

Jubilee High School



Jubilee
High School

Parent Guide 2020-2021

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Welcome from the Headteacher

Dear Parents,

At Jubilee High School we are committed to Excellence in Learning and Teaching (EILAT).

Our priority is to ensure our students achieve more than they thought possible. Our students benefit from an extensive range of artistic, cultural and sporting activities and enjoy a varied and engaging curriculum.

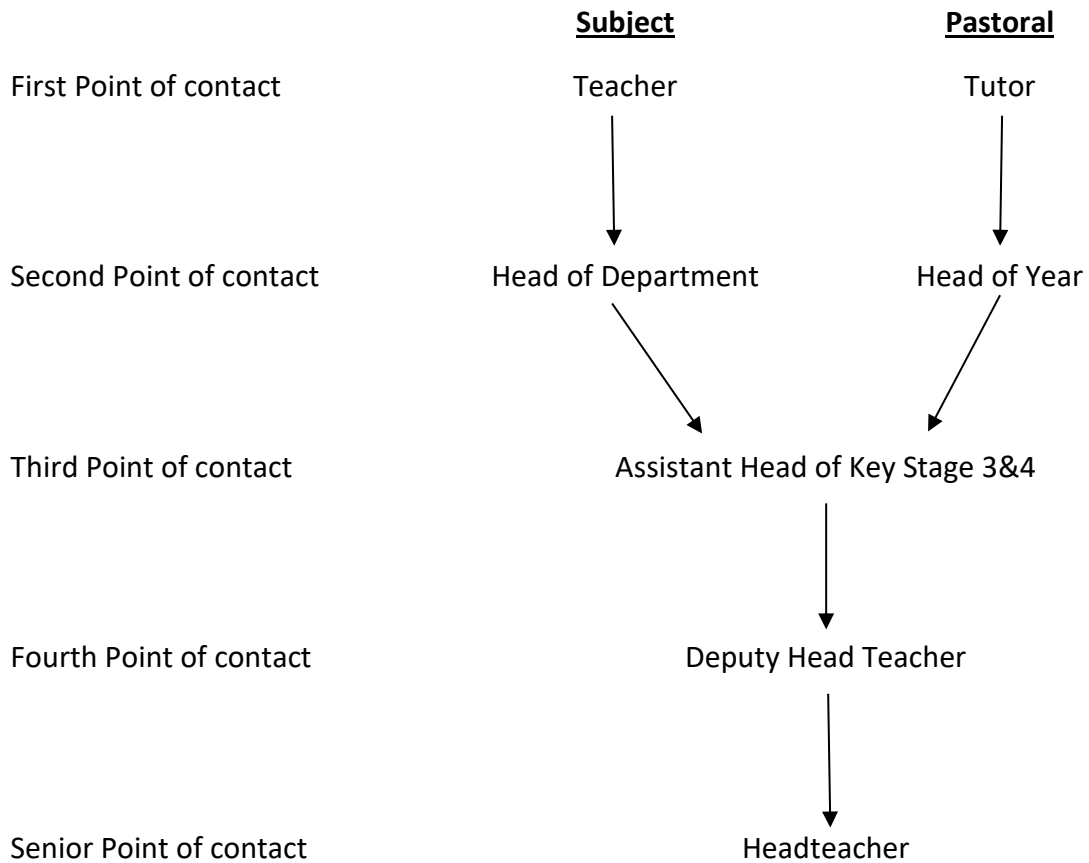
We have consistently high expectations of our students which are important in helping them succeed, make progress and achieve and I hope this information booklet will go some way in providing information for you to support your child's learning.

Mark Conroy

Headteacher

Key Staff

The following is an outline of the role of the staff members with whom you will have most contact.



Key Dates

Autumn Term 2020	
First day of term	3 rd September 2020
Half Term	26 th October- 6 th November 2020
Last Day of Term	15 th December 2020
Winter holidays	16 th December 2020- 3 rd January 2021
Spring Term 2021	
First day of term	4 th January 2021
Half Term	15 th February- 10 th February 2021
Last day of term	1 st April 2021
Easter/Spring holidays	2 nd April- 18 th April 2021
Summer Term 2021	
First day of term	19 th April 2021
Half Term	31 st May- 2 th June 2021
Last day of term	16 th July 2021
Further information	School begins at 8:40am

School Day

Warning bell rings	8:35am
Tutor Time/Assembly	8:40am - 9:00am
Lesson 1	9:00am - 10:00am
Lesson 2	10:00am – 11:00am
Break Warning bell rings	11:00am - 11:20am 11.15am
Lesson 3	11:20am – 12:20pm
Lesson 4	12:20pm – 1:20pm
Lunch Warning bell rings	1:20pm – 2:00pm 1.55pm
Lesson 5	2:00pm – 3:00pm
End of School	3:00pm
After school activities	3.15pm

Accessories/make-up

Students in Years 7, 8 and 9 are not permitted to wear make-up, acrylic nails or nail varnish. Any student coming to school wearing make-up or nail varnish will be asked to remove it prior to going to lessons. The school office has a supply of nail polish and make-up removers for this purpose. Students in Years 10 and 11 may wear discreet make-up and natural nail varnish, however, no acrylic nails.

Students may wear a small stud in each ear but these should be removed for PE lessons. Nose studs are not acceptable, nor are other body piercings.

Hairstyles must be plain and avoid any fashion extremes and hair colour should be a natural shade only. Boys' hair should be no longer than collar length. No shaven hairstyles/heads are permitted.

Attendance

Regular attendance is a key element in achieving success. Research clearly demonstrates the link between regular attendance, educational progress and attainment. We therefore ask that students maintain 100% attendance. We are committed to encouraging and supporting parents in ensuring their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly. Good attendance is rewarded termly with students being celebrated during tutor time and assemblies.

If your child is absent or likely to be late, you must call the school before 9am on 01932 884800 to report the reason.

Persistent Absence (PA) – less than 90%

Whilst a child may be off school because they are ill, sometimes they may be reluctant to attend school. Problems with regular attendance are preferably rectified by dialogue between the school, parents and the child. If your child is reluctant to attend, it would be very helpful if you would not give in to pressure to excuse them from attending. The Education Welfare Officer meets school staff on a weekly basis to discuss attendance concerns.

In cases where a student begins to develop a pattern of absences, the school will try to work with home and support parents in getting the child back in to school. If this is unsuccessful the school will refer the matter to the Education Welfare Officer.

Behaviour Procedures

If students do not meet expectations the incidents will be logged on SIMS.

We have a simplistic warning process within the classroom, named 4Rs:

R – Remind – student is reminded that their behaviour is not appropriate

R – Relocate – student is moved seats to indicate their inappropriate behaviour has continued

R – Referral – student is removed from the classroom and will complete their lesson within another classroom. Student will receive a Centralised Detention.

R – Reconciliation – whilst completing the Centralised Detention they will have a meeting with the member of staff who referred them.

This is not a fully comprehensive list but includes the common behaviour issues.

We always consider that students are individuals and that circumstances may differ. The purpose of this procedure is to endeavour to ensure some consistency when considering behaviour intervention.

Catering

At Jubilee High School we operate a cashless catering system.

Food is available from our Courtyard Café:

Breakfast (from 8am)

Morning break (11am)

Lunchtime (1.20pm)

Hot and cold drinks are also available.

Lunches must be paid for in advance via the online system or via two machines available in school where cash payments can be made.

Our caterers provide a good variety of nutritious and tasty meals and snacks with an emphasis on flavour, quality and healthy choices.

If a student forgets their lunch, parents' can top up their child's account via the website.

Students who choose to bring their own lunch have various sites in the school where they may eat at a table. There is no opportunity to heat food for students.

All parents whose children are new to the school will receive permission letters requesting their consent for the recording of biometric information (finger scan) so that lunch money

can be added to your child's lunch account by using the biometric cash machines in school or by debit/credit card via the online system on the school website. (<Quick links>The Gateway>School Payments)

Communication

Information to parents may take the form of e-mail, text message or letter. For this reason it is vital that all changes of address, home or mobile telephone numbers and email addresses are notified in writing or using the email address info@jubileehigh.surrey.sch.uk. If you would like to contact the school, call 01932 884800.

Curriculum

At Jubilee High School all students will experience an exciting, broad and personalised curriculum.

Our Key Stage 3 runs across two years (Year 7 and 8) allowing us to develop skills and knowledge in preparation for GCSEs. The extended three year (Year 9, 10 and 11) Key Stage 4 enables our students to extend and deepen their learning with the aim of ultimately maximising achievement.

Throughout Key Stage 3 all students will be taught: English; Mathematics; Science; Philosophy & Ethics; History; Geography; French; Spanish; Computing; Textiles; Art; Drama; Dance; Catering; Graphics; Resistant Materials, and Physical Education.

In the third term of Year 8 students will follow a supportive curriculum program and choose a pathway for GCSEs (Options). Along with the core GCSE subjects - English Literature; English Language; Mathematics; Science (combined or separate); and Philosophy and Ethics - students will also opt from a range of GCSE and vocational subjects which include: an additional language; Business Studies; Computing; Geography; History; Art; Drama; French; Spanish; Food Technology; Graphics; Textiles and Resistant Materials. All students will also take a further qualification from our Health and Movement block which include: GCSE PE, GCSE Dance and GCSE Health and Fitness.

Equipment

We believe that our students should be equipped and organised for learning every day.

Students should come to school appropriately equipped with black pens, pencils, a ruler, an eraser, pencil sharpener, a geometry set and a scientific calculator. Where they have kit for practical lessons we expect them to wear the appropriate uniform as well (this is part of their equipment).

Belongings, equipment and books should be carried in a named school bag and kept in a locker when not in use. School bags should be appropriate for carrying books and equipment, eg a plain rucksack. Fashion handbags are not permitted.

Students are responsible for bringing in ingredients for Food Technology and storing their Art sketchbooks.

Exams

With the increasing number of GCSEs that are set at the end of Year 11 it is vitally important that we properly prepare our students to sit these exams and for them to be successful.

We believe that exposure and practice under exam conditions helps to calm and focus our students and assists them to achieve. We ensure that they learn how to revise and prepare effectively for exams and that they understand the benefits of correct exam technique and etiquette.

We strongly encourage students to complete a revision timetable and your support with your child's revision is a vital contributory factor to their success.

Homework

Homework will be set as per the homework timetable published at the start of the year. Students will receive homework as detailed below:

Key Stage 3 Homework

Subject	Frequency
English, Maths, Science & MFL	Weekly
All other subjects	Fortnightly

Key Stage 4 Homework

Subject	Frequency
English, Maths, Science & MFL	Weekly
All other subjects	Fortnightly

All homework will be noted in the planner by the student and signposted on the website via Show My Homework, which can be found by going to the Quick Links Gateway tab on the website.

In the case of incomplete homework after school detentions are organised in department so that missed work can be completed. Persistent offenders will be required to attend parent meetings to discuss how this can be resolved.

Illness/Medical needs

If your child feels unwell during the day they should tell a member of staff. A note will be recorded in the student's planner and they will be sent to the school office where they will receive appropriate attention from a trained First Aider, following which a decision will be taken in consultation with your child in respect of contacting you.

Minor injuries occurring in school are treated by trained first-aiders. More serious injuries are reported to the school office immediately where appropriate help will be summoned. Parents will always be informed.

Should your child require any medication to be administered during the school day please bring it to the school office in its original container. It will be necessary to complete an authorisation form.

It is the parents' responsibility to ensure that all medications (such as epi-pens) are kept up to date and that the school is informed of any changes to your child's medical needs. The school will dispose of all out-of-date medication.

Please ensure that if your child contracts any notifiable infectious disease you inform the school immediately and that they remain at home until cleared by a doctor. If you are unsure about what constitutes a notifiable disease please contact your GP or the school office before allowing your child to attend school.

For further advice or guidance please contact the school office on **01932 884800**.

Instrumental Lessons

At Jubilee High School we provide independent music lessons for students who would like instrumental, singing or theory tuition. Students in Years 7 to 9 come out of subject lessons on a rotational basis where possible, whilst students in Year 10 and 11 have fixed lessons before school, during breaks or after school.

Tuition is available for:

Piano/Keyboard, Voice, Trumpet, Guitar, Bass Guitar, Ukulele, Trombone and Drums.

All students must typically supply their own instruments although there are a limited number of school instruments which are available on request. All termly fees for music lessons are paid directly to the Instrumental Teacher in advance. If you would like your child to have instrumental lessons, please request a form from the Music department.

Latest news

There are several ways we communicate with parents to update you on events and news. These include:

- Text messages (please ensure we have your current mobile telephone number)

- Email: we will be increasingly using email as the preferred method of contact between school and home so it is vital that we have your up-to-date contact information
- Jubilee High School Website www.jubileehigh.surrey.sch.uk
- Half termly newsletter from the Head of School (sent home and added to the Website)
- Twitter (sign up and join our followers @jubileehigh)

Mobile Phones

Mobile phones and all other personal electronic devices (including headphones) **MUST NOT BE USED IN SCHOOL** from the first bell until 3pm.

If any student is found using their phone or with headphones on show during the school day then it will be confiscated and returned at 3pm.

Should you need to get a message to your child, please telephone the school office and a member of staff will arrange for the message to be passed on.

More Able and Talented (MAAT)

Students are identified as being more able or talented based on their KS2 achievement and assessments completed in Year 7. Students' names are recorded in our MAAT database which ensures they are challenged appropriately in class and at home. This also allows staff to share strategies so students are consistently pushed to achieve or exceed their potential.

Each year group has its own program of activities that enhance the students' abilities outside the classroom. In year 10 or 11 students can also use Jubilee's link with Cambridge University to explore two of the Colleges and speak to students about life at University.

Students will also attend courses that provide them with information about how best to prepare for 'A' level courses and University applications.

Policies

All statutory policies are kept up to date and available on the school website. Copies may be requested by contacting the school office.

Progress Evenings

Progress Evenings give you the opportunity to meet with all your child's subject teachers to discuss their progress, effort and homework. We ask parents to clear their diaries in order to attend these evenings, where consultations are 5 minutes each and appointments must be made in advance online (<https://jubilee.parentseveningsystem.co.uk/>)

Members of the Special Educational Needs department are also available at every Progress Evening and students identified with SEN will have opportunities every term to attend school and discuss their progress.

Pupil Premium

The school receives additional funding to support pupil premium students; at Jubilee High School we believe the inclusion of all students is paramount and we work creatively and consistently to generate the finest opportunities and experiences for every single student in the school. We are required to publish a statement on the pupil premium funding and how it is spent alongside the results of students. If we receive this premium for your child you may be entitled to support for school uniform, school meals, trips and visits. Please contact the finance office for further advice and information

Remote Desktop

All essential software needed for the students' study is accessible via the remote desktop. Students can also access all of their saved work.

School Website > Quick Links > The Gateway > Remote Desktop

Reporting

All aspects of a child's approach to learning will be reported on 3 times a year (at the end of each term) to enable us as a school, and you as a parent, to monitor students' progress. The report will highlight the following:

- The student's progress in all subjects.
- A professional prediction, (based on the student's current progress), of the student's level when they take their final examinations in year 11.
- The student's performance against their target.
- The student's attitude and effort towards learning.

Rewards

It is the expectation that all students should be engaged in their learning, respectful to staff & the environment and participate in opportunities offered on and off site. The reward scheme at Jubilee High is measured using a rewards ladder which focuses on students' approach to school life and reflects their attendance, effort and achievement. This policy is designed to enable all students to be rewarded and as such the variety of criterion covers academic and non-academic strengths and contributions.

School payments

Payments to the school must be made using the online system which is accessed via the school website (<Quick Links>the Gateway>School Payments)

An introductory letter and initial login will be issued to all parents at the beginning of term. This method of payment gives parents a record of their payments and any amounts still owing.

SEND

On entry to Jubilee High School all students in Year 7 undertake a screening process. The result of this, together with information from primary schools, means that we can put informed and targeted support arrangements in place.

Each student on the code of Practice for Special Educational Need and Disabilities (SEND) has a provision map which is reviewed termly. We have access to the Local Authority team, who will offer advice and support from specialist behaviour support teachers, learning and language support teachers and the school's designated educational psychologist. We also have visits from other professionals on request.

We are able to apply for access arrangements for Key Stage 3 tests and GCSE examinations for students who meet the criteria for additional help. These include the use of a reader, scribe or extra time. In some cases, students may be permitted the use of technology in examinations.

The Communication & Interaction Centre (COIN) has access to a specialist speech therapist who works with students on specific areas of language impairment and parents are involved through a home program of speech therapy. In the classroom, specialist Teaching Assistants support the work of the speech therapist. Teaching Assistants also liaise with teaching staff to differentiate the curriculum and so provide for a range of needs.

The Duke of Edinburgh's Award

The Duke of Edinburgh's Award is an outstanding initiative aimed at 14 to 24 year olds and at Jubilee High we have students taking part at both Bronze and Silver levels. There is always a healthy interest in the school-run programme which starts in September, and our successful students always look forward to receiving their awards a public ceremony held by Runnymede Council.

This acclaimed scheme offers our young people the opportunity to take part in a highly-regarded, challenging and fulfilling scheme which not only benefits the students but their communities also. Importantly, employers and colleges recognise the award as one which requires young people to challenge themselves in four areas: volunteering, skills, physical and expedition.

Founded by Prince Phillip in 1956, the scheme has been dedicated to the personal development of young people from all backgrounds and is the widest reaching programme of any UK youth charity.

Tutor Program

The 20 minute tutor session every morning (8:40am – 9:00am) is used to prepare students for their learning during the day ahead, students must attend equipped and ready to learn. The session may be used for academic monitoring, small group work or intervention, PSHE activities or administration such as giving out notices or receiving communication from home.

Students will also regularly attend assemblies which will be led by their Head of Year or a member of the SLT.

Uniform (including PE kit)

It is compulsory for all students to wear school uniform including on the way to and from school. We will try to resolve any uniform infringements in the first instance, however, sanctions may be imposed if students are not wearing or refuse to wear the correct uniform or are not appropriately equipped.

The school office holds a small supply of uniform, including shoes, blazers, ties and skirts which may be loaned to students who are not appropriately attired. These items will be issued at the request of a Head of Year or member of the Senior Leadership Team (SLT) and will need to be signed for at the time of loan and on their return.

We are aware of the cost implications of school uniform and are able to offer financial support to families who qualify with the purchase of the uniform items as below:

- Blazer and skirt or trousers
- Shoes and skirt or trousers

Uniform

Maroon blazer with the school logo on the breast pocket

Black trousers

Knee-length skirt (A-line inverted pleat)

White shirt with long or short sleeves

Standard clip-on school tie (teal and maroon striped)

Black plain V-neck jumper (no logo required)

Black shoes - low heeled, not canvas, backless, or trainers

PE Kit (should be in a separate bag)

Technical PE Polo shirt with school logo

PE shorts with school logo

Black/white sports socks

Trainers

Optional items:

Micro Sports Fleece with school logo

MicroFibre Jogging Bottoms with school logo

Rain Jacket with school logo

Privacy Notice

The purpose of this notice is to give pupils and parents an insight into how information about pupils is used in our educational setting.

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

- Personal information (such as name, unique pupil number, address and medical and/or special educational needs details where necessary)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Behaviour information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data-sharing

The lawful basis on which we use this information

We collect and use pupil information under the Education Act 1996 – this information can be found in the census guide documents on the following website

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting pupil information

Whilst the majority of pupil 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 Regulation (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Who we share pupil information with

We routinely share pupil information with:

- our local authority (including the Education Welfare Officer)
- the Department for Education (DfE)
- our Multi Academy Trust, the Bourne Education Trust.
- NHS (for routine health checks and vaccinations undertaken in school)
- other schools that the pupil may attend

Why we share pupil information

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

We share pupils' data with the Department for Education (DfE) on a statutory basis (regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.) This data sharing underpins school funding and educational attainment policy and monitoring.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth Support Services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and /or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required

- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the School Business Manager.

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 the School Business Manager, Jubilee High School, School Lane, Addlestone, Surrey KT15 1TE T: 01932 884800 E: info@jubileehigh.surrey.sch.uk