <b>Mrs C Lambert</b> First Aid	 <b>Mrs J Littler</b> Head of Sixth Form Student Services
 <b>Mrs M Thomas</b> Sixth Form Administrator	 <b>Mr N Brown</b> Sixth Form Student Support Officer	 <b>Mrs C Adnderson</b> Sixth Form Student Support Officer

# Pastoral Care

## Safeguarding

The safety of your child is our first and foremost priority at Lymm High School. We are proud of our very strong pastoral care provision which enables us to ensure that pupils can enjoy school, knowing they are safe and well cared for by experienced staff. We continually ensure we maintain an environment where our young people feel secure, are encouraged to talk and are listened to. We provide opportunities in our Life Programme curriculum for pupils to develop the skills they need to recognise and stay safe from abuse.

All staff undertake regular training in Child Protection and our key pastoral staff, (Student Services and Heads of Year) are trained to an advanced level.

A child is any young person up to the age of 18 years old. If we feel there are concerns about a child's welfare or if any allegations are made that we feel may place a child at risk of harm, we have a duty to report the matter to Social Care, in line with Warrington's Child Protection Policy. We are aware that it may be very difficult for some pupils to share their experiences with an adult in school but our trained staff know how to deal with this in a sensitive way. We cannot promise confidentiality to pupils but we do provide an outstanding level of support, which may include intervention from outside agencies.

## Year Groups

Each year group is led by a Head of Year who has overall responsibility for the progress of pupils in their year group. They are supported by a Student Support Officer from the Student Services team. Any pastoral issues such as behaviour, attendance, punctuality and welfare concerns will be dealt with by your child's Form Tutor or Student Support Officer.

## The Hall System

All members of the school belong to one of five 'Halls', which are named after well known Cheshire Halls: Arley, Dunham,

Moreton, Tatton and Walton. The Hall system is very successful in enabling pupils to feel a sense of belonging in their Hall 'family'. Siblings are most likely to belong to the same Hall. Each Hall consists of pupils from Year 7 right through to Year 13.

The school participates in inter-hall and inter-form competitions at various times of the year and there is a programme of charity work within each Hall.

There are lots of opportunities for student leadership in the Halls; from Hall Captain in the Sixth Form to Form Captain and members of charity committees.

## Form Groups and Morning Registration

Your child will spend twenty minutes before lessons each morning in their Form Group. During morning registration, pupils will meet with their Form Tutor and morning registration will be taken. A daily 'Uniform and Appearance' check will take place to ensure the day begins with the highest standards set, including routine checks on planners and equipment. Your child will also study the school's weekly theme.



# Pastoral Care *continued*

All pupils follow a Form Tutor programme which includes literacy, numeracy, silent reading and themed discussions. Form Tutors also check that pupils have their planners with them. Once a week they will check and sign their planners to ensure they have been signed by parents/carers and that homework has been completed. Checks will be also made to ensure pupils have their correct equipment with them for the day. Once a week pupils will attend assembly with their Form Tutor. Morning registration is an essential part of school; it sets the tone for the day ahead. Form Tutors build strong relationships with their forms and individuals, pupils often stay with their Form Tutor throughout their time at school. It is a time when pupils can discuss school issues as a class and it enables pupils to feel a sense of belonging with their peers.

We maintain a flexible approach to form groups. We reserve the right, if it is considered in the best interest of pupils, to facilitate movement between the different groups and occasionally between Halls.

## Assemblies

School Assembly is a formal occasion which all pupils attend once a week at the start of the school day. Assemblies are led by Senior Staff and often by Form Groups, pupils alternate between Hall and Year assemblies. It is expected that all pupils attend punctually to assemblies and sit with their forms. We have a themed approach to assemblies and these themes are followed up with reflection and discussion during morning registration.

## Student Voice

Each Form Group engages in Form Council Discussions during each half term. Form Groups elect a Form Captain, who attends Hall Council meetings. Issues raised by pupils during form discussions are discussed at Hall Council. Each Hall Council elects captains to attend School Council once a half term. School Council raises issues from Hall Council, or responds

to ideas prompted by the Leadership Team. This is an excellent opportunity for pupils to take a lead and represent their Form or Hall. There is also opportunity for older students to present issues raised at School Council to the Senior and Middle Leadership Team.

## Emergency Contact

There may be occasions when we need to contact you urgently.

For safeguarding purposes it is very important that parents/carers provide the school with emergency contact numbers on which we can call you at any time of the school day.

It is parents' responsibility to ensure availability on this number at all times. It would be very helpful if you could provide a second contact number as well.

Increasingly, we are using e-mail as a form of communication with parents. Please could you also provide the school with an e-mail address.

**Please notify us immediately of any changes of contact details.**



# Attendance and Punctuality

We are very proud of our pupils' excellent attendance and punctuality to school. We have high standards and expectations from pupils because we believe that outstanding attendance and punctuality enables your child to maximise their learning opportunities.

We currently reward outstanding attendance during Achievement Assemblies, where pupils are awarded with Bronze, Silver, Gold and Platinum awards for attendance. We expect all pupils to attend school on a regular basis. It is the responsibility of parents to ensure their child's regular attendance to school (Section 444, Education Act 1994).

A pupil's attendance falling to less than 90% will result in referral to the Local Authority Attendance Officer, which could lead to prosecution.

## Absence from School

Parents must inform the school by telephone on the day of absence. If we do not receive a reason, you will be sent a text message on the morning of the first day of absence requesting you to contact school. Should you be unable to contact the school, parents should write a note in their child's planner, or send a letter to the Form Tutor stating the reason for absence. Failure to provide a reason for absence will incur an unauthorised mark.

## Requests for Absence

The school does not authorise holidays during term time. For any other requests, for example family funeral, wedding or hospital appointment, parents must collect a Request for Absence Form from Student Services and return with at least two weeks notice.

The Department for Education (DfE) sets a minimum expectation of 94% attendance for all pupils. However, our intervention starts if pupils fall below 95%. If a pupil's attendance drops below this level, the school and Local Authority will jointly employ the interventions detailed below.

## Leaving School During the Day

In the exceptional circumstance that pupils must leave school during the day, parents should notify the school beforehand or pupils must bring a letter and report to Student Services. No pupil will be allowed to leave the premises unless met in Student Services by the parent or carer.

## Punctuality

We maintain very high standards of punctuality and expect every pupil to arrive at school by **8:20am** for an 8:25am start in registration or assembly.

## Intervention for Continued Absence

<b>100% - 95.1%</b>	<ul style="list-style-type: none"> <li>Attendance rewards and certificates for 96% attendance and above</li> <li>Below 95% - Discussion with Form Tutor and note in planner</li> </ul>
<b>Stage 1</b> 95% - 93%	<ul style="list-style-type: none"> <li>Monitoring by Form Tutor and discussion with pupil</li> <li>Pre-Stage telephone call to parents. Attendance will be monitored</li> </ul>
<b>Stage 2</b> 92.9% - 91%	<ul style="list-style-type: none"> <li>Letter of concern to parents with attached copy of attendance certificate</li> </ul>
<b>Stage 3</b> 90.9% (or below) Persistent Absence	<ul style="list-style-type: none"> <li>Formal attendance meeting between parents, child and school to set attendance targets</li> <li>Little or no improvement after one month: School inform parents of decision to refer to Local Authority Attendance Officer</li> </ul>
<b>Stage 4</b> Under 89%	<ul style="list-style-type: none"> <li>Little or no improvement after one month of Stage 3 meeting: School inform parents of decision to refer to Local Authority Attendance Officer</li> <li>Referral to Local Authority Attendance Officer</li> </ul>

# Behaviour

The school can only function successfully in an atmosphere of trust, mutual understanding and good order. We create a positive and supportive environment where expectations are high and boundaries are clear. We expect the highest standards from our pupils and encourage them to be self-disciplined at all times. Our high standards apply not only in school, but whilst travelling to and from school. We expect all pupils to behave positively, so as to allow their peers to learn, and teachers to deliver engaging, suitably challenging and creative lessons. Our consistent approach to pupil behaviour promotes an environment that is conducive to outstanding teaching and learning for both pupils and staff.

## Rewards

Staff endeavour to be consistent in the application of our behaviour policies and this enables us to build mutually respectful relationships with the pupils. By being preventative, rather than reactive, staff work hard to develop positive relationships with pupils. The culture of recognising positive behaviour and achievements is also vitally important to achieving our goal of offering a world class education.

We like to recognise pupils' achievements throughout the year, both formally and informally. We have a range of rewards such as Praise Postcards, Hall Points, Star of the Week, verbal praise and phonecalls home.

Halls compete to win the hall trophy at the end of the year by gaining the most Hall Points for their Hall.

## Choices and Consequences

As part of growing up, there can be times when pupils make wrong choices about their behaviour. We have a simple and clear sanction system which may apply in such cases, which includes detentions or isolation, amongst other strategies. We will always provide 24 hours notice if the detention is after school. It must be noted that under education law, the school is not required to gain parents' permission to keep a child in detention.

At times, it is necessary to issue a fixed term exclusion from school. This is at the discretion of the Headteacher. At such times parents will be fully informed as to the process for exclusion and reintegration to school. There may be the very rare occasion when the school decides that the only option is to permanently exclude a pupil.

## Anti-Bullying

The school operates a 'Zero Tolerance' policy towards bullying of any kind, and as such, we experience very little bullying. We take a very firm stance on the matter. However, on the few occasions when it does happen, bullying will be dealt with promptly and very seriously by senior members of staff. Our strong pastoral care system and the life programme endeavour to prevent bullying taking place, and if it does, we deal with it as quickly as possible. Parents are informed within 24 hours and careful steps are taken to ensure the matter does not recur.

We encourage pupils to tell an adult, especially their Form Tutor, if they feel they are the subject of bullying or if they wish to report bullying of others. Parents will be contacted promptly and are kept informed at every step.

In addition to telling adults in school, parents and pupils can use our text message service called 'TELLUS' which ensures prompt action by staff. Any messages will be read and passed to the relevant Student Support Officer for attention.



# Curriculum

**We are proud to provide a rich and varied curriculum for all pupils at Lymm High School. Our curriculum is exciting and provides challenge and support for pupils of all ages and abilities.**

## **The Timetable**

All pupils in the school follow a two week timetable: in essence this means they will have different lessons in week A to week B. Each lesson lasts for 60 minutes. The timetable should be recorded in the Pupil Planner. It is always useful if a copy of the timetable is kept in a suitable place at home to help in organisation and preparation. The timetables will be given to pupils on the first day in the Autumn Term. It will highlight the subject, subject teacher and classroom. Students may need support with knowing whether it is week A or B. This information can be found on the key dates sheet sent out by Heads of Year for the term and is also available on the website. It would be helpful if home could check that their child have the correct books and equipment packed for the correct week.

## **Key Stage 3**

Pupils follow a broad and balanced curriculum in Key Stage 3. All pupils study English, Mathematics and Science. Pupils study French in Year 7. Some pupils will study Literacy during this time. In Year 8 some pupils will begin to study a second language, which they will continue into Year 9. All students study Technology subjects on a rotational basis so they can experience each subject within the faculty during the year. In Year 7 students study PE 5 times a fortnight, in Year 8 and 9, students study PE 4 times a fortnight. Students also receive lessons in Performing Arts (music, drama, dance), ICT and Humanities (geography, history, RS).

## **Key Stage 4**

Although some pupils begin Key Stage 4 in certain subjects in Year 9, the majority of subjects begin Key Stage 4 studies in Year 10. Pupils make their option choices in Year 9. In Year 10 and Year 11 pupils study a broad and balanced curriculum -

including English, Mathematics, Science, PE and Religious Studies. Pupils are asked to choose at least one additional English Baccalaureate subject from Geography, History, Computer Studies or a language.

## **Key Stage 5**

Key Stage 5 demands greater independence of learning and research. There is opportunity at this level for pupils to specialise in courses they have a particular interest in, coupled with good GCSE results in their chosen subjects. When pupils enter the Sixth Form they study for their A Levels. Some pupils follow BTEC Diploma Courses, which are equivalent to a number of A Levels, depending on the level of BTEC qualification.

Year 12 pupils normally study 3 A Levels which they will study for two years. Some students also study a level 2 pathway that enables them to gain further qualifications equivalent to GCSE level and improve their English and Maths results. Also, there are an extensive number of enrichment opportunities enabling students to gain opportunities in leadership within the school and community.

## **Homework**

Homework is an important part of school life at Lymm High School and all pupils are expected to do it regularly. At the start of the year, pupils are issued with log in details for Show My Homework.

This should help your child and you to keep a check on homework. We ask that parents check that homework is completed each time and sign the planner to acknowledge you have done so.

More information will be given at the Information, Advice and Guidance Evening.

If problems arise then we would ask you to contact your child's Head of Year or write comments in their planner. Planners are

# Curriculum *continued*

checked regularly by your child's Form Tutor to ensure your child is receiving homework on a regular basis in accordance with our homework recommendations. Our full homework policy is available on the website.

Homework clubs are run and supervised by our Teaching Assistants. Early Risers runs 8-8:20am every day; Homework Club is open every lunchtime and after school Monday to Thursday until 4pm in the ILC.

## **Learning Support**

At Lymm High School we recognise our responsibility for ensuring all pupils with special needs (including all forms of disability) achieve their full potential. We have a very inclusive ethos and expect all pupils to participate in the full curriculum. Pupils receive outstanding support appropriate to their needs.

We seek to develop effective ways of overcoming barriers to learning and sustaining effective teaching through the analysis and assessment of children's needs. We monitor the quality of teaching and standards of pupils' achievements and set appropriate targets for improvement.

The specialist team of professionals within the Faculty of Learning Development has day-to-day responsibility for the operation of the SEN policy which is led by Mrs Bellers and overseen by an Assistant Headteacher. They coordinate the provision made for individual pupils with SEN or disabilities by working closely with staff, parents, carers and other agencies. Our local SEN offer is available on the school website.

## **Gifted and Talented**

At Lymm High School we work hard to meet the needs of pupils of all abilities. One aspect of this is the work undertaken to stretch and challenge the most able pupils in our care.

At the start of Year 7 we use subject-specific assessments and cognitive ability tests as well as a wide range of criteria to nominate pupils to our own Scholars Programme. The programme is co-ordinated by Mrs Wardle, Assistant Headteacher, and more information is available on the school

website.

Our curriculum provides all pupils with stretch and challenge within their subjects on a daily basis. Students can also take part in the many enrichment opportunities on offer through inter-hall events and extra-curricular activities. In addition to this, students can also take advantage of the excellent facilities offered by our Independent Learning Resource Centre where pupils can access the latest books, magazines and research journals, with dedicated staff to guide pupils with their own wider research.

In our Sixth Form, whilst all of our students are encouraged to aim high, our most able students are supported through mock interviews, mentoring and open days, in applying for places in early entrance UCAS courses such as Medicine and Dentistry; and for places in top universities, including our many successful applicants into Oxford and Cambridge Universities.

## **Reporting Progress**

We assess pupils' progress on a regular basis, and set aspirational targets for achievement for the end of each year and Key Stage. Throughout the year we will report home on your child's progress in the subjects they are studying. Both effort and attainment are assessed so that you can see a full picture of your child's progress during the year. All pupils transfer their progress grades into their planners and work books so they too can see how well they are doing.

## **Progress Evenings**

In addition to the reports you will receive regarding your child's progress, we also hold Progress Evenings once a year when you will have an opportunity to discuss your child's progress in more depth with subject teachers. An appointment system allows you to choose suitable times between 4pm and 7pm to see teachers. Your child will use the allocated page in their planner to make the appointments with their subject teachers. A letter is sent out well in advance informing you of dates and times.

# Curriculum *continued*

## **The Life Programme**

We are proud to offer all pupils of Lymm High School outstanding personal, social and health education (PSHE) lessons across all Key Stages as part of our Life Programme.

The Life Programme gives pupils the knowledge, skills and understanding to play an effective role in society at local, national and international levels. The topics covered help them to become informed, thoughtful and responsible citizens who are aware of their duties and rights. It promotes their spiritual, moral, social and cultural development, making them more self-confident and responsible both in and beyond the classroom.

The Life Programme is delivered using a whole school approach, which includes a combination of discrete lessons with separate curriculum time delivered by teachers once a fortnight, and whole school day events throughout the year to cover aspects of Citizenship and PSHE (Personal, Social and Health Education). We also use assemblies and Form Tutor time to reinforce learning. PSHE is an integral part of the curriculum and is included in programmes of study at every level in each subject.

## **Pupil Planner**

Pupils are given a pupil planner at the start of the Autumn Term in which they are able to record information including Homework, involvement in activities, progress grades, notes, and achievements. The planner is an important document which all pupils in school are expected to use and value. It should be brought to school at all times and under no circumstances should there be any signs of graffiti. The planner is also a means by which you can communicate with teachers and vice versa.

We have also introduced a new homework recording system, Show My Homework, which has improved communication and organisation.

We ask that you spend time with your

child to check the planner and Show My Homework each week. Please check that it is being used properly and sign your name at the bottom of each page every week to let us know you checked your child's Homework. Form Tutors will also check every week that the planner is being used properly so that together we can monitor the progress and organisation of your child's work.

If, for any reason, your child loses their Planner, they will be expected to pay the full cost for a replacement immediately.

## **Extra Curricular Activities**

We offer an extensive range of extra-curricular activities which take place at lunchtime, after-school, weekends and during school holidays. We expect your child to participate in extra-curricular activities as part of their development, not only academically, but socially too. We are very proud of the extensive range offered and we encourage all pupils to get involved.

Some of these activities include:

Afri-Twin, Art Club, Athletics, Badminton, Basketball, Big Band, Junior Brass, Cheerleading, Chinese, Choir, Climbing, Cricket, Cross Country, Duke of Edinburgh Award, Football, Handball, Hockey, ICT Club, Netball, Rounders, Rowing, Rugby, Sailing, Sign Language, Strings Group, Swimming, Target 2.0 Economics Challenge, Tennis, Trampolining, Waterpolo, Young Language Leaders.

More details about the full range of extra-curricular activities on offer at school can be obtained from each Faculty or on our website.

## **Holiday Activities**

The school also runs a number of 'holiday activity courses' through the Leisure Centre. These include many sports but also academic experiences in Art, Cooking, Science, English and Mathematics.

# Visits, Trips and Exchanges

Educational trips and visits are an integral part of our school life. We have many links abroad and use these to promote frequent trips and exchanges for pupils. Trips may be day or residential visits, in the UK or abroad. They may be connected with the curriculum, or may have a sporting, cultural or social focus.

## Safeguarding of Pupils

The most important part of planning any trip is to ensure the safety of all of the pupils as much as possible.

This includes careful consideration of the type of trip or activities planned, transport, accommodation/venue, behaviour, medical issues and any other additional needs a pupil may have which could affect their safety or affect the success of the trip.

To ensure we can provide a successful experience for your child which they will enjoy and remember, it is important that the pupil meets the expectations of behaviour required of them.

High standards of behaviour are expected at all times. Good manners and courtesy should be extended towards staff, pupils, host families, local community and members of the public.

## Behaviour

School or host staff instructions must be followed at all times. Full co-operation with staff is expected.

Local traditions, beliefs and values, as well as the environment, should be treated with respect.

Pupils are expected to be punctual for any arrivals, departures, meetings, visits, meals etc.

During informal situations (i.e. when not under direct control of staff), pupils must be in groups of four or more, for safety reasons.

Trip cards will be issued to all pupils, containing emergency contact details. These must be kept on pupils' person at all times.

Dress that is appropriate to the occasion should be worn. This may or may not be school uniform. Appropriate and sufficient equipment must be brought. On occasion, a kit list may be issued before trip departure.

Alcohol must not be consumed or bought. Smoking (including e-cigarettes) and alcohol is prohibited on all school trips. Other items deemed dangerous (e.g. knives and lighters) must not be brought on trips.

It is recommended that electronic devices and expensive items such as mobile phones, MP3 players, hand-held devices, jewellery are not used or taken on school trips. If they are brought, this is at the owner's risk. Whilst trying to assist with the safety of such items, the school does not take responsibility for them.

Failure to adhere to the expected standards of behaviour may result in the pupil being prevented from taking part in future school trips. In the event of persistent or serious breaches of the rules, which puts the trip's success at risk, a pupil may be sent home early at pupil or parental cost.

## Parent Consent & Medical Information

We shall ask for parents'/carers' consent for any visit by means of a form which will require a signature. Parents/carers should also provide medical information prior to the trip. Pupils who do not have consent or a medical form returned to school will not be permitted to go on the trip.

## Payment for Trips

Payments are made directly through Parent Pay on our website.

# Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Lymm High School provides supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. **Please read the 'Rules for Responsible Internet Use' below. You will be asked to sign and return a consent form so that your child may use the Internet at school.** If you wish to see a copy of the school's '*E-Safety Policy*,' (which includes acceptable use) this is available on the school website.

Although there are concerns about pupils potentially having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet. The school will not be liable for any damages arising from your child's use of the Internet facilities.

For further information and guidance on E-Safety please consult the Child Exploitation and Online Protection Centre ([www.ceop.police.uk](http://www.ceop.police.uk))

## Rules for Pupils and Staff

- ✓ The computer system is owned by the school. The school E-Safety Policy helps to protect pupils, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.
- ✓ Irresponsible use may result in the loss of network access.
- ✓ Network access must be made via the user's authorised account and password, which must not be given to any other person.
- ✓ School computer and Internet use must be appropriate to the pupil's education or to staff professional activity.
- ✓ Copyright and intellectual property rights must be respected.
- ✓ E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- ✓ Users are responsible for e-mails they send and for contacts made.
- ✓ Anonymous messages and chain letters are not permitted.
- ✓ The use of unauthorised chat rooms is not allowed.
- ✓ The school ICT systems may not be used for private purposes, unless the Headteacher has given permission for that use.
- ✓ Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ✓ ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

**The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.**

# Home School Agreement

At Lymm High School we aim to provide every opportunity for students to achieve their academic potential and develop skills, which will enable them to succeed in further education and/or the world of work. We believe that this can only be achieved in a safe and caring environment where pupils, staff and parents/carers are valued and respected.

## **The school has a responsibility to:**

- Provide a safe and stimulating environment for pupils.
- Provide a challenging and motivating curriculum.
- Assess progress and report to parents regularly.
- Set and mark homework regularly.
- Expect and maintain high standards of uniform and appearance.
- Promote a code of conduct that creates a safe, well-ordered and caring environment.
- Inform parents of any concerns and successes that arise.
- Provide parents with regular information about their child's progress.

## **Parents and carers have a responsibility to:**

- Ensure their child attends regularly and on time.
- Inform school immediately of any absence.
- Ensure their child wears the correct uniform and is correctly equipped for school.
- Support the school's policies and behaviour policy.
- Inform school of any concerns regarding their child's progress or welfare issues the school may need to know.
- Support their child with homework.
- Check and sign the planner every week.
- Make every effort to attend Parents' Evening and other school events involving their child.

## **Pupils have a responsibility to:**

- Attend school regularly and on time.
- Wear full uniform correctly at all times and be smart in appearance.
- Bring correct equipment in a suitable school bag.
- Work to the best of their ability and aim to achieve their targets.
- Show respect to all staff and pupils.
- Follow the school Code of Conduct.
- Record homework and hand it in on time.
- Treat the school environment with care and respect.
- Take part in extra-curricular activities.

**Name of pupil:**..... **Form:** .....

**Signed (Parent/Carer)** ..... **Signed (Pupil)**.....



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[www.lymmhigh.org.uk](http://www.lymmhigh.org.uk)

