

# South Craven School



## General Information for Parents 2019 - 2020



## **INTRODUCTION FROM THE HEAD**

Learning is placed firmly at the heart of the South Craven School Community. Our main priority is to ensure our students have the best opportunities for success and the highest possible aspirations for the future. As a school we recognise our responsibility to provide young people with the skills and qualities they need to respond to the challenges of a fast changing world. We do this by promoting our South Craven Learner principles of Courage, Enquiry and Growth and focusing on preparing our students for life as active and productive citizens. Our formula for success is built on partnerships between home and school, teacher and student, school and community.

May I take this opportunity to welcome back to school all our students and members of staff. This year we welcome the following new members of staff to the school: Alison Wharvell, Teacher of Mathematics; Tom Willetts, Teacher of Mathematics; Jayne Johnson, Teacher of Mathematics; Susan Ridge, Teacher of Mathematics; Pippa Roberts, Teacher of Biology; Lydia Cooper, Teacher of Science; Natalie Ferguson, Teacher of Science; Arne Ide, Head of Year 7; Sarah Houfe, Assistant Head of PE; Shayne Toy, Teacher of Beliefs & Values; Scarlet McDonnell, Teacher of Humanities; Matthew-Jay Pratt, Unqualified Teacher of Performing Arts; Sarah Bithell, Teacher of Business Studies; Liz Wilson, Teacher of Business Studies; Ellie Child, Teaching Assistant – PE; Matthew Dyson, Unqualified Teacher/Cover Supervisor; Simonne Nommik, Senior Cleaner; Wayne Stothard, Piano Tutor.

It was a pleasure to be able to congratulate students, staff and parents on another excellent set of examination results. At A Level we were delighted to report that 35% of students achieved top grades (A\*, A or B) and in BTEC subjects 76% of all grades awarded were at Distinction\*, Distinction or Merit grade. So many students worked incredibly hard over the two years and the vast majority achieved the grades they needed to progress to the next stage of their careers. We have students going to universities all over the UK to study a wide range of subjects such as English Literature, Medicine, Law and Dance. Whilst other young people took up apprenticeship opportunities at companies such as BAE Systems in Humberside and Calmag in Riddlesden.

GCSE results were also excellent across the board with 77% of students achieving a grade 4 or better in English and 75% achieving a grade 4 or better in Maths – both improvements on last year. We were proud of student achievement in many subjects including History where the number of students achieving a grade 4 or better increased by 12% and in Sport Science BTEC where 34% of students achieved a Distinction\* or Distinction grade.

I am very proud to be Headteacher of South Craven School and see the determination and tenacity of a fantastic group of young people. I am sure this success will continue.

Martyn Hill  
Headteacher  
September 2019

## **Communications with Parents/School Website**

Email is one of the main means of communication between school and home so **please can you ensure we have your up to date email address.** If you do not have access to a computer and would like to continue to receive paper copies of all letters please contact reception.

Our **website** ([www.southcraven.org](http://www.southcraven.org)) is the first reference point for you to find out information about the school. You will be able to access up to date information about whole school activities and anything relating specifically to your own child, as well as individual information about your child's progress by registering and logging into the parent portal.

Our website is a wealth of information, including overviews of our faculties and pastoral system, our Sixth Form, school documents and dates, exams information and regular updates on what has been, and what is going to be happening in school. More information can be found on our social media pages which feature news, views, sports, events and successes our students have had. Please check these regularly for any updates. Our social media includes a Facebook page (@SouthCravenSchoolOfficial) and a Twitter feed (@SouthCravenSch) - like and follow us for current news and information about what goes on around school.

We have introduced a new 'School Gateway' mobile app for communicating directly with parents. This is an additional feature of Schoolcomms that we hope will become our main means of communicating with you. You will continue to receive information via email through Schoolcomms however School Gateway enables you to access secure and timely information about your child such as attendance, rewards and behaviour data as well as all of their SPM reports. The app offers you another means of communicating with free in-app messaging and includes useful links such as school website and social media feeds. School Gateway is available to download from your app store; it checks against the mobile number and email address you provided, before issuing you with a PIN code to access secure information about your child. If you have difficulty accessing School Gateway, please email [ITSupport@southcraven.org](mailto:ITSupport@southcraven.org)

## **School iPad Scheme - Tablets for Learning**

The introduction of teaching iPads and other tablet-style devices in the classroom has made a huge impact in transforming learning here at South Craven. Students are able to bring their own device to school or obtain a school iPad through the School iPad Scheme. We would like all students to have access to a tablet-style device for learning beyond the classroom. If you would like to obtain an iPad through our 'School iPad Scheme' please refer to the school website under Parents & Students. Please note the scheme is available to all students in our school and includes the option to purchase the device, at market value, if a student leaves the school.

We expect every student to have a fully charged tablet device in school every day so they can take advantage of all the opportunities e-learning strategies can offer. We do not allow our students to use a smartphone as an alternative to a tablet device in school. We ask for your support to ensure all students have access to a tablet device in their lessons and at home.

We use an online 'Homework4' planner app to help students organise themselves and our virtual learning environment (Google Classroom) provides students with access to learning resources before, during and after lessons. The Homework4 app is available to parents from the 'Homework4 Portal' link on the website homepage and to download as a mobile app, so you can check homework being set.

## **Student Absence & Punctuality**

Details of our procedures for dealing with student absence in Years 7 – 11 can be found in your Parents' Handbook which is available on the school website.

**Since September 2013 schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time.** Requests for leave can only be granted in exceptional circumstances and holidays are not considered exceptional. Requests must also be made to the school in advance as schools cannot authorise absences after they have been taken.

We monitor student punctuality to school. If a student arrives after 8.25 am when our learning day begins, you will be informed by text message.

## **First Aid**

In order to ensure that we can respond promptly we assume your consent to administer treatment in school by a nominated trained first aider. Should you wish to withdraw consent please contact the school.

## **Procedures for the closing of the school in the event of bad weather or any other emergency**

Any decision to close the school early will be made in conjunction with the relevant authorities. As soon as such a decision is made, the bus and taxi companies, which provide usual school transport, will be contacted and transport will be requested. As you will appreciate, this will take time, but the advice given to all students who normally use school transport will be to wait in school until their bus or taxi arrives. They will be supervised while they wait.

The village which is most easily affected by bad weather is Lothersdale. In previous years, on more than one occasion the transport provider informed us they needed to send the coach early to ensure they could reach the village. If this happens again we will alert all the children who use the service and get them onto it as quickly as possible. We will try to contact parents but this may not always be possible. If parents do not want them to catch the coach, but would prefer for them to wait in school to be collected, please inform your child's Head of Year.

Students in Years 10 & 11 and Sixth Form will be dismissed if they know that they can get home safely. We recognise that older students may make their own arrangements and it is important that they discuss these with parents and guardians in advance.

Students in Years 7, 8 and 9 will only be allowed to leave school if they usually walk home and, even then, they must be able to assure staff that someone will be at home when they arrive; if not, they will be advised to wait at school.

With regard to those students who are usually picked up from school by car we will ensure that students can make contact as quickly as possible. We do realise that the severity of the weather can vary throughout the area and if parents decide it is necessary to pick up their child we will, of course, release the child even if the decision to close the school has not yet been made.

If there are any special arrangements which need to be made for your child in terms of routine or where you can be contacted, please make us aware of these in writing, addressed to your child's head of year.

If there is severe weather in the morning, you will receive an email alert referring you to our website for the most up-to-date information. Local radio will carry announcements, and information will be placed on the school website. If school transport is running, students should take the bus to school as normal, where the situation will be assessed. Under no circumstances should students get off the bus on the way to school.

These procedures are also published in full on the school website [www.southcraven.org](http://www.southcraven.org).

## **Behaviour Policy**

The school's Behaviour Policy is published on the school website. Details relating to school uniform and a list of items banned from school are in the Parents' Handbook and you are requested to make sure that you are familiar with these details. Paper copies are available on request.

## **Data Information Sheet/GDPR**

At the beginning of each school year we collect up to date information about your child. In line with General Data Protection Regulations we will ask you for new data each year, rather than simply requiring you to check the accuracy of data previously supplied. It is important that you tell us of any change of information e.g. new mobile number or email address, so that we can maintain accurate records on the school information management system.

It is important that we receive a full data set for your child so that we can prioritise both how we communicate and what information we share. For example, we need to identify who will have parental access to our new School Gateway communications app and is entitled to view SPM reports. This year we are asking for your personal contact details and all others with parental responsibility. You will still receive phone calls and emails via Schoolcomms however we hope that School Gateway and our website will become our main means of communicating with you.

Please note that a separate data collection form is required for additional children you may have at the school. You will receive this data collection form by separate email (***students in Years 8-11 and 13 only***). **The deadline for return of your form is Monday 7 October 2019.**

All information regarding our collection of data can be found on our website. For queries regarding the General Data Protection Regulations please contact [m.daly@southcraven.org](mailto:m.daly@southcraven.org)

## **Cashless Catering**

We use a card for the operation of our cashless catering system. At the till your child's card will be scanned and payment will automatically be deducted from their account.

We also use ParentPay which enables payments to be made online for items such as dinner money, school trips and educational equipment and stationery, including revision guides. You may also view what your child has been eating by following the links on the 'ParentPay' website.

ParentPay means you will have control over how your money is spent, as an online payment means that the money cannot be spent on sweets on the way to school! For parents of new Year 7 students details of how to use ParentPay, together with your logon details, will have been sent separately. If you have forgotten your ParentPay password or have not previously been registered to use ParentPay, please contact the Finance Team at the school on 01535 639789 or by email to [finance@southcraven.org](mailto:finance@southcraven.org) and they will be happy to assist.

If you are not online you may still choose to give your child cash, which can be paid onto machines in school. Alternatively, you may pay by cheque made payable to South Craven Academy Trust and marked on the reverse as 'Dinner Money', together with your child's name and form. This should be placed in an envelope marked Finance Office and handed in at Reception.

There is a maximum daily spend allowance of £5. If you wish to determine a different daily limit for your child please contact the school.

## **Eligibility for Free School Meals**

We are committed to working with students and their families to ensure that they are fully supported in their learning. One of the ways that we can do this is to make sure that everyone who is eligible for free school meals applies, whether they wish to eat a school meal or not. Please take time to read the information which you can find under the Parents section of the school website and if eligible, complete the online application.

If you think your child(ren) may be eligible for free school meals, and you haven't already done so, please apply online at [www.cloudforedu.org.uk/ofsm/sims](http://www.cloudforedu.org.uk/ofsm/sims) where you will get an immediate response as to your eligibility. School will then be informed of successful applications.

## **Coaching**

We operate a system of coaching in Years 7 – 13, which means that every student has a named coach who provides support and conducts the meeting with parents and the student on the SPM day. In most cases the coach for the students is the form tutor. Where the coach is not the tutor it will be a member of staff who is either attached to the student's form or a member of staff who has a clear connection with the student, eg, Head of Year.

## **Trips and Activities**

We are committed to supporting staff who wish to organise educational trips and visits to extend and enrich the curriculum.

For any activity over and above those carried out through the curriculum, e.g. day trips, residential visits, sports fixtures and after school activities, for all years we will assume consent to attend with immediate effect. You will receive notification of each event, with specific activities detailed. Please pay particular attention to this notification since it may involve details of potentially hazardous activities and you should inform us if you **do not** wish your child to take part. We will otherwise assume that consent is given.

**During Key Stage Four (Years 9, 10 & 11).** Where an activity is local, we believe that it is reasonable for students to make their way to and from the venue and for the level of supervision to be the same as in the classroom. Events in this category would include Geography fieldwork in the locality e.g. Skipton. For work experience in Year 10 we will be seeking your specific consent to attend and this will involve students travelling on their own. For college courses, which students may follow in Years 10 & 11, students will need to make their own travel arrangements.

**Sixth Form.** Where an activity takes place which is local or no further away than York, Manchester or Leeds, we believe that it is reasonable for students to attend unaccompanied. Events in this category would include conferences, visits to museums, art galleries and libraries and fieldwork data collection. Visits may sometimes be accompanied by staff for specific teacher input. Parents would be informed. Parents should be aware that as students apply for higher education, visits to Open Days and interviews will be necessary. While we support students with their applications, responsibility for such visits must lie with the students and their family.

Fixtures will be advised to students via notices, and the Sports Fixtures List is available to both parents and students via the school website. The Fixtures List is kept up to date with all available information being posted in advance.

**Dropping Off and Picking Up Students by Car.** Parents are reminded of the procedures we operate for dropping off and picking up students by car. These are designed to keep all students safe.

In the mornings, parents may drop off students at the Holme Lane entrance of the school site but are asked to turn left on entering the site and drive around the bus park to do this. For safety reasons, please never stop on the roundabout. Senior staff will often be on duty and will direct parents, particularly between 8.00am and 8.25am.

At the end of the school day, we have no space on the site for parents in cars as we have to accommodate the school buses and taxis. Therefore, parents are asked not to drive into school but to arrange with their child/children a suitable pick-up point off site. It would be appreciated if this arrangement could also be used in the mornings. As a courtesy to our neighbours, please can we ask parents to show consideration when parking in surrounding streets when dropping off or picking up students at the beginning or end of the school day.

**Collection of Students by Parents/Sweeper Bus.** Students partaking in any form of extra curricular activity at school should make sure that they have made arrangements to be collected from school safely. However there is an additional sweeper bus service provided for students living in West Yorkshire (Eastburn; Steeton/Silsden and Keighley) which leaves the school at approximately 4:25pm everyday. Students are asked to allow themselves plenty of time in order to catch the bus home.

### **External Examinations – Only relevant for Parents/Guardians of students in Year 10 onwards**

As you will no doubt be aware, your son/daughter will be taking external examinations this coming academic year, either at GCSE/BTEC or Advanced Level. It is important to ensure that your son/daughter attends all the examinations they are entered for – they will be provided with a timetable giving the dates of these examinations. These will also be on the school website. If a student is absent from an examination without a valid reason, eg, illness not supported by a medical certificate, parents/guardians will be expected to pay the relevant exam fees – full details of which will be circulated in due course.

### **Network Guidelines & Consent to Use an Image or Photograph**

The Network Guidelines can be found on the school's website. If you would like a paper copy of the guidelines, please contact the school.

### **School Publication Scheme**

Information relating to the current School's Publication Scheme can be found on the school's website. If you do not have access to a computer then the information can be obtained directly from the school reception. Please address your request for the attention of the Director of Human Resources.

### **Governors**

The school governors play a vital role in the running of the school, taking on the ultimate responsibility of its operations. If you are interested in becoming a governor, we would like to hear from you. Some governors are elected and details of any such vacancy will be circulated to parents. Other governors are appointed by the South Craven Academy Trust. Trustees will look at the skills that individuals have to offer for example: backgrounds in finance, law, marketing, personnel, and how they may complement the existing governing body – it is a very rewarding role and although some governors do commit a great deal, it is quite possible to make a really useful contribution with a more limited commitment.

If you would like to be considered for the role of governor, please send a CV and a short letter to Mrs Rachael Simeone, Director of Human Resources/Clerk to the Governing Body or if you would like to find out more please email her at the school on [r.simeone@southcraven.org](mailto:r.simeone@southcraven.org) and she can arrange for you to meet with a governor and the Headteacher to discuss the role further.

## **South Craven School Support Fund Appeal**

Finally, I would like to ask whether you wish to contribute to the South Craven School Support Fund. This fund is designed so that **extra** resources can be provided for the education of students at South Craven School. Contributions to the fund are **voluntary**, but we hope all parents will consider supporting it. The funds raised will be used for the education of South Craven School students

In order to avoid making two appeals for money, we have combined this with asking all parents of students in Years 7 to 11 to donate £15 to cover the cost of consumable resources used by students to produce objects in their technology courses, which they are able to keep on completion of their project.

Having considered whether you wish to support these schemes, and at what level, log onto ParentPay to make your donations on-line. If you have forgotten your ParentPay password or have not previously registered to use ParentPay, please contact the Finance Team at the school on 01535 639789 or by email to [finance@southcraven.org](mailto:finance@southcraven.org) and they will be happy to assist.