

Designed by Sophie Linaker 7P1



Meole Brace School

Welcome Book

ABOUT THIS BOOKLET

This booklet is for students who will be starting at Meole Brace School in September 2020. It contains information which helps both students and their parents/carers and may be useful before and after students have started at the school. However, if at any point there is further information you require that is not covered in this booklet, please do not hesitate to get in touch.

CONTENTS

School Organisation	4
What Is Different About Secondary School?	5
Conduct And Routines	6
The Daily Timetable	7
Uniform	8
Physical Education Kit Information	9
School Uniform: Further Clarification	10
Getting Organised	12
Getting To And From School	14
What Will Happen On My First Day?	15
Access To The School Building	16
Mobile Phones In School	17
Homework	17
Use Of The School Network	17
Water And Music In Lessons	18
School Catering	18
Sample Menus	19
Going To Secondary School: Tips For Parents	20
Attendance And Student Absence From School	21
Medical Conditions And Medicines	22
Injury Or Illness	22
Frequently Asked Questions And Answers	23
Areas Of Concern: Who To Contact	25
Map Of School	26

INTRODUCTION

Welcome to Meole Brace School, a school where our ethos and values are summarised in three key words: **Achievement, Community and Respect**. This will be your school for the next five very important years of your life. Together with your new form tutor and head of year, we are very much looking forward to you joining us as full members of the Meole Brace School community and we hope that you are looking forward to starting with us.

Going to secondary school is one of the most important stages in your life. You will continue to further develop your learning skills and begin to grow into a mature and valuable young person and member of society. You will enjoy many new activities and many new experiences. You will also find new talents that you did not know about and develop further those talents you already have. We will support and encourage you throughout your time at Meole Brace School to achieve the best you can in all parts of your school life.

We expect high standards from every member of our community, both staff and students and we are all very proud of our School. The next five years will pass very quickly. You will make new friends and develop into a confident, happy and reliable young person. To achieve your best you need to give your best at all times and maintain high standards in your work, your appearance and in the respect and consideration you show towards others. Work hard and make sure you do the best you possibly can.

On behalf of all the staff, we wish you a happy and safe summer and we look forward to seeing you soon.

Best wishes,

Dr C. Smith
ASSISTANT HEADTEACHER

SCHOOL ORGANISATION

- The biggest difference between primary and secondary school is size. There are more than 50 classrooms and over 80 teaching and support staff at Meole Brace.
- You will be taught in subject areas and not in one classroom.
- The school is organised into different areas and these contain different subject teaching rooms.
- You will need to be well organised and get used to your weekly routine.
- There is a two-week timetable and you will have a separate timetable for week one and week two. You will need to be in the right place at the right time.
- All teachers belong to a subject area and each subject area has its own head of department.
- Are students are members of a tutor group which is led by a form tutor. Tutor groups are part of the year group which is led by the head of year. The head of year 7 in September is Mrs Kerwin.
- Form tutors are always the first point of contact in the event of any questions or concerns. A form tutor and head of year will remain with a tutor group throughout years 7 to 11. This ensures a strong and close relationship between school, home and the student.
- The Headteacher is Mr Doust. The Deputy Headteacher's are Mr Pierce and Mrs Pope and the Assistant Headteachers are Mrs French, Mr Iddon and Dr Smith.

WHAT IS DIFFERENT ABOUT SECONDARY SCHOOL?

- Children often have to travel further (some making their way to and from school independently for the first time).
- They have to wear a new uniform, and have new rules and routines to get used to and remember.
- Instead of one teacher, students will be taught by 5 different teachers in one day.
- Meole Brace is a larger school and children will have to find their way around, moving from classroom to classroom between lessons, carrying their equipment with them.
- Students will have to use a timetable, a school planner and an on-line homework system.
- Your child will be responsible for ensuring that they have the correct books and equipment for 5 different lessons, their dinner money, bus fare, PE equipment and any other items necessary for their day.
- Children will be given responsibility for ensuring their homework is completed and handed in on time. Help and support will, of course, be on-hand as required.
- There will be new lessons and variations on familiar ones (science in a laboratory for example).
- Teaching and learning styles may be different.
- Break-time and lunch-time will be organised differently with children being more independent in terms of arriving at lessons on time, buying their own snacks and lunch etc.

Pupils are expected to become more independent, self-reliant and self-organised; a welcome development for many pupils but a challenge for some.

CONDUCT AND ROUTINES

Achievement Community Respect

- Complete all work as neatly as you can.
- All written work must be completed in blue or black ink.
- All diagrams and pictures should be completed in pencil.
- All pieces of work must be given a date and title and these should be underlined
- You will need to look after all the books you are given.
- Be well organised, plan what you have to do and do it as soon as you can. Leave plenty of time for completing homework.
- Speak politely and thoughtfully to everyone at all times.
- Be sensible at all times and make it as easy as possible for everyone in your class to learn and for the teacher to teach.
- Move safely and quietly around the school, open doors for others and make way for others to pass.
- Try to understand other people's point of view.
- Always be kind and pleasant to other people.
- Keep the school and its grounds clean and tidy and put litter in a bin.
- Be proud of Meole Brace School. It is your school and you are an important part of it.

THE DAILY TIMETABLE

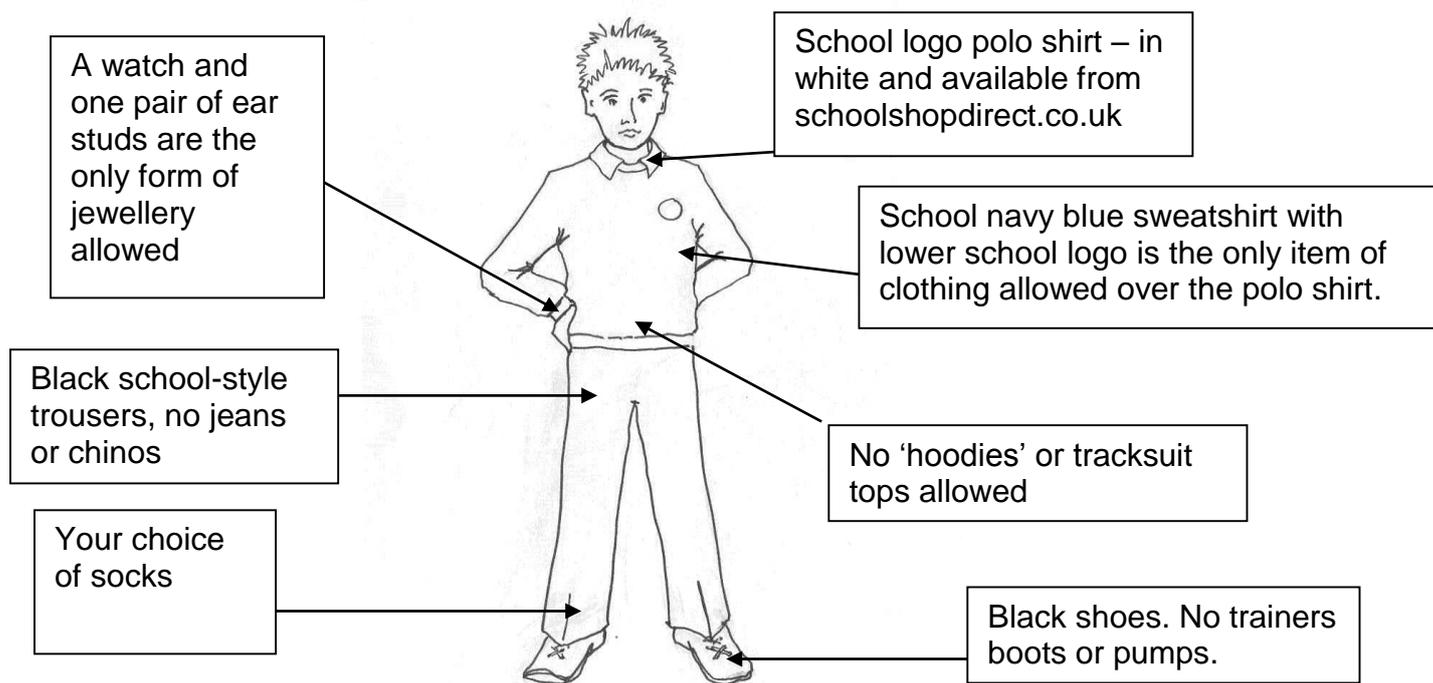
8.30 am	Switchboard opens
8.45am	First bell, students make their way to registration
8.50 - 9.05 am	Registration
9.05 – 10.05 am	Period 1
10.05 – 11.05 am	Period 2
11.05 – 11.25 am	Break
11.25 am – 1.25 pm	Period 3
12.25 – 2.10 pm	Period 4 and lunch
2.10 – 3.10 pm	Period 5
3.10 pm	Lessons end
4.30 pm	Reception and switchboard close (Fridays 3.45 pm)

SUBJECTS STUDIED

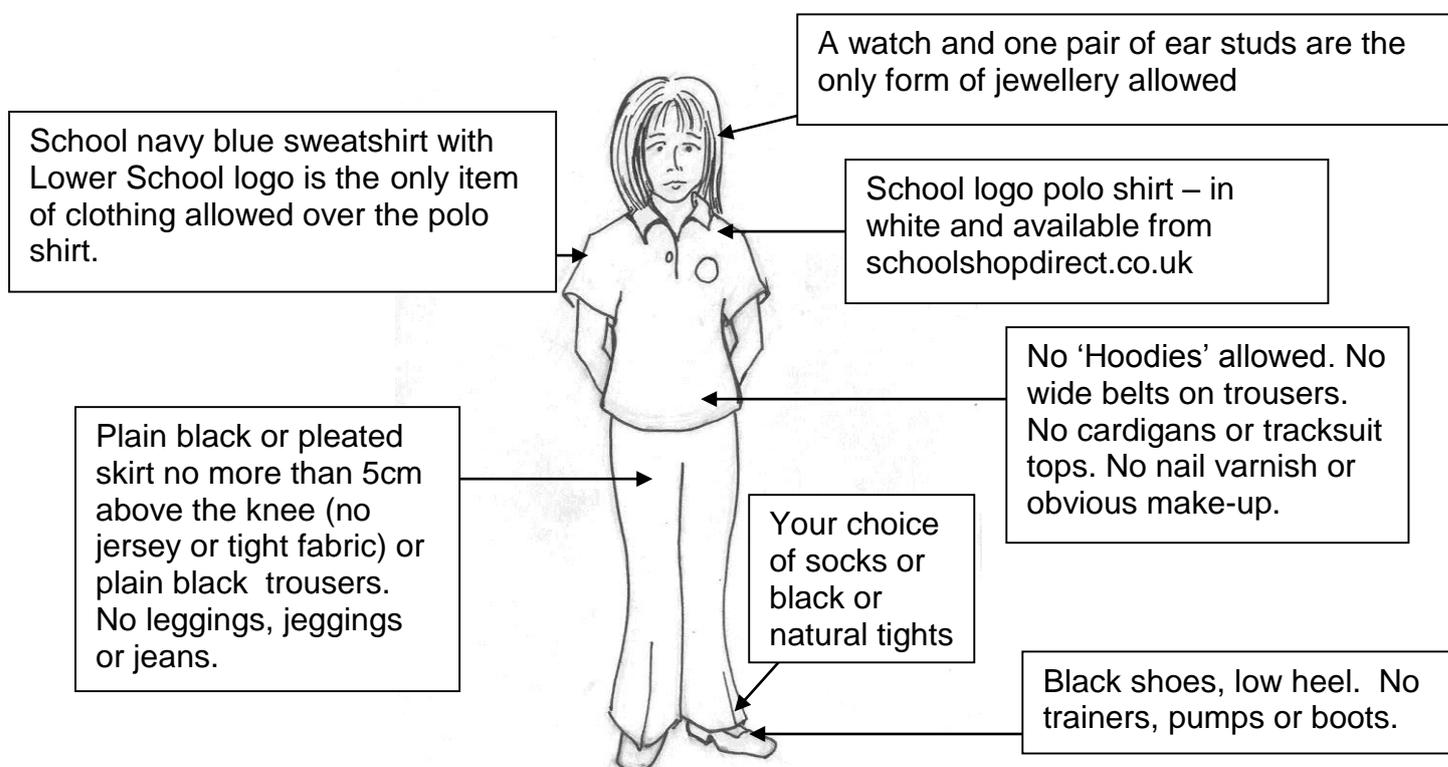
Subject	Lessons per fortnight
Art	2
Drama/Music	4
English	6
French	5
Geography	3
History	3
Maths	6
PDC	1
PE	5
RE	2
Science	6
Technology	5
ICT	2
TOTAL	50

UNIFORM

We believe uniform helps build and maintain a good community feeling, reducing unwanted differences and promoting a positive self-image.



Boys & Girls can wear a jacket.



***Standard school skirt and trousers available from schoolshopdirect.co.uk and other suppliers eg. M&S, supermarkets

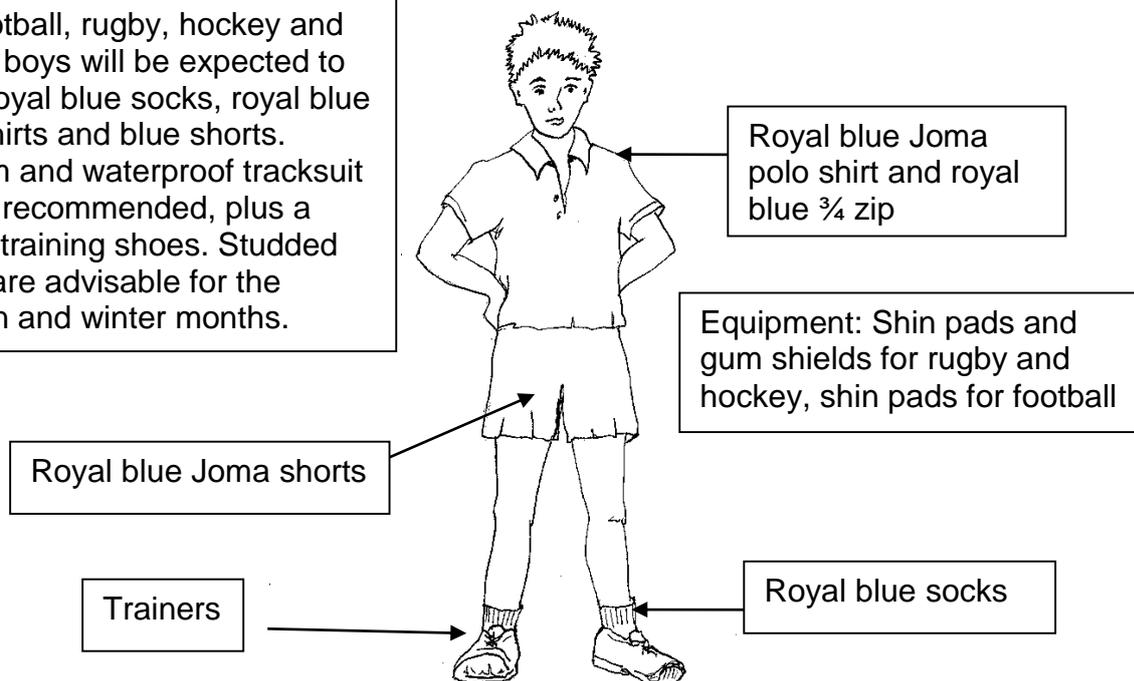
Wear your uniform smartly and take pride in your appearance.
Your effort helps towards improving the whole school.

PHYSICAL EDUCATION KIT INFORMATION

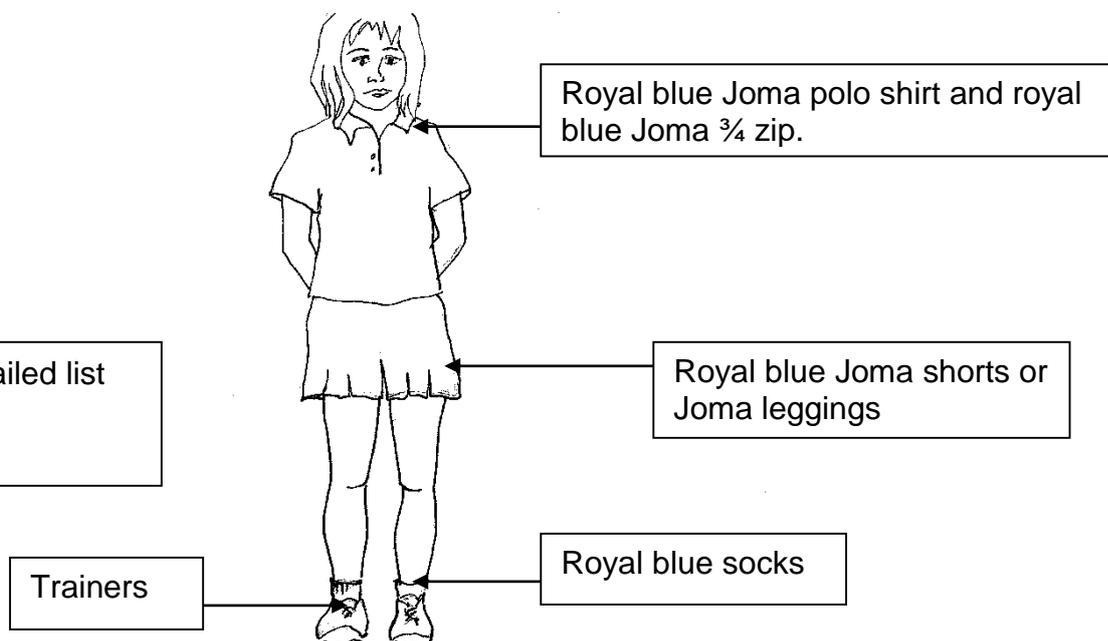
Basic Kit: To be brought to every lesson

Specific Kit

For football, rugby, hockey and fitness boys will be expected to bring royal blue socks, royal blue polo shirts and blue shorts. A warm and waterproof tracksuit is also recommended, plus a pair of training shoes. Studded boots are advisable for the autumn and winter months.



- For a full and detailed list see PE staff



Additional Optional Items

Students are encouraged to bring warm kit if they want to:

- Plain coloured warm gloves
- Tracksuit bottoms to wear over shorts and a waterproof jacket (for the colder months)
- In the summer students may wear a plain coloured cap to reduce the effects of the sun
- A gum shield is required for rugby and hockey

NB Please mark your name in all of your belongings and clothing.

All Meole Brace School PE kit is available from www.schoolshopdirect.co.uk

SCHOOL UNIFORM: FURTHER CLARIFICATION

(Information is also on our web site along with example photos)

- Shoes:** Sensible leather (or leather look) plain, black shoes, suitable for everyday school wear. No logos of any sort. Training shoes, pumps, yeezys, boots of any kind, sandals, mid or high heels or footwear of any other colour is not permitted.
- Trousers:** Black school type trousers only which are not tight fitting. Full length and not rolled up. Hipsters, flared trousers, denim material or denim type material, chinos or trousers of any other colour are not permitted. Tight trousers of any style including around the ankle are not appropriate. Belts should be dark in colour and of the type that loop through the trousers. They should not be excessively wide or bulky, studded or brightly decorated.
- Jeggings/Leggings** Are not permitted, neither are trousers of a lycra or stretch tight material.
- Polo shirts:** White school polo shirts only, with blue (for Y7-9) or burgundy (for Y10-11) school logo. If a T-shirt is worn under the polo shirt, it must also be white and devoid of any visible logo, design or brand name.
- Girls Skirts:** A school skirt should be black, plain or pleat school wear. Tight and undersized skirts are NOT acceptable; this includes stretch cotton/jersey skirts. A school skirt should be no shorter than 10cm above the knee. Tights should be plain black or natural colour.
- Sweatshirts:** Please note that the wearing of the school sweatshirt is compulsory during Autumn and Spring Term. Sweatshirts will be navy blue in colour for all students with a blue or burgundy school logo to denote lower or upper school groups.
- Coats:** Outdoor garments, appropriate for everyday school use must be worn; these should be a plain style with no excessive pattern, stripes or logos. An important definition of an acceptable coat is an item having either a zip fastener or a set of buttons all the way

down the front. Tops which are pulled on and off over the head do not meet this criterion and are not permitted. The only exception to this rule is a waterproof cagoule type coat worn in wet or inclement weather. Leather and denim garments, together with tracksuit or jogging tops are likewise not acceptable as appropriate school outerwear.

Headgear: The wearing of baseball caps or headgear of any sort is not permitted in the school buildings at any time.

Jewellery: Students may wear one stud type earring per ear and a watch. No other forms of visible jewellery are permitted. This includes fabric braids around wrists and ankles (one charity band may be worn). All forms of facial piercing are strictly forbidden.

Hair: Extreme styles of hair are unacceptable. Hair colours should be natural, e.g. no blues, greens, pinks, oranges, purples or scarlets etc. Students may be isolated or sent home if the style of hair or colour is seen as inappropriate. If you are unsure as to what is acceptable, please contact the school in advance of getting a haircut or colour. If it is shoulder length or longer, students will be asked to tie it back in Science, DT and PE for health and safety reasons.

Makeup: No obvious makeup should be worn for school e.g. brightly coloured eye shadow, mascara, thick eye brow pencil or lipstick. No false nails or nail polish to be worn. Students will be instructed to remove these immediately.

Items of uniform available for Meole Brace School, including the white polo shirt and blue sweatshirt with MBS logo, skirts and trousers may be purchased from our supplier schoolshopdirect.co.uk, either on-line or in person. Please consult the shop website for further details, including size guidance and price lists. Alternatively, identical items can be purchased elsewhere.

GETTING ORGANISED

- Bring your PE kit in a separate bag to your books.
- Put your name on all uniform and equipment.
- Go to bed at a reasonable time to ensure that you are fresh for the day ahead.
- Allow plenty of time for your journey to school.

You will need a strong school bag or rucksack for your books and pencil case.

Use your planner to help you pack your bag the night before. This will help you remember to bring to school what you need for the next day.

You must always bring a black/blue pen, a pencil, ruler, calculator. Coloured pencils, eraser and pencil sharpener are also useful. A French dictionary would also be useful.
Correction fluid is not allowed.

Always pack your reading book

School Shop

A selection of stationery items can be purchased from the school shop which is open on Mondays, Tuesdays and Wednesdays from 8.30-8.45 am and 11.00-11.10 am and on Fridays from 11.00-11.10 am only.

Key tasks for pupils

Establish a good system for keeping books and equipment:

- Know what lessons you have on a particular day.
- Know what equipment is needed for each lesson (e.g. calculator for maths).
- Use the school planner to write down important notes and messages .
- Have a bag packed with everything needed for your day.

Tips for parents – before your child starts

- Help your child organise their living space so that they have a place for everything to do with school. Try to make sure they have access to a desk/table and storage space for their school books.
- Equip your child with the equipment they will need at home (it's best to keep two sets of everything – one for school and one for home).
- A box-file is useful for pupils with organisational problems – each file can be labelled with the subject and all books etc. used as required.

When your child starts

- Help them establish a routine for “emptying the bag” and ensuring students have all necessary equipment for the next day.
- Encourage your child to glue any loose work/paper into their exercise book each night .
- The weekly timetable can be used as a checklist for the equipment necessary for each day.
- Encourage your child to check their planner for any reminders/notes each night.
- If you know your child has a subject requiring extra equipment eg food and nutrition, on a certain day, check at the beginning of the week to allow time to purchase ingredients.

GETTING TO AND FROM SCHOOL

On school days we consider that our students represent the school from leaving home in the morning until they return in the evening. This means that the journey to and from school is part of the school day and it is expected that students will have the same high standards of conduct on their journeys, as during the school day.

There are two entrances to the school - the front entrance is on Longden Road with a second entrance off Stanley Lane at the rear of the school site.

School Buses

The main bus services used by our students are:

26 – from the bus station to Meole Village (Arriva buses)

20 – from the bus station to Radbrook and Bank Farm Road (Arriva buses)

38/39 – dedicated services for students only, from Bayston Hill & Meole estate to the School (Minsterley Motors)

Lakeside coaches – Greenfields/Ellesmere Rd service (Lakeside)

546 – from Pulverbatch, Longden, Annscroft & Hook-a-gate (Arriva buses)

Further information and timetables are available on the Arriva website: www.arrivabus.co.uk, www.shropshire.gov.uk or from the school reception.

Walking

Please be careful when walking to school and allow plenty of time for your journey.

Cycling

Again, please be careful when cycling to school. **The use of a cycling helmet is strongly recommended.** The school provides three secure bicycle compounds and a scooter park for you to put your bike or scooter in when you get here, but it is always good practice to secure it with an appropriate lock.

By Car

It is advisable to use the main school car park as the primary drop-off/collection point as the front of school gets very busy with buses at the start/end of the school day. Alternative drop-off points are available (just past the bus stop).

If you have any questions, comments or suggestions relating to travel to school, please contact the school office or Mr Carlyle (Director of Business and Finance).

WHAT WILL HAPPEN ON MY FIRST DAY?

Most new students are a little nervous, excited or both, on their first day. We will do our best to make sure you know what to do and that you know who to ask for help.

- Pack your school bag the night before. Make sure you have whatever you need for lunch, a pencil case with a pen (blue or black), pencil, small ruler and some coloured pencils. Check your school uniform.
- If relevant, make sure you arrive at your bus stop a few minutes early; bus times can vary a little from the printed times and it's better to be early than late.
- Form tutors will issue you with a school planner and timetable. The planner is like a diary which you need to keep up to date. You should put your new timetable in there and other relevant information given to you by your form tutor.
- You are allowed into the school building from 8.45am.
- Registration is from 8.50-9.05 am and lessons start at 9.05 am. Prefects will be available to help take you to your lessons for the first two weeks while you find your way around.
- The end of the school day is at 3.10 pm, but we encourage and expect that you will quickly get involved in extra-curricular clubs and activities so that you make the most of the opportunities that Meole Brace School offers you.

ACCESS TO THE SCHOOL BUILDING

Before School

- A bell will ring at 8.45 am and you should then make your way to your tutor room or the main hall.

Morning Break

- At morning break you may sit in the main hall or go outside. Refreshments are available both in the school's main hall and outside. The main hall is unavailable if it is being used for examinations.
- During wet breaks you are allowed to use the main hall or class rooms for your next lesson (except for practical subjects such as science and design technology).

Lunch Break

- Lunch is eaten in the school canteen (in the main hall) or outside.

After School

- At the end of the school day, you are encouraged to stay in school and attend organised and supervised after-school activities. A full list and timetable of these activities will be issued and discussed with you by your form tutor early in the autumn term.

Access to the outside areas

- At break time and lunch time, you should remain at the front of school.
- You will only be allowed to leave the school grounds in exceptional circumstances and never without the permission of your head of year or a member of the school's senior leadership team (SLT).

MOBILE PHONES IN SCHOOL

Mobile phones (and associated equipment e.g. earphones) are to be 'turned off and put away' at all times during the school day. Any phone seen or heard will be confiscated. The restriction is in place at all times while students are in the grounds of the school building. Phones should be put away before students enter the school grounds and not accessed until the school day has finished. If students need to contact their parents during the school day, they should use the phone in reception. Similarly, if parents wish to contact their child during the school day, they should phone reception.

HOMEWORK

It is important and essential to get into good routines for completing homework. Homework complements learning in lessons, provides teachers with valuable assessment information and also helps students become more independent learners. To help students plan and manage their homework, the school uses an on-line homework system called *Show My Homework*. This records, and allows all students and parents to see, all homeworks which have been set. It also shows when the homework was set, when it is due and also any outstanding homework which has not yet been submitted. Students and parents can access *Show My Homework* and will be provided with details of how to access this early in the autumn term.

All subjects will set homework and it is important that homework is handed in on time. Any problems with individual pieces of homework should be taken to the subject teacher who set the homework.

USE OF THE SCHOOL NETWORK

Students can use the school internet to access materials for use in lessons and, where appropriate, to assist learning. The internet should always be used sensibly and in line with the instructions given by the class teacher. The school can monitor internet use and sites visited. Any inappropriate use of the internet or damage to computers/associated equipment will result in a sanction being applied.

WATER AND MUSIC IN LESSONS

It is important to drink water throughout the day for health reasons. To this end, students should bring a clear plastic drinking bottle filled with water, to school every day. These can be used at any time during lessons (except for practical lessons e.g. science) to assist concentration and learning.

Music is not allowed at any point during the school day (see the information on mobile phones).

SCHOOL CATERING

We aim to offer flexibility and choice in our catering. Students can either bring in their own lunch/refreshments or they can purchase food in school (or both). Food/refreshments are served both inside and outside. The school operates a system involving a biometric finger scanner. Further details will be provided to students in September.

Morning Break

11.00am – 11.25am

Hot and cold snacks and drinks are served in the main hall or outside.

Lunch

12.25- 2.10pm (2 sittings)

Lunch will either be first or second sitting depending on the timetable for the day. Food and drinks are available in the main hall and outside.

SAMPLE MENUS

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1	Roast Beef, Yorkshire Pudding & fresh veg. Spaghetti Bolognese & garlic bread Vegetable. ravioli & fresh veg.	Chilli beef, rice & garlic bread Spicy tomato bake & crusty roll Ham pasta & fresh veg. BBQ meat balls, macaroni cheese.	Roast turkey, stuffing & fresh veg. Chicken korma, rice & naan bread Pasta bake Quorn sweet and sour Roast beef	Shepherd's pie & fresh veg. Lasagne & fresh veg. or salad Sweet & sour chicken, rice & herb bread Big breakfast	Fish and chips Chicken tikka, rice & naan bread
WEEK 2	Pasta bake Sweet chilli chicken	Vegetable curry & herb bread Quorn balls BBQ chicken	Veg lasagne & crusty roll Chicken pie	Sweet & sour chicken, rice & garlic bread Cheese & potato bake & veg or salad Quorn cottage bake	Roast beef, Yorkshire pudding & fresh veg. Oven bake fish & fresh veg. & mash Spicy tomato pasta & veg or salad Ham & cheese pasta bake

Daily Cold Selection

Tortilla wraps, sandwiches, filled rolls, green salads and pasta salad. Pasta is available daily, usually with 3 sauces to choose from. There may also be jacket potato with hot filling.

Drinks (all school compliant)

Spring/still water, fruit juices, milk, healthy drinking vending machine.

All fresh food is sourced locally and prepared daily. Ready meals are not served. Cakes, biscuits and puddings are usually prepared on site.

GOING TO SECONDARY SCHOOL: TIPS FOR PARENTS

Children's potential worries about starting secondary school

1. Not making friends
2. Getting lost
3. Homework
4. Not being able to do the work
5. Getting to school and back
6. Not having the right books and equipment
7. Not knowing what to do if there's a problem
8. Bullying

If your child is concerned about making friends it may help to emphasise to them that all year 7 students are in a similar position and other students will also be feeling anxious. There will be many opportunities for meeting new people and making new friends.

Other concerns are related to the different organisational elements of secondary school life and these are areas that staff in school will be able to help students with.

As parents/carers, your role is vital in helping your child become more independent. It is important that your child gets into good routines of doing things for themselves. Time spent early on in establishing habits of work and independence is an investment that will potentially save a great deal of time in the long run. The habits and routines that children develop in year 7 are those that will stay with them throughout their time in secondary school and beyond. If you can help your child to do this, you will really be making a big difference.

ATTENDANCE AND STUDENT ABSENCE FROM SCHOOL

A high level of attendance is essential to progress in all years. Frequent absence disrupts learning and it is often difficult to catch up on missed work. When students are absent because of illness, especially for a prolonged period of time, work may be set by subject teachers so that students don't fall too far behind

If a student's attendance continues to decrease, the education welfare officer (EWO) may become involved. The EWO may send a letter detailing their own and the school's concerns or conduct a home visit. As with all agencies that work with the school, the EWO is primarily a support mechanism to offer assistance and advice to both parent and child to achieve the aim of assisting the student back into school on a regular basis.

If a student is to be absent from school:

- Please contact the school on the first day of absence (a telephone call is fine). If no contact is made, school will make contact to request information about the absence.

Please remember:

- Only the school can authorise absence. If in doubt, contact the school for further information.
- Permission for holidays in term time (HITT) is not normally given by the school, unless exceptional circumstances can be demonstrated. Holidays taken without permission will be considered unauthorised and may be referred to the education welfare Officer (EWO).
- Medical/dental appointments should be arranged out of school hours if possible.

MEDICAL CONDITIONS AND MEDICINES

Any medication that a student needs to take during the day should be brought in to school by a parent or carer together with any relevant information. A medical information form must be completed and the medicine kept in the first aid office. If for any reason a student is unable to bring the medication in to school, the first aid office should be contacted as soon as possible.

If a student has a permanent or long term health condition requiring possible regular treatment in school e.g asthma or diabetes, appropriate arrangements will be discussed and agreed between the first aid office and the parent/carers. There are specific health care plans in place for conditions such as these which will form the basis of the agreement.

It is important that school is informed of any medical condition or course of treatment which may affect a student's welfare or performance in school. Such information will be kept confidential and placed on a medical register held in the first aid office. If necessary, all relevant staff will be informed.

INJURY OR ILLNESS

If a student is injured or taken ill in school, they are immediately referred to the first aid office. If necessary, the student is given time to recover or rest. Parents/carers may be contacted to discuss their child or in certain circumstances, to collect them. Students are not permitted under any circumstances to leave school without both school and parental permission.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Q. What if I arrive late but before 9.05?

A. Go straight to registration and explain the reason for the late arrival to your form tutor.

Q. What if I arrive after 9.05?

A. Sign in at reception and go straight to the lesson.

Q. What if I need to go out of school during the day?

A. Have a written note in your planner or a letter from a parent/carer. Have the note/letter signed by your form tutor or head of year and show your note/letter to reception. Sign out in the book provided.

Q. What if I do not feel well?

A. See your teacher and ask for permission to go to first aid. If you are unable to remain at school due to illness, you may be given permission to go home. Reception will phone home and arrange for you to be collected.

Q. What if I forget my packed lunch or dinner money?

A. Speak to your form tutor or a member of the kitchen staff and they will make arrangements for you to have lunch.

Q. What if I have a medical or dental appointment?

A. Bring a note from your parents and show it to your form tutor or teacher. When you need to leave, show the note to the teacher you are with and request permission to leave. Go to reception to sign out in the book provided.

Q. What if I have lost something?

A. Tell the teacher in whose teaching area you lost the item and then ask at reception to see if the item has been handed in.

Q. What if I do not understand the classwork?

A. Tell the subject teacher.

Q. What if I do not understand the homework?

A. Always attempt the homework anyway and use a variety of sources of information to help. Ask the subject teacher for help and explain your difficulty to them.

Q. What if I have been off school and am behind on my work?

A. See your subject teacher and ask them how to catch up.

Q. What if I have forgotten my homework or other equipment?

A. Tell your teacher as soon as possible.

Q. What if I get lost or do not know where to go?

A. Use your timetable to find out where you need to go and ask a member of staff or another student.

Q. What if I am injured or too unwell for PE?

A. A note to the PE Teacher is essential, otherwise you will be expected to take part. You will still need to bring your PE kit and get changed with the rest of the students, unless you have brought a note. We do not, however, allow such notes to be used to excuse students for long periods of time. A note/certificate from the doctor is required for such circumstances.

Q. What should I do if the fire alarm rings?

A. In the event of an emergency, the fire alarm will sound. Each tutor group or class will be evacuated through the nearest exit and will assemble on the school's top yard. You will have a particular spot where your tutor group will always be expected to stand. You will be shown this location by your form tutor. The main aim is to clear the building as quickly as possible without rush or panic. A register will be taken by your form tutor. This emergency evacuation procedure is practised regularly.

Q. What should I do with my valuables?

A. You should not bring valuable items into school. But if it is essential, they should be placed in an envelope clearly marked with your name and tutor group and left at reception for safe keeping until the end of the day.

Q. What if I have personal problems or worries that I want to talk about?

A. Talk to your form tutor, head of year or any adult in the school.

Q. What if I am being bullied or know someone who is?

A. Bullying is not a serious problem in school but, as in all schools, it does happen from time to time. If you feel threatened emotionally, verbally or physically then tell your form tutor or head of year.

AREAS OF CONCERN: WHO TO CONTACT

Possible area of concern	Contact
Welfare Attendance Bullying General Progress Transport	Form Tutor or Head of Year
Homework	Subject Teacher
Progress in a specific subject	Form Tutor, Subject Teacher
Uniform	Form Tutor or Head of Year
Special Educational Needs	Mr Plastow (Head of Learning Support)
Off site visits	Teacher organiser
General day to day arrangements	Form Tutor or Head of Year
Health and Safety	Mr R. Carlyle

MAP OF SCHOOL

