



Student and Parent Information Booklet

March 2021

CONTENTS

1	Information for Students
2	Information for Parents and Carers
3	How to Contact Us
4	Satchel One (Previously Show My Homework)
5	My Ed App
6 - 7	Plymstock School Home-School Agreement
8	Plymstock School Uniform
9	Sports and PE Kit
10	Sports & PE Kit (during COVID-19) & School Equipment List
11	Ready to Learn
12	School Rules Around the Site and Red Cards
13	Attendance
14	Marking and Feedback at Plymstock School
15	Mobile Phones and Lost Property
16	Plymstock School Library
17 - 18	Hub Information
19	Lunch and Breaktime Arrangements
20	Student E-Safety Rules
21	Staying Safe
22-23	Other Helpful Contacts
24	Bullying
25	Rewards
26- 27	Special Educational Needs and Disabilities
28	Term Dates and Timing of the School Day 2018 -2019
29 - 32	School Year Planner
33 - 34	WeST Privacy Notice
35 - 37	Notes

INFORMATION FOR STUDENTS

- Your student information booklet can be used as your personal organiser and a source of advice and information. You are not required to bring it to school every day, however you may find it useful in order to record dates and remind you of school rules and expectations.
- At the start of the year you will receive a timetable that you are expected to keep in your blazer pocket. In addition you will also be provided with a paper copy of your timetable which, in Year 7, you will be expected to stick on the back of the information booklet and in Years 8—11 take home and put on the fridge or notice board.
- MyEd is a means of communication between your parents / carers and your teachers. Please discuss this with your teacher at the earliest opportunity to ensure any issues can be resolved as soon as possible.
- All homework will be set on Show My Homework. If anything is unclear, ask your teacher before the end of the lesson or before the day it is due. Teachers will not discuss homework issues with you in the lesson it is due and will set a Homework detention (40-minute lunchtime detention the following day) for failure to hand in homework.
- In addition each student is expected to register with Show My Homework (www.showmyhomework.co.uk) which provides notifications to you about upcoming homework and new tasks that have been set. Information about this app will be provided for all students and parents at the start of the new academic year.

INFORMATION FOR PARENTS AND CARERS

Plymstock School subscribes to MyEd which is an app that updates you with all aspects of your child's school life such as Attendance, Consent Forms, Achievements, Key Dates, News and School Information (www.myedschoolapp.com). In addition we also use Show My Homework (www.showmyhomework.co.uk) which provides notifications to you, the parent, and your child about upcoming homework and new tasks that have been set. Information about both apps will be provided for all students and parents at the start of the new academic year.

In addition to the Show my Homework app, students are provided with a Student / Parent information booklet in order to help them organise themselves by recording details of key dates and remind students of key rules and expectations at Plymstock School.

The MyEd App should be used to facilitate communication between home and school. If you wish to write a note to a teacher you can do this via the App.

Homework

To make good progress in your child's learning it is essential that homework is completed to the best of their ability. Please talk to your child about their homework and support them in organising their time to ensure homework is handed in on time. Encourage them to find a quiet place away from distractions to complete their homework. If students need support with homework, please encourage them to talk to their class teacher. If you have concerns about homework, you should refer these in the first instance to the subject teacher or Head of Department. If concerns are of a general nature, please contact the Tutor or the Head of Year.

All homework will be set on the Show My Homework App.

Key points related to homework:

- Check that your child is writing the title on each piece of Homework
- Check your child has entered a date on each piece of homework
- If your child is absent from school, they should try to find out what homework has been set by looking on Show My Homework and/or talking directly to the subject teacher.
- If your child is unclear regarding homework that has been set, they should ask their teacher before the end of the lesson or before the day it is due. Teachers will not discuss homework in the lesson that it is due and will set a Homework detention (40 minutes at lunchtime the following day) for failure to hand in homework.

Home-School Agreement

The Home-School Agreement outlines Plymstock School's vision and aims for teachers, students and parents. Each year we require parent / carers and students to sign a copy of the agreement to ensure that all stakeholders are clear regarding expectations and responsibilities of all parties at Plymstock School.

HOW TO CONTACT US

Parents may wish to contact school for a variety of reasons. The important thing is that if you have any questions, need information, want to express a concern, then please get in touch.

If you have general concerns about your child or information you want to pass to us, please contact the Tutor or the Head of Year in the first instance.

If you have specific concerns relating to a particular subject, please contact the subject teacher or the Head of Department in the first instance.

Parents must make an appointment if they wish to see members of staff. If visiting the school site, please report to Reception on the right-hand side of the drive.

By phone

Contact the main office directly **01752 402679** and ask to be put through to the relevant member of staff. If they are unavailable, a message will be taken and passed to the member of staff.

Teachers will be unable to receive or make calls during registration periods or when teaching.

Reception is open from 8am to 4pm from Monday to Thursday and until 3.30pm on a Friday.

By email

Contact support@plymstockschool.org.uk

This is the general school e-mail address for contacting us about your child. It is important that in the e-mail you include both your child's name and Tutor Group.

All e-mails are forwarded to the relevant member of staff.

By letter

The school address is: Plymstock School, Church Road, Plymstock, Plymouth, PL9 9AZ

More details about contacting us are set out on the 'Communicating with Plymstock School' page on the parent section of the school website.

SATCHEL ONE (Previously Show My Homework)

Setting up an account and logging in as a parent

As a parent you will receive a log in letter with a PIN that can be used to access your account from Satchel.

1. Visit this page: satchelone.com/login/pin or alternatively there is a direct link to homework on the MyEd app that you are able to download to your device (iPhone and Android)
2. Enter the PIN in the empty field
3. Search for your child's school name
4. Select 'submit'
5. On the next screen add or edit your email address
6. Choose and confirm a password
7. Update details.

Next steps

Logging in to your Satchel One account will let you view the homework set for your child or children, as well as the last time they were active on Satchel One. You will also be able to access their PIN numbers in case they cannot get logged in.

From your Dashboard, you will be able to see any student accounts linked to you. You will have access to their information. To check your child's homework, click on the **calendar** tab. This will arrange their work in a week by week format that you can filter by date, subject, teacher, class and type of homework task to find what you are looking for more efficiently.

If your child has submitted the homework the task will display as *submitted* and any graded homework will display a score. To search for a specific assignment, use the search box and click on the corresponding title to view details of the assignment.

Managing email and push notifications

Email notifications allow you to choose when you will be alerted about your child's homework. You can choose to receive these reminders for upcoming homework and school-wide announcements.

To choose your options you can **Edit profile** which will take you to the settings page, then scroll down until you see **manage notifications**.

Push notifications on your mobile device will allow you to receive alerts.

Forgotten your password?

Use the same PIN to reset your password, or alternatively request a new password to be sent to your registered email address. If your child is having problems getting logged into their account, you can obtain a **recovery PIN** which they can use to reset their login information.

MY Ed

Connecting parents, students and schools



Download our
school app
NOW

Step 1: Go to your app store



Step 2: Search for My Ed



Step 3: Download the app



Information about your student and school direct into your pocket.

95%

Attendance

Keep up to date with your child's attendance details.



Forms

Fill in forms securely on your app and return them directly to school.



Achievements

Get regular updates of achievements.



Key Dates

Important dates the school needs you to know.



News

Access the latest school news.



Info Packs

Digital information packs reduces time, hassle & paper.



**GET
THE
APP
HERE**

SCAN ME



Find out more

www.myedschoolapp.com

PLYMSTOCK SCHOOL HOME-SCHOOL AGREEMENT

Our vision

Our objective is simply to be a world-class learning community that enables all young people to succeed both now and later in life.

As a school, we aim:

- to provide a safe and caring environment that promotes the positive mental health and well-being of everyone;
- to foster a love of learning for its own sake by providing a rich curriculum that enables every young person to discover their strengths and to make the most of their talents within Plymstock School and beyond;
- to raise the academic achievement and personal development of every single young person and eliminate performance gaps, through a highly effective co-operative approach to teaching and learning that is challenging, exciting, inspiring and engaging;
- to engender respect for individuality, difference, the importance of teamwork and the contribution that every student can make to the life of the school, the local community and the wider world;
- to create an enthusiasm for the world beyond the classroom – particularly through the arts, sport, literature and other opportunities to facilitate creativity.

As a student, I will:

- attend school on time each day;
- wear the school uniform correctly and with pride;
- ensure that I bring the correct equipment to school each day;
- complete homework on time and to a high standard;
- show I am **'ready to learn'** by following our **10 clear classroom rules:**
 1. Arrive on time, usually within three minutes of the first bell, and by the second bell after break and lunch, ensuring an orderly entry and exit;
 2. Always try your best and be positive;
 3. Start work as soon as instructed by the member of staff;
 4. Listen respectfully when others are talking – there should be no calling out or interrupting;
 5. Keep 'off-task' conversations for social times only;
 6. Follow all seating arrangements;
 7. Focus on your own work and do not distract the learning of others;
 8. Stay in your seat unless instructed otherwise by a member of staff;
 9. Don't eat, drink or chew gum (water is allowed, if the teacher permits it) and put all litter in the bin;
 10. Speak to all staff and other students with respect.

As a parent/carer, I will:

- support the vision and aims of Plymstock School;
- ensure my child attends school on time each day, with the appropriate equipment and in the correct uniform;
- contact the school office by 9:15am on every day of student absence to advise if my child is not attending or is likely to be late;
- fully support the ready to learn rules and procedures, including a one hour after-school detention if rules are broken;
- frequently check 'Show My Homework' to ensure my child completes all their homework on time and to a high standard;
- ensure that holidays are not taken in term time unless there is an authorised exceptional circumstance;
- share relevant information concerning the health, welfare, education and behaviour of my child.
- speak to school staff directly about any concerns that I might have. I will not post any negative or derogatory comments about students, staff or the school on social networking (e.g Facebook, Twitter etc...) or blogging sites.

Child's full name:

Signed Parent/Carer:

Date:

PLYMSTOCK SCHOOL UNIFORM

Why Uniform?

It is suitable clothing for the activities in school
Nobody is singled out because they can't afford the latest fashions
You can be easily identified as a member of Plymstock School
Your uniform shows that you are part of the school
Most jobs have a uniform/dress code that you will have to follow

Blazer - Navy blue with school badge.

Shirts/Blouses - Plain white only, not tailored/fitted.

Jumper - Navy blue v neck jumper with school logo (not compulsory).

Skirts - Plain dark grey **NOT BLACK** knee length school skirt. **Lycra or tight fitting skirts should not be worn.** Students who receive two skirt stickers will be required to wear trousers for the remainder of the school year.

Trousers - Plain dark grey **NOT BLACK** tailored school or suit style trousers. **They should not be tapered (getting thinner) or flared (widening) towards the ankle, skinny or fitted.** They must **NOT** be casual jeans, cottons, leggings or jeggings.

Shorts - Can be worn in the Summer Term **ONLY**. **This applies to all students and is not gender-specific or compulsory.** As a clarification of what would be acceptable please follow this link: <https://schooluniform247.co.uk/Sturdy-Fit-School-Shorts-4-16-yrs> *Please note - we are not endorsing the company in any way, it is purely referred to for illustrative purposes.* Shorts must be **plain dark grey, tailored formal school shorts (the same material as school trousers) and no shorter than 2.5cm above the knee.** The following is **NOT** permitted: Skin tight/skinny fit, cargo, sportswear, PE, jean, cord, lycra or jersey shorts.

Socks - Plain dark grey, black or navy only. **No white socks.**

Tights - Plain black, navy or natural colour only. **No long socks instead of tights.**

Ties - Clip-on school tie. **No modifications are permitted (i.e. if stripes have been pulled out or coloured in the tie must be replaced).**

Shoes - Plain black wholly leather/leather-like school shoes only. **Trainers, canvas shoes, flip-flops, sandals, "dolly" shoes or shoes with coloured borders/canvas panels are not allowed.**

Coats - Plain navy or black only. **Coloured/patterned/leather/denim coats, hoodies, cardigans or non-school jumpers are not permitted. No grey coats.**

Scarves - Plain navy blue or black only. **No grey or plaid scarves.**

Belts - Plain navy blue or black only. **Studded/flowery belts are not permitted**

Hair - No extreme fashion e.g. **unnatural colours, partially or fully shaved heads, nothing less than a grade 2.**

Nails & Hands - Nail varnish/shellac/extensions of any kind are not permitted. Henna tattoos are not permitted.

Make up - Make up is not allowed in Years 7 to 9. Students in Years 10 and 11 may wear light natural makeup. Students who wear excessive makeup will be required to remove it.

Piercings - The **ONLY** earrings permitted are a pair of **plain studs or sleepers** worn in the **lower** earlobe. Ear stretchers, spikes, transparent studs or plugs are not permitted under any circumstances, including if the piercing has been done recently and has not healed. No piercings are allowed in other parts of the body, e.g. the eyebrow, nose, upper/middle ear or tongue, ear stretchers. Failure to remove a non-regulation piercing will result in sanctions. The excuse that it is a new piercing and cannot be removed is not acceptable. If your child does have a non-regulation piercing it must be healed and removed by the beginning of the school term.

Jewellery and Rings: Must NOT be worn. General jewellery and rings must not be worn. Watches are permitted but the school accepts no responsibility in the event of loss or damage.

SPORTS AND PE KIT (Please refer to page 10 for changes under COVID-19 restrictions)

Boys - Compulsory

APTUS rugby shirt, thermal baselayer, APTUS rugby shorts, Orion socks, appropriate trainers (not fashion shoes)

Optional

APTUS Training Pants



Girls - Compulsory

Orion ladies polo, Orion hoodie, Orion leggings or APTUS training pants, Orion socks appropriate trainers (not fashion shoes)

Optional

Shorts



**** All jewellery must be removed for PE. Students who are planning on having their ears pierced should do this at the start of the summer holidays to ensure they have sufficient time to heal.**

Gum shields are strongly advised for hockey and rugby, and shin pads are compulsory for football and strongly advised for hockey. All jewellery must be removed for PE

PLEASE REMEMBER TO NAME ALL ITEMS OF SCHOOL UNIFORM

No note policy

Departmental policy acknowledges that a note from home to be excused from Physical Education is adequate. If your child cannot take part in the physical aspect of the lesson for any reason it is important that they still bring appropriate PE clothing as they will be participating at some level such as coaching, officiating or analysing and evaluating performance. In exceptional circumstances where the physical challenge of changing may present difficulties please let your child's PE teacher know by letter with an indication of how long this situation is likely to last.

COVID-19 PE KIT CHANGES

Students will not be permitted to use the changing rooms. All students will be required to wear their PE kit to school on days that they have PE. Students who do not have a Plymstock School branded top, bottoms or hoody may wear a plain navy or black jumper and plain navy or black tracksuit bottoms to school in order to keep warm. **Only all, unobtrusive logos are permitted.** Non-branded items must not be worn for the duration of the PE lesson.

In order to comply with safeguarding guidance— if a student does not have a branded top or hoody, they must also wear their school blazer on top of their kit so that they are clearly identifiable as a Plymstock School student at all times outside of their PE lesson.

EQUIPMENT LIST

The following items must be brought to school each day:

- 2 black pens
- A green pen (for making corrections to your work)
- 2 - HB pencils
- 2 - 2B pencils
- Pencil sharpener
- Ruler
- Eraser
- Glue stick
- A scientific calculator
- Colouring pencils
- A pair of compasses
- Protractor
- A reading book

In addition it would be useful for you to have the following items at home:

- An English dictionary.
- From Year 8 – a French/English or German/English dictionary depending on the language you study.

READY TO LEARN: SCHOOL RULES IN EVERY CLASSROOM (YEARS 7-13)

Students will show they are **'ready to learn'** by adhering to **10 clear rules**:

1. Arrive on time, usually within three minutes of the bell, and by the second bell after break and lunch, ensuring an orderly entry and exit.
2. Always try your best and be positive.
3. Start work as soon as instructed by the member of staff.
4. Listen respectfully when others are talking – there should be no calling out or interrupting.
5. Keep 'off-task' conversations for social times only.
6. Follow all seating arrangements.
7. Focus on your own work and do not distract the learning of others.
8. Stay in your seat unless instructed otherwise by a member of staff.
9. Don't eat, drink or chew gum (water is allowed, if the teacher permits it) and put all litter in the bin.
10. Speak to all staff and other students with respect.

If a student in Years 7-11 breaks one of these rules, a member of staff will tell them that they have a **'warning'** and their name will be written on the board. If they break a rule for a second time, they will be sent to the **Improvement Room (IR)** for one school day, including an hour's detention from 3:10pm until 4:10pm that day, and their parents or carers will be contacted.

The teacher will **immediately email the RTL Team** with the child's name and reason for being sent there. **Break and lunch times are spent in the IR. Students must arrive in the IR within 5 minutes of when the class teacher's email was sent.** If they do not, they will be dealt with by a member of the senior leadership team. This may result in a Fixed Term Exclusion.

SCHOOL RULES AROUND THE SITE & RED CARDS

At Plymstock School, we expect everyone to behave with respect for each other and the school site at all times. That means walking around the school calmly and quietly, respecting each other's space and looking out for each other.

Defiance

If a member of staff asks a student to do something reasonable, they must do it. If they do not immediately do what has been asked, the member of staff may say ***"This is a reasonable request. Are you choosing not to follow it?"*** If they refuse, or walk away, they will be sent straight to the IR for one school day.

Red Cards

There are no warnings for these misbehaviours. Students will receive a **'Red Card'** for any of the following:

- Late to school without a valid reason or extenuating circumstance
- Missing key school equipment vital for the current lesson with no note from their tutor
- Running, eating or drinking in the corridors
- Taking hot food/hot drinks out of the Galley (*N/A to Post-16*)
- Shouting indoors
- Leaving/dropping litter anywhere other than in the bins
- Pushing/shoving in corridors or the Galley queue
- Being in another year group's area at break/lunch (*N/A to Post-16*)
- Incorrect uniform with no note from the Head of Year (*N/A to Post-16*)

If a student in Years 7-11 breaks one of these rules, an adult will tell them that they have a **'Red Card'**, and that they must serve a 20-minute break time detention the following day.

Students will be told by their tutor and their class teachers during periods 1-4 on the day of the detention. If a child is unsure if they have a detention they should report to the Lecture Theatre and check the list with the member of staff. The responsibility to attend is with the students and not their teachers.

If the student fails to attend, they will be expected to attend an hour's detention from 3:10pm until 4:10pm that day, and their parents or carers will be contacted. Failure to attend the detention will result in the student being sent to the **Improvement Room (IR)** for one school day, including an hour's detention from 3:10pm until 4:10pm that day.

ATTENDANCE

If a student is not in school then they must have a justifiable reason and a parent or carer must telephone the school first thing in the morning on the first day of the absence and each day thereafter. The telephone number is 01752 402679. and there will be an option to leave a message. You can also report an absence via the My Ed App.

Plymstock School operates the 'Truancy Call' system. If a student is absent from school and a parent has not contacted us, the parent will receive an automated call to inform them that their child is not in school.

If no reason is provided for the absence then the absence will be recorded as unauthorised.

All students have an attendance target of 96%. If you know in advance that you are going to be absent from school, eg for a hospital appointment, you should bring a note from your parents in advance of the date and pass this to the Attendance Officer located in the HUB or send a message via My Ed before the appointment.

Parents are requested not to arrange family holidays during term time. If this is unavoidable, requests for leave of absence should be made to school. Only in exceptional circumstances will the school authorise a holiday during term time. Parents taking children out of school without authorisation risk a fine. Full details and a request form can be found on the school website.

Punctuality

Punctuality is an important part of self-discipline and is essential to good time management.

Students should make sure that they are in school no later than 8:40am each morning.

If students arrive late they will receive a 'red card'. This means they must serve a 20-minute lunchtime detention the following day.

If they fail to attend, they will be sent to the Improvement Room (IR) for one school day, including an hour's detention from 3:10pm until 4:10pm that day, and parents or carers will be contacted.

If a student arrives at school after 8:45am, but before 9:00am, they should report to their Tutor. They will be marked late in the register.

If they arrive at school after 9:00am, they must sign in at the Hub. They will be marked late in the register and will need a note explaining the reason for late arrival.

Once a student receives 5 late marks they are sent to the Improvement room for one day.

If students arrive late due to medical appointments please ensure they bring medical evidence, e.g doctor's note, appointment card, letter from hospital, etc.

MARKING & FEEDBACK AT PLYMSTOCK SCHOOL

Marking and feedback at Plymstock School is called **laCT (Improvement and Correction Time)**.

Expectations for all student work

All written work in your exercise books or on paper will meet the following standards:

- Books/work should be well kept and free from graffiti.
- Writing should be in blue or black pen.
- A green pen should be used for laCT.
- A clear title should be given for each piece of work.
- All work should have a date.
- Both the title and date will be underlined in pen, using a ruler.
- All work should be neat and tidy – the work should show care and pride.

How does laCT work?

1. The teacher marks a key piece of work. Some pieces may also get a score or grade but this will not always be the case.
2. The teacher identifies what you have done well e.g. 'Excellent explanation - well done'. This might be written in the margin or appear at the end of a piece of work.
3. The teacher will identify a clear laCT task(s).
4. The teacher will use the laCT symbol (shown below) at the end of the piece of work to focus your attention on the laCT task. This will usually be ONE question that moves learning forward. This could be an extension question or it could be a question to revisit a misunderstanding or knowledge/skill gap identified in the piece of work.
5. Spelling, punctuation and grammar (SPaG) errors will also be identified in the same key piece of work, using the SPaG symbol (also shown below) next to the error(s). The number of errors will be capped at five. You will be expected to correct that error – either by using a dictionary or asking the teacher.
6. All students must respond to their laCT and SPaG tasks thoroughly – teachers will give you time in class to do this. You will use a green pen to respond and make corrections.

laCT symbol: ⊕

SPaG symbol: ©

MOBILE PHONES & LOST PROPERTY

Plymstock School has a simple code for students to follow concerning mobile phones. Whilst students are on the school site, mobile phones should be switched off and kept in their school bag. If a student does not follow the code then they will have their phone confiscated and securely held until the end of the day when they can collect it from the Hub. Should a student have their phone confiscated more than twice, then we will require the parent/carer to collect it from school.

Valuables

Please do not bring expensive items or large sums of money to school. We do not accept any liability if these items are lost, damaged or stolen.

Lost property arrangements

The lost property room is situated opposite the Lecture Theatre in the ICT corridor. Lost property is open every morning from 8:15am to 8:40am.

After one month of storage all clothing goes to charity.

After six months other items will be given to the finder or disposed of for charity.

**PLEASE PUT THE NAME OF YOUR CHILD IN ALL of HIS OR HER CLOTHES,
INCLUDING FOOTWEAR, AND LABEL OTHER POSSESSIONS SUCH AS PENCIL CASES
AND BAGS.**

PLYMSTOCK SCHOOL LIBRARY

The school library is open for students all day with the exception of a later start on Fridays.

08:30 – 15:10 Monday – Thursday

10:00 – 15:10 Friday

We welcome all students to the library and offer a range of services and activities to interest and engage you throughout your school life. Services include:

Book Loans

Students in Year 7 – 11 can borrow up to 4 books for 3 weeks

Students in Year 12 – 13 can borrow up to 10 books for 4 weeks

Computers

Students have access to 18 library computers that can be booked to use before school, break, lunch and after school.

DVD Challenge

We have a variety of activities to improve your reading skills. If you sign up for the DVD challenge, for every book you read you can take a DVD home – for free! DVDs are loaned for one week or over the weekend.

Homework

Remember, the library is open all day, so there is always an opportunity for you to do your homework.

Library Monitors

We have lots of opportunities for students, in all year groups, to get involved in the library. This includes working as a student librarian at lunch time.

Book Clubs

We run book clubs for all year groups and these take place during the school lunch break. During book club, you will be introduced to a huge variety of books and will have the opportunity to develop your reading skills and meet new students. Please ask at the library desk for further details.

IMPORTANT RULES TO REMEMBER

As Plymstock School library is an important part of school life, we abide by the same rules as the rest of the school. This means the library is a mobile phone free zone.



The role of the HUB is central in both caring for our students' pastoral needs and, crucially, monitoring their progress both academically and socially, encouraging involvement, commitment, and high standards of work and behaviour. The Heads of Year, Assistant Heads of Year and Tutors are active in looking after the interests of the "whole child".

The Head of Year

Heads of Year lead on all aspects of year group behaviour: - supporting departments with behaviour, pastoral support and ensuring consistency of approach with rewards and sanctions.

They are the safeguarding leads for the students in their year group, liaising with parents/carers and outside agencies should the need arise.

They monitor Year Group attendance and punctuality closely to ensure that outstanding absences are cleared quickly and appropriate intervention put in place for persistent absentees.

They also liaise with Heads of Departments in academic monitoring, establishing targeted and focused academic support to ensure that students achieve their potential.

The Assistant Heads of Year

The Assistant Heads of Year support and lead on pastoral and behavioural factors affecting students during their time at Plymstock School.

They guide and advise students and teachers of on-going pastoral issues relating to individual students and work closely with outside agencies to ensure that students progress and receive the help and targeted support they require.

They support Heads of Year and departments with uniform, attendance and punctuality concerns and work closely with parents to ensure all parties work and support each other

The Tutor

Tutors encourage high standards of work, behaviour and dress in students, and liaise with the Heads of Year over referred behavioural problems; they look to reward achievements positively and implement, where necessary, appropriate sanctions.

They promote, maintain and monitor the attendance and punctuality of their tutees, ensuring notes are received concerning any absence and any absence of more than three days is checked with the Head of Year. Tutors should alert Heads of Year to any patterns of, or suspicious, absences.

They monitor and review their students' current progress across the curriculum using all the data provided and suggesting areas for improvement and ways for students to help themselves to improve their progress.

They follow through concerns and issues about learning and effort when necessary with subject areas and parents, in consultation with the Heads of Year.

They keep parents fully involved regarding students' progress, including curriculum-related or behavioural concerns.

If you have general concerns about your child or information you want to pass to us, please contact the Tutor in the first instance or the Head of Year or the Assistant Head of Year in the HUB.

Head of Year 7	Mrs Kirk	mkirk@plymstockschool.org.uk
Head of Year 8	Mrs Robb	crobb@plymstockschool.org.uk
Head of Year 9	Mr Wookey	swookey@plymstockschool.org.uk
Director of Learning 7 - 9	Mrs Duff	lduff@plymstockschool.org.uk
Head of Year 10	Mr Wyatt	dwyatt@plymstockschool.org.uk
Head of Year 11	Mrs Harris	sharris@plymstockschool.org.uk
Director of Learning 10 - 11	Mr Taylor	mataylor@plymstockschool.org.uk
Assistant Head of Year 7	Mr Chivers	pchivers@plymstockschool.org.uk
Assistant Head of Year 8	Mrs Offer	coffer@plymstockschool.org.uk
Assistant Head of Year 9	Ms Holton	sholton@plymstockschool.org.uk
Assistant Head of Year 10	Mrs Davis	kdavis@plymstockschool.org.uk
Assistant Head of Year 11	Mrs Smith	ssmith@plymstockschool.org.uk
Attendance	Mrs Tripp	attendance@plymstockschool.org.uk
Office Manager	Ms Cambridge	support@plymstockschool.org.uk

Art	Miss Graves	sgraves@plymstockschool.org.uk
Dance	Mr Wookey	swookey@plymstockschool.org.uk
D&T	Ms Pring	ejpring@plymstockschool.org.uk
Drama	Mr Swabey	cswabey@plymstockschool.org.uk
English	Ms Burgess	dburgess@plymstockschool.org.uk
Geography	Miss Bartlett	abartlett@plymstockschool.org.uk
History	Mr Withey	awithey@plymstockschool.org.uk
ICT	Mr Rogers	srogers@plymstockschool.org.uk
Mathematics	Ms Marshall	kmarshall@plymstockschool.org.uk
Modern Foreign Languages	Ms Baker	nbaker@plymstockschool.org.uk
Music	Mrs Lowe	slowe@plymstockschool.org.uk
PE	Mrs Tyrrell	ktyrrell@plymstockschool.org.uk
Religious Studies	Mrs Slade	dslade@plymstockschool.org.uk
Science	Mrs Parsons	eparsons@plymstockschool.org.uk
SEND	Mrs Summers	tsummers@plymstockschool.org.uk

LUNCH AND BREAK TIME ARRANGEMENTS

All students must remain on the school site at break and lunchtime. If your parents wish you to have lunch at home you need a letter from parents in order to obtain a lunchtime pass from your Head of Year.

Students who leave the school at lunchtime become their parents' responsibility until commencement of afternoon school.

Food and Drink

Students may bring food to be eaten during morning break and lunchtime. They are not allowed off site to buy food. Food purchased in the Galley must be eaten in the Galley or in the seating area just outside the Galley. Hot drinks must never be taken away from the Galley.

Use of classrooms at break and lunchtime

At break time students can use the classroom where they will have their period three lesson. At lunchtimes students can only go to their tutor rooms (or allocated lunch room if their tutor room is in Science or D&T). Entry is at the discretion of the tutor and seen as a privilege and can be taken away at any point. Students should respect their lunchtime rooms and keep them litter free.

Students must not eat or drink in corridors at any time. Chewing gum is forbidden in school. Please ensure that litter bins both inside and outside are used.

A variety of sporting activities are provided at lunchtimes, details of which will be passed to you via your tutor.

At different times of the year specific areas will be allocated to year groups. Students must ensure that they do not enter an area that is not allocated to them.

STUDENT E-SAFETY RULES

We use the school computers and internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site.
- On the network, I will only use my login name and password, which I will keep secret.
- I will not look at, change or delete other people's files.
- I will only use the computers for school work and homework unless I have been given permission as part of a supervised lunchtime club.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending e-mails, I will not give any personal details at all such as home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use internet chat rooms or social networking sites such as Facebook, Twitter, Instagram, etc, in school.
- I will not use the internet to obtain, download, send, print or display any materials which are illegal, rude or abusive.
- I will respect copyright and trademarks when using sources of information off the internet and will ask my teacher for help and advice.
- If I see anything I am unhappy with, for example, an inappropriate website, pop-ups, or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the internet or computers.
- Users identified as a security risk will be denied access to the network.

STAYING SAFE

All students at Plymstock School have the right to feel safe both in and out of school. If you feel unsafe or are concerned about the safety of another student it is important you know where to go and who to talk to. At Plymstock School there are a number of staff that you can talk to:

- **Your Tutor**
- **Your Head of Year** (the Student Support Hub)
- **One of your class Teachers**
- **A Teaching Assistant** (in class or in the Learning Support area)
- **Mr Ellerton** Designated Safeguard Lead jellerton@plymstockschool.org.uk

Each Year has an Assistant Head of Year who deals with student concerns. They are available during the day for you to talk to. They can be found in the Student Support Hub.

There are a number of Child Protection staff at Plymstock School who are specially trained in how to deal with serious problems. If you think a situation is serious you can still talk to any member of staff, but they may need to talk about the situation with one of the Child Protection staff. You can go and speak to one of the Child Protection trained staff yourself if you prefer.

The Child Protection staff at Plymstock School are:

- **Mr Ellerton** Designated Safeguarding Lead (Tech Corridor)
- **Heads of Year** (located in the Hub)
- **Mr Pearsall** (Headteacher's Office)
- **Mrs Littler** (located in the Sixth Form Centre)
- **Mrs Summers, Mrs Fenwick** (located in the SEN department)
- **Mr Taylor** (Science Corridor)
- **Mrs Smith, Miss Holton, Ms Offer, Mrs Harris, Mrs Robb, Mrs Tripp, Mrs Davis** (located in the Hub)
- **Ms Cambridge** (Reception)

Please be assured that any concerns you raise will be taken seriously by staff at the school and we will try our best to help you.

If you have concerns outside of school hours the following numbers will be of use to you:

Childline: 0800 1111

Social Services: 01752 668000 (out of hours number: 01752 346984)

OTHER HELPFUL CONTACTS

Agency	Contact Info
Jeremiah's Journey - Charity offering bereavement support	jeremiahsjourney.org.uk 01752 424348
Plymouth Options - Counselling Service for 16 year +	livewellsouthwest.co.uk 01752 435419
NSPCC - Services and support for children and families	nspcc.org.uk 0808 800 5000
Eclipse Counselling - Counselling Service in Plymouth	eclipseprojects.co.uk 07891028960
First Light - Community project offering counselling and support to victims	firstlight.org.uk 03458 12 12 12
Harbour Young People's Service - Drug and alcohol support	harbour.org.uk 01752 434 295
School Nurse - Health related issues, parental and student concerns around routine vaccinations	livewellsouthwest.co.uk 01752 434700
The Zone Icebreak - Offers a wide range of information, advice and support services for 13—25 year olds in Plymouth and the surrounding area	thezoneplymouth.co.uk 01752 206626
Communication and Interaction Team - Support for children with communication needs	plymouth.gov.uk 01752 308751
Intensive Support Team - Youth Worker to support children with complex needs	plymouth.gov.uk 01752 308730
Child Development Centre - Out-patient support for children with conditions affecting development	plymouthhospitals.nhs.uk 01752 439400
Plymouth City Council Social Care - Provide information and advice on children's care services	plymouth.gov.uk 01752 668000
MAST Team - Multi-agency support team for schools	pec.plpcic.co.uk 01752 307761
Family Matters - Community-based family therapy for relationship difficulties	familymatters@nhs.net 01752 606826
Strengthening Families - Programme for families with 10-14 years olds	plymouthias.org.uk 01752 258933
Plymouth Information and Support - Was Parent Partnership. Support and advice for parents	plymouth.gov.uk 01752 258933
Eating disorder Service - To support those with a recognisable eating disorder	eatingdisorderserviceplymouth.co.uk 01752 228027
Streetwise - Preventing crime and anti-social behaviour	plymouth.gov.uk 01752 308730
Health Visiting Service - Supporting people to be safe, well and at home	livewellsouthwest.co.uk 01752 268011
Mediation Plymouth - Offering family mediation	mediationplymouth.com 01752 875582

Agency	Contact Info
CAFCASS - Children and Family Court Advisory and Support Service	Caffcass.gov.uk 01752 221990
Care Leavers Service 18+ - Offers support to 18-21 who have been in Local Authority Care	careleaversyouth@plymouth.gov.uk 01752 398200
Careers South West - Independent impartial advice regarding careers	Cswgroup.co.uk 01752 207700
CHICKS - Charity which provides respite breaks for 8-15 years old	Chicks.org.uk 01822 811115
Children's Disability Team - 0-18 years old	plymouthdcs.org 01752 305252
Friends and Families of Special children - Provide support and information	friendsandfamilies.org.uk 01752 204369
The Gateway - Offer practical advice information and support to parents	plymouth.gov.uk 01752 668000
REACH - Reducing Exploitation and Absence from Care and Home	plymouth.gov.uk 01752 308840
OutYouth Group - Support for LGBT issues	Outyouth.co.uk 07774336616
Youth Services - Including Summer Mix	plymouth.gov.uk 01752 306595
SALT - Counselling for sexual abuse	Saltsouthwest.co.uk 01752 600599
Targeted Youth Service - Supplying Youth Workers and group work for young people	plymouth.gov.uk 01752 308730
Whiz Kidz - Employability and careers experiences for 11-25's	wkuk.org 01752 546305
YMCA - Provides activities, life skills and support	Ymca.org.uk 01752 201918
Young Carers Project - Barnardo's	Barnardos.org.uk 01752 856729
Young Devon - A service which provides counselling and information to young people	youngdevon.org 01752 691511
Young People's Sexual Health Clinics for under 25's - Friendly, non-judgemental centre for sexual health	yourship.uk 01752 431124
Pregnancy Crisis Care - Committed to helping women and couples through pregnancy crises; offering free, confidential, impartial support and counselling	pregnancycrisiscare.org.uk 01752 246788

HOW DO WE DEAL WITH INCIDENTS OF BULLYING?

School procedures

The school recognises that bullying is never acceptable and will follow the procedures as outlined below:

1. Incidents of bullying should be reported immediately to any adult on the staff who in turn will report the matter to the appropriate Head of Year and tutor.
2. All students will be listened to, and individual issues understood. The school provides opportunities for students to report bullying so that they are assured that they will be listened to and the incident acted on.
3. Staff will take appropriate action on information given. It will be the professional judgement of senior staff to determine the nature of the problem and the appropriate level of response and course of action.
4. In most cases written accounts of the incident will be taken through discreet interviews where necessary and, following investigation, the incident will be dealt with appropriately.
5. Incidents of bullying will be recorded on SIMS by type and outcome. This data is used for monitoring and evaluation and is shared with the governing body.

A variety of appropriate strategies may be used to deal with reported incidents:

- Apology from bully to victim (verbal/written).
- Discussion of victim's own behaviour leading up to the incident (incidents are not always clear cut).
- Positive steps to be taken with bully to encourage improved behaviour.
- Monitoring of bully after incident to see any repeated behaviour.
- Counselling of victim/bully.
- Parents /carers may be contacted by letter/telephone/invited into school, if appropriate.
- Implement disciplinary sanctions, including detentions/exclusions.
- Record incidents of bullying according to type on SIMS and use this data to monitor incidents of bullying in the school.
- Use specific organisations and resources for help with problems.
- Work with the wider community such as the police and children's services where bullying is particularly serious or persistent and when a criminal offence may have been committed.

**Do not tolerate bullying
If you see it or experience it – REPORT IT!**

REWARDS

Promoting positive behaviour – Rewards

We are proud of the positive learning environment that we create and we recognise the importance of rewards as an incentive for students to achieve their best.

Staff and students are encouraged to celebrate success at every opportunity and a range of rewards exist for this purpose, including:

- Verbal praise.
- A merit and or badge is awarded for general behaviour, attitude, effort and achievement. (via satchel one)
- Subject commendations.
- Headteacher’s ‘student of the week’ award.
- Recognition in the Headteacher’s weekly blog.
- Rewards given out in Year Assembly for achievement and attendance.
- Rewards for academic progress, postcards home.
- Tutor recognition and rewards.
- Positive comments in exercise books, workbooks and the student planner.
- Positive comments in reports and during Parents’ Evenings.
- Letters of congratulation sent to parents (excellent work, attendance, specific achievement, etc.).
- Presentation at the school’s Year Group Celebration Events.
- Presentation at the School’s annual GCSE Awards Evening.
- Presentation at the School’s annual Sixth-Form Awards Evening.
- Acknowledgement and congratulations during staff briefings.
- Displays of work.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Our aim is to provide all children with the best possible outcomes in preparation for life-long learning. We believe it is important that children acquire skills, knowledge and confidence that can be applied to all future learning experiences, including social, physical and spiritual development. We endeavour to raise aspirations and expectations for all pupils, including those pupils with SEND by working in partnership with parents/carers and listening to students.

Our approach is based on Quality First Teaching (QFT) and a graduated approach to Special Educational Needs and Disability (SEND). Our Local Offer should be read in conjunction with the Plymouth Local Offer. Full details of Plymstock School's SEN offer can be found on our website in our SEN Information Report .

The SEND Code of Practice 2014 (updated January 2015) states:

- 1. A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.*
- 2. A child of compulsory school age or a young person has a learning difficulty or disability if he or she:*
 - has a significantly greater difficulty in learning than the majority of others of the same age, or*
 - has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions*

The **Learning Support Department** at Plymstock School is organised around the four broad areas of special educational need that include a range of difficulties and conditions:

1. Communication and Interaction (C&I) e.g. Autistic Spectrum Condition (ASD)
2. Cognition and Learning (C&L) e.g. Specific Learning Difficulty (SpLD)
3. Social, Emotional and Mental Health difficulties (SEMHD) e.g. ADHD and ADD
4. Physical and/or Sensory Needs (P&SN)

SEN register

At Plymstock School students are on the SEN register if they have an Education, Health and Care Plan (EHCP) or SEND.

Categories of SEN need:

- 1. Education, Health and Care Plan (EHCP)** – the needs of these students go beyond the differentiated approaches and learning arrangements normally provided as part of high quality personalised teaching and may include appropriate evidence based interventions.
- 2. SEND** – the needs of these students go beyond the differentiated approaches and learning arrangements normally provided as part of high quality personalised teaching and may include appropriate evidence based interventions.

3. In addition to the SEN register we have a pre-SEND student watch list.
4. **Pre-SENDS** – the needs of these students are met from our universal provision (Quality First Teaching), however there is some requirement for differentiated approaches and personalised teaching. Such requirements are modest and recorded on our internal school network and available to staff through SIMs.

SEND support in school is based on a graduated approach – Assess, Plan, Do, Review. The IEP and targets agreed are reviewed three times a year. The category of need is reviewed regularly and revised as necessary.

Tamsin Summers SENDCo

Contact details: tsummers@plymstockschool.org.uk

The SEND Governor is Jeff Wright who may be contacted through the Clerk of Governors at Plymstock School.

Arrangements for consulting with parents of students with SEND

All students on the SEN register will have a designated member of the Learning Support department who will be the first point of contact in relation to each child's SEN.

Lisa Matthews: Year 7 and lead for **Literacy** :

lmattews@plymstockschool.org.uk

Kate Rice: Year 8 and lead for **Cognition and Learning**:

krice@plymstockschool.org.uk

Kate McCoy : Year 9 and lead for **Social Emotional and Mental Health**

kmccoy@plymstockschool.org.uk

Nick Walker: Year 10

nwalker@plymstockschool.org.uk

Elaine Whitehead: Year 11 and lead for **Communication and Interaction**:

ewhitehead@plymstockschool.org.uk

Karen Fenwick, Assistant SENDCo, Year 7 transition and lead for **Physical and/or Sensory**

kfenwick@plymstockschool.org.uk

Initially in Year 7 students will be assigned to Mrs Fenwick. Following a period of transition they will be allocated to a team leader for their primary area of need. Parents will be notified of the named contact.

You can contact the SEN team by email or by telephone through the school switchboard (Tel: 01752 402679) Extension 264.

Concerns about academic or pastoral matters should be referred to the Head of Year/ Assistant Head of Year or subject teachers. 27

TERM DATES & TIMING OF THE SCHOOL DAY 2020 - 2021

We include the following information to help you with your holiday arrangements. Please note that holidays should not be taken during term time, except in exceptional circumstances.

Autumn

Term 1	Monday 7 Sept (Years 7, 12 & 13) - Thursday 22 Oct 2020 Tuesday 8 Sept (Years 8, 9, 10 & 11) 2020 - Thursday 22 Oct 2020
Term 2	Monday 2 November - Friday 18 December 2020

Spring

Term 3	Tuesday 5 January - Friday 12 February 2021
Term 4	Tuesday 23 February - Thursday 1 April 2021

Summer

Term 5	Monday 19 April - Friday 28 May 2021
Term 6	Monday 7 June - 23 July 2021

As at the time of printing, the above dates are accurate. You will be informed of any changes as soon as we have them.

Timing of the School Day

Registration/Assembly	08.45 – 09.00
Period 1	09.00 – 10.00
Period 2	10.00 – 11.00
BREAK	11.00 – 11.30
Period 3	11.30 – 12.30
Period 4	12.30 – 13.30
LUNCH	13.30 – 14.10
Period 5 (Registration)	14.10 – 15.10

WeST PRIVACY NOTICE

Parents' General Data Protection Regulations (GDPR) 2016

The Westcountry Schools Trust (WeST) is the Data Controller for the purposes of the GDPR regulations.

The term 'parent' is used here as defined in Section 576 of the Education Act 1996.

- A parent of a pupil
- Any person who is not a parent of a pupil but who has parental responsibility for the pupil
- Any person who has care of a pupil

Personal data is held by Plymstock School about parents of all pupils on roll. Plymstock School is a member of the Westcountry Schools Trust. Parent data assists in the smooth running of the school and is used to support pupils' learning.

The categories of parent information that we collect, hold and share include:

- Personal information (such as name, gender and address)
- Contact details (such as e-mail address, telephone number or place of work)

Why we collect and use this information

We use the data:

- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the statutory requirements regarding reporting student attendance and progress
- to ensure that there is effective communication between school and home

The lawful basis on which we use this information

WeST Schools process parent information under Article 6 (e) of the GDPR regulations where processing is necessary for the performance of a task carried out in the public interest.

<https://www.eugdpr.org>

Collecting parent information

Whilst the majority of parent information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulations, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing pupil data

WeST Schools hold pupil data for a set period in line with the recommendations provided by the Information and Records Management Society. Please contact the Headteacher/Principal or school administrator if you would like more information about the retention periods being applied via info@plymstockschool.org.uk

Who we share pupil information with

Schools use a range of trusted service providers to help support the smooth running of education systems.

We routinely share parent information with:

- Schools that the pupils attend after leaving us
- Our local authority and approved LA partners
- Approved public service partners (NHS, Police, social services)
- Management Information Software suppliers and associated programmes e.g. Capita Business Services, ParentPay Ltd, Groupcall Ltd, Cunninghams Ltd etc...

Why we share parent information

We do not share information about our parents with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents and pupils aged 16 and over have the right to request access to information that we hold. To make a request for your personal information, or be given access to your child's educational record, please submit your request to the WeST Data Protection Officer. Details of how to do this, along with the request form can be found on the Plymstock School website via the following link: <http://plymstockschool.org.uk/general-data-protectionregulation-gdpr/>

Data subject rights

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: info@plymstockschool.org.uk or Mr Marcus Pasmore, WeST Data Protection Officer: DPOWeST@westst.org.uk



Plymstock
School

Mr Robert Pearsall
Headteacher

Church Road, Plymstock, Plymouth PL9 9AZ

Tel: 01752 402679

Email: info@plymstockschool.org.uk

www.plymstockschool.org.uk



@PlymstockS