

Introduction

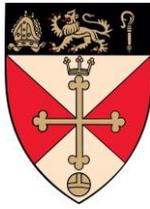
Welcome to Malmesbury School. Our goal is to be a Happy, Caring and Excellent Community and we are really looking forward to working with you to achieve this aim.

We are proud to be the comprehensive school serving our catchment area. I am sure you will enjoy your time with us. We offer a wide range of opportunities to all our students including all sorts of extra-curricular activities and leadership opportunities. We hope that our students will make the most of their time with us and really enjoy their school years.

This handbook is designed to give you all the information you need about the day to day running of the school. We recognise that secondary school is very different from primary school and can seem very daunting. If you feel that there are additional questions you would like answered please do not hesitate to contact the school. You can also visit the school's website at www.malmesbury.wilts.sch.uk.

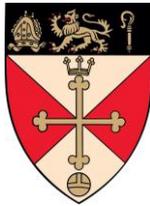
We are very proud of the students at Malmesbury School and extremely fortunate to have a very supportive parent body. We all look forward to getting to know you and working with you.

John Barrett
Associate Headteacher



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Tutor Groups & Houses

The students are organised into mixed ability tutor groups after detailed discussions with primary school staff. Great care is taken to achieve a mix of abilities and a harmonious balance of friendship groups. Achieving the right chemistry is a delicate business; we hope the final formula works.

How big is the tutor group?

The size of the tutor groups varies from year to year dependent on the number of students coming to Malmesbury School. In 2020 there will be nine groups with approximately 30 children in each group. These groups will stay together to the end of Year 11, although there may be a change of tutor if a teacher leaves.

Are all lessons taught in tutor groups?

In Year 7, students will be taught in mixed ability tutor groups for most of their subjects. In technology smaller groups are created for workshop situations and in PE tutor groups are mixed up for single sex sports. As the tutor group moves through the school, there will be setting arrangements in various subjects. Maths will set the students at the end of term 1.

What are the roles of the tutor, Senior Pastoral Leader and Academic Leader?

Tutor

Your child's tutor will be a central figure in their school lives. The form tutor will meet your child at registration on a daily basis and may teach them as well. Routine administration, for example notes of absence, should be sent to the tutor.

Senior Pastoral Leader (SPL)

The Senior Pastoral Leader is responsible for the pastoral care and behavioural support of all students in Year 7.

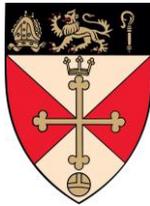
The Academic Leader (AL)

The Academic Leader is responsible for monitoring the academic progress of your child, and arranging appropriate interventions to support their learning.

In addition, the Learning Support Faculty will support those children with specific learning needs.

From September those staff working with Year 7 will be:

Senior Pastoral Leader:	Mrs Rowena Wood
Academic Leader:	Miss Carly Probert
Tutors:	Mrs Carys Fodor
	Mrs Ellie Kirkby
	Mr Dale Topsom
	Mr Dave Tomlinson
	Miss Lucy MacKenzie
	Miss Leah Welch
	Miss Morgan Dove
	Miss Evie Lilly
	Ms Rachel Ware



How can school be contacted?

There may also be occasions when you wish to contact the school regarding your child. In order for us to deal with these issues more effectively please will you contact the Student Services Office in the first instance. They will then be able to deal with any requests, directing you to the most relevant person and either responding to you directly or ensuring the relevant person gets back to you.

Please do not hesitate to contact us; we always prefer to hear from parents sooner rather than later, before smaller problems turn into larger ones.

How does the house system work?

There are four houses at Malmesbury School, Athelstan, Eilmer, Hobbes and William, each one has students from every year group. Each tutor group is allocated to one of the four houses.

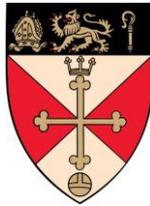
The Heads of Houses are:

Athelstan	-	Scott Mitchell
Eilmer	-	Ceri Schofield
Hobbes	-	Emma Hall
William	-	Ben Griffiths

Throughout the year, there are a number of opportunities for all students to participate in inter-house competitions, fundraising events and work with older students in their house. In addition, students' hard work is rewarded with house points throughout the year. The points are awarded to students for participation in competitions and the following reasons:

- an outstanding piece of work
- an outstanding contribution to the school and community
- demonstrating outstanding care and consideration to others
- showing consistent effort and hard work over a half-term period.

When students have earned 10 housepoints they become a House Hero and you will receive a special reward card in the post. When they earn 20 housepoints they will achieve a House Star, and when they achieve 40 they will win the Head's Award.



The School Day

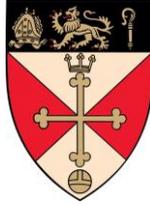
The day at Malmesbury School is structured in two ways, depending on whether your child has 1hour or 1.5hour lessons. During the course of the week, your child will have days where they follow either of the following timetables:

Day 1		Day 2	
9.00-9.15	Registration or Assembly	9.00-9.15	Registration or Assembly
9.15-10.15	Lessons 1&2	9.15-10.45	Lessons 1,2&3
10.15-10.35	BREAK	10.45-11.05	BREAK
10.35-11.35	Lessons 3&4	11.05-12.35	Lessons 4,5&6
11.35-12.35	Lessons 5&6		
12.25-1.25	LUNCH	12.25-1.25	LUNCH
1.25-2.25	Lessons 7&8	1.25-2.25	Lessons 7&8
2.25-3.25	Lessons 9&10	2.25-3.25	Lessons 9&10

The Curriculum

Curriculum documents for all years will be available on the school website. Anyone who would like a curriculum document in a booklet will be able to request one in September. They include outlines of the courses in all subjects and information about the various teaching methods employed. Lessons are allocated in Year 7 to each subject as follows:

English	per fortnight 6hrs	Computing	per fortnight 2hrs	Drama	per fortnight 2hrs
Maths	7hrs	iLearn	1hr	Music	2hrs
Science	6hrs	Languages	6hrs	Art	2hrs
Technology	4hrs	Dance	1hr		
Humanities	6hrs	PE	5hrs		



Collective Worship, Religious Studies and SRE

Parents have a right to withdraw their child from acts of collective worship and Religious Education. You do not have to give a reason for withdrawing your child, but must formally do so in writing.

In addition, you have the right to withdraw your child from Sex and Relationship Education (SRE) lessons up until the age of 15. Our Sex Education policy is available on the school website in the parents section. Again, if you wish to withdraw your child from SRE, you must do so in writing.

Homework

Homework is expected of all students. We think it is important for a number of reasons, amongst others.

- it develops students' ability to work on their own.
- it enables work done in class to be reinforced and consolidated.
- it provides opportunities for wider research and study in depth.

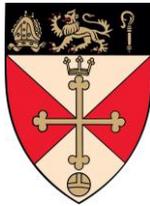
We aim to provide homework activities for students that will be interesting, relevant and stimulating and can be carried out independently. There will be a variety of tasks including reading, writing, comprehension, research, gathering data, learning and making. It is useful to note that homeworks may not be written assignments.

Homework will be set regularly according to individual faculty's policies, and tasks will be explained in lessons, with a written record communicated to students via our electronic platform, Class Charts.

Sometimes students will be asked to carry out a practical task at home. A risk assessment will have been carried out by the teacher for all such tasks. Students will normally be expected to use everyday household items and materials. If it is difficult for parents to provide these materials, the student should approach the teacher for help. In the case of long term projects lasting several weeks, the teacher will make regular checks to monitor progress.

We wish to develop good homework habits in our students and welcome your support. We hope the following suggestions are helpful:

- encourage a routine homework time
- allow space, preferably a quiet table
- check that your child is referring to Class Charts regularly
- encourage your child to explain the homework to you
- regularly look at completed work
- listen to your child read
- contact the class teacher if you have concerns about homework.



Learning Support

The school believes that support work should be organised in such a way that it is available first and foremost to students who transfer from our feeder Primary Schools on the Special Educational Need's Code of Practice.

Referrals to the Learning Support Faculty can be made by tutors, subject teachers, parents and students themselves. Assistance is available in such areas as reading, study skills, spelling, handwriting, comprehension and mathematical processes.

Students with learning difficulties are educated as far as possible alongside their peer group. They are also members of mainstream tutor groups. As a direct result of this, the Faculty offers three types of support.

In class support

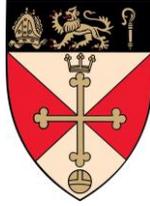
A teaching assistant works alongside the subject teacher in the classroom. This is to the benefit of all students.

Out of class support

Help is provided on a withdrawal basis, usually at a regular allotted time. This is designed to meet specific student needs as they arise, or overcome a particular learning obstacle.

Curriculum support

Strategies and appropriate materials are used to help all students in the class to understand and respond positively to the lesson.



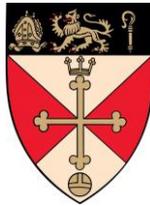
Computing

Computing is now an influential force in education and is set to play an ever-increasing role in all aspects of life. In recognition of this a discrete computing course is taught in Year 7-9 with the aim of giving students confidence and competence in communicating and handling information using computer technology.

ICT enables rapid access to ideas and experiences. Students will be equipped with the ability to use the internet and other ICT resources safely and responsibly. The school has a high speed connection to the Internet via the South West Grid for Learning (SWGFL).

Malmesbury School currently has over 500 computers in the school. During Year 7 students will be issued with their school email account. There are a number of computer suites equipped with P.C.'s with full laser printing (inc. colour), Internet and scanning facilities. The school is constantly seeking to further enhance the software and hardware resources available to students both demonstrating Malmesbury School's continuing commitment to the use of computers in teaching and learning.

The computing curriculum covers ICT, digital literacy and computer science. In years 7, 8 and 9 students will be introduced to computational thinking and encouraged to be responsible, competent, creative users of technology. They will develop their coding skills progressing from block coding onto text based programming languages. At Keystage 4 students can study **Creative iMedia** or Computer Studies. These subjects can also be studied at 'A' level.



School Dress Code

The school uniform is important as it creates a sense of belonging and purpose. It is also important that we have a uniform so that students feel equal to their peers in terms of appearance and recognise that we value all students alike. Pupils represent themselves and us outside of the school and are expected to maintain high standards wherever and whenever the uniform is worn, including travelling to and from school.

We expect students to attend school in neat, tidy clothing which is appropriate for the work they will be doing. We specify that clothing should be plain and sensible. We have a number of reasons for adopting our dress code:

- It enables parents to have the opportunity to choose where they buy most of the items of clothing
- It enables students to have some choice about their clothing while, hopefully, not vying with each other to wear the latest fashion.
- It avoids staff having to spend valuable time on fruitless arguments with students about the colour or suitability of their clothing.

OUR UNIFORM POLICY -IS:

<u>Black skirt, trousers or shorts</u>
<u>White long or short sleeved buttoned through shirt with collar</u>
<u>Grey jumper/cardigan with red stripe at neck edge and school logo</u>
<u>Optional tie</u>
<u>Black shoes – no trainers</u>
<u>Or when not wearing jumper/cardigan</u>
<u>White short sleeved buttoned through shirt with collar and school logo if not wearing tie</u>

The following items of clothing can only be purchased on-line from our official uniform suppliers Sportswear International or, if you do not have access to the internet, by completing an order form and returning it to school along with your payment. Please refer to the additional document 'How to Order School Uniform' for guidance on both methods. We highly recommend that orders are placed on or before Friday 24 July 2020 to guarantee delivery before the new academic year. The last weekly delivery into school will be week commencing Monday 13th July 2020 and will start again week commencing 2nd September 2020.

Uniform sizing samples are available in the school reception for students to try on.

School Jumper – grey with red stripe and school logo
School Cardigan – grey with red stripe and school logo
White shirts with logo

School ties will be available to buy in school as well as on-line. This is an optional item of uniform.

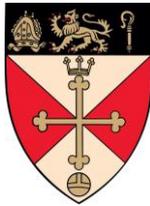
The following items can be purchased from our official uniform suppliers, a dedicated school uniform supplier or from the school wear (and not fashion range) of only those suppliers who offer a specific school wear range of clothing e.g. Asda, BHS, John Lewis, Marks and Spencer, Sainsbury, Tesco etc.

Trousers

Skirts

Shirt – white, button to neck with collar suitable for wearing with a tie, either long or short sleeves.

Blouse – white, long, short or $\frac{3}{4}$ length sleeves with a reverse neck.



All of the items of uniform must conform to the policy set out in the document on the school website. A copy of this is available to view in your child's primary school if you do not have access to the internet.

The school logo must be present on the outermost item of clothing which will likely be the jumper or cardigan through most of the year. If a student does not wear a jumper or cardigan, then either a logoed shirt or a plain white shirt **with** school tie must be worn. A plain white shirt cannot be worn without either the jumper, cardigan or tie.

Shoes

Shoes should be **plain black**, flat heeled, robust and waterproof. No trainers or trainer style shoes. No canvas shoes. No white flashing or logos on shoes allowed.

Coats

In colder months, it is always surprising how many pupils arrive to school either cold or wet because they choose not to wear a coat. We ask parents to help us by encouraging their children to wear coats to school so that they can start the day in a positive way. **Outdoor coats** should be plain, preferably lightweight, and waterproof. Shirts, sweatshirts, fleeces, cardigans etc. must not be worn as substitutes for outdoor coats. We encourage students to ensure they are visible in the darker mornings and evenings by having fluorescent flashes on their coats or bags.

Jewellery

The only items of jewellery permitted are a watch, one signet ring and a maximum of one stud or sleeper per ear. Nose studs and other forms of body piercing are not permitted. Jewellery, however, is not permitted for PE/dance or Technology lessons. It would be helpful if this could be left at home on PE/dance or Technology days.

Protective clothing

Students are encouraged to wear an overall or apron for Technology, Science and Art lessons.

The naming of clothes

It is extremely helpful if all clothing is clearly named.

P.E. KIT

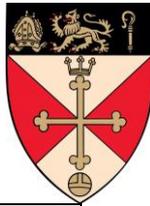
In September the school PE kit is changing. The kit is being supplied by Macron, a company based in Gloucester. It can be ordered online, via their website.

The core PE kit is

1. One item from a training T – shirt or a rugby training shirt
2. One item from training shorts or rugby shorts or a skort
3. Long socks

The other kit is optional, and students may wear their own navy blue tracksuit top or hoody and navy blue tracksuit bottoms.

The kit listed below will probably be required at some point in Year Seven. However, please don't buy this yet as the curriculum cannot be confirmed at the moment.



Football, rugby or hockey boots and boot bag will be needed at some point during the academic year. **PLEASE DO NOT PURCHASE BOOTS YET AS WE DO NOT KNOW WHAT THE PE CURRICULUM WILL LOOK LIKE INITIALLY DUE TO COVID RESTRICTIONS.**

Shin pads

Swimsuit (one piece) or swim shorts and towel

ALL ITEMS SHOULD BE CLEARLY MARKED WITH THE OWNER'S NAME OR INITIALS

If a child needs to be excused from PE for medical reasons a note should be supplied. However, they will still be involved in the lesson in a non - physical way by taking on such roles as coach, referee, scorekeeper, choreographer.

It is of course essential that students do not miss out on the work being covered so they should still come **suitably attired** taking account of the weather and the **footwear** needed for muddy pitches.

PE and School Sport

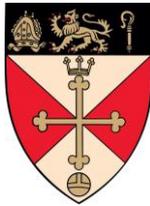
There will still be PE lessons on the school timetable next year. However, the current coronavirus situation means that the curriculum will be different at the start of the year. We will be unable to teach or coach activities such as swimming or rugby for the time being. We are constantly monitoring Government, local authority and Sporting National Governing Body advice regarding which activities can be taught and how this can be done safely. In consultation with other schools, in North and Mid – Wiltshire, we will start with summer - based activities such as athletics and striking and fielding games. We will also teach skills - based activities and fitness. The situation is constantly evolving, and students and parents will be informed of these changes as and when they occur. Our intention is to return to the normal curriculum as soon as it is safe and feasible to do so. In the meantime we intend to keep students active in PE lessons, make them enjoyable and teach a range of skills that can be used in different activities.

All schools, in the area, have agreed that there will be no inter - school extra – curricular fixtures or matches until after October half – term at the earliest. We will look to run some alternative after school clubs until October half – term.

Mouthguards are strongly recommended for all rugby sessions and for school hockey teams. They offer some protection but they will not necessarily prevent all impact injuries.

Parental support

We welcome parental support of all kinds, the most obvious being the sharing of transport responsibilities for evening practices, fixtures and trials. We also welcome parents supporting their children as spectators. If you have a particular sporting interest or talent and would like to help with coaching or refereeing, we would be very pleased to discuss the possibilities of working together.



Medical Matters

It is most important that we are made aware of any serious medical conditions as soon as your child joins the school. For any student who is taking a controlled drug such as Ritalin or similar you **MUST** make an appointment with the Student Office. These drugs cannot be issued without such a meeting having taken place. If your child has been prescribed medication to be taken during school hours, please leave the medication (clearly marked) with the Student Services Office and ask your child to see them at the appropriate times to collect it.

We do **not** issue paracetamol or other painkillers to students. If your child suffers from regular headaches/period pains or similar they should carry their own supply of painkillers or we can hold them in the Student Office.

Most members of staff will have first aid qualifications to deal with minor injuries in school. If we consider the injury to be more serious, we will contact you and between us arrange for your child to go to hospital. If your child falls ill during the day, we will try to contact you so that they may be collected; if we are unable to do so they will remain in the medical room. It is important that contact numbers are kept updated for this reason.

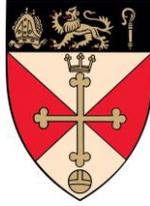
Students suffering from asthma should have ready access to their inhalers (e.g. in their bags). We can also hold spare inhalers in the Student Office. In some lessons if they feel unable to participate fully in the lesson they should make the teacher aware of this immediately. Students requiring an EpiPen for emergencies should carry this in their bag and a spare kept in the student office. Should you require any further help/information students services staff will be able to advise you.

Booster immunisations of Diphtheria, Tetanus, Polio and MenAcwy are given in Year 9 only. Unless a mass-screening programme is required (such as the recent HPV Immunisation Programme for girls aged 12/13 years), no other immunisations take place at Malmesbury School. Information regarding the immunisation programme for the Wiltshire area is available from the Child Health department at Coombe Park, Bath.

ABSENCE

If your child is away from school due to illness, on the first day and **every day** of absence, please contact the Student Absence number on 01666 829759 and leave a message. On returning to school your child must have a note from you explaining the absence and it should be given to their tutor. If it is an absence known about in advance, such as a dental or hospital appointment we would appreciate the note in advance.

Students who are away with prolonged illness or injury may have work sent home to them. This can be arranged through your child's tutor or the Student Office although it is not always possible to set work in certain subjects.



Transport

If you live more than three miles by the most direct route from the school, transport to and from the school is arranged by the County. Incoming Year 7 students will receive information about bus passes and times from the Local Education Authority, usually through their primary schools.

Buses (Inward) The buses will pull into the school site and 'drop off' students in front of the main entrance. Students can then make their way into the building by any of the student entrances.

Buses (Outward) Most will be parked in front of the school ready for students to embark at the end of the school day. Students will be given specific instructions regarding embarking on coaches at the end of the day. We will repeat these instructions to all students just before the end of school for the first few days.

If there are issues with the buses such as being late please contact Passenger Transport at County Hall. Issues regarding students please contact the student office.

Drop-off / Pick-up points for students being brought to school by car.

For safety reasons **we do not want to have parents' cars on the school site during or at either end of the school day.** Students can be 'dropped-off' and 'picked up' on Corn Gastons itself at the Alexander Road end or on Bremilham Road, the Activity Zone car park, Bremilham Rise or Avon Road. We have a large number of buses entering and exiting the school site as well as staff traffic, and we wish to keep this area clear of other vehicles for pedestrian safety. **Please do not pick up and drop off students at, or near, the Corn Gastons main entrance to the school.**

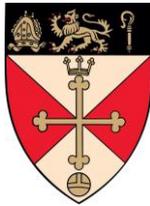
Bicycles

Bicycles may be ridden to school. Helmets should be worn and cycles secured to the cycle racks. Bicycles, skate boards, unicycles and hee-lies may NOT be used on the school site.

Entrances and Exits

There are five pedestrian routes into the school. They are from:

- Corn Gastons by the main gate. Students must not overflow onto the road.
- Corn Gastons; by the pathway at the Technology block end.
- Bremilham Road; by the entrance to the Activity Zone.
- Bremilham Rise; by the pathway that leads to the front of the school
- Avon Road; the old main entrance to the school from Pool Gastons.



Other Useful information

Lockers

Lockers are available to all students who would like one. In order to pay for them we offer a rental scheme. One payment of £25 will rent a locker until the end of Year 11. There will be a refund of £5 at the end of Year 11 in return for the keys. See letter for payment details.

Lunch Passes

Our expectation is that Year 7/8 students will remain on the school site for the lunchtime. If parents wish to make special arrangements for their son or daughter to go home for lunch on a regular daily basis, they should write to the appropriate Senior Pastoral Leader.

Students can have a regular lunch pass if they are going home for lunch each day and are supervised by parents. Students may not have a pass to go off site with their friends who have a pass.

Students of all year groups are not allowed off the school site at lunchtime without a lunchtime pass. Students in Years 9, 10 and 11 can have a lunch pass for a special reason for that day only, provided they bring a note from a parent/guardian and have the pass signed by the Student Office Staff.

Mobile phones, electronic devices and other valuable items

Students should not bring these into school and those who bring them in do so at their own risk. They must not be used during lessons, unless by permission from the teacher for a specific task.

If electronic devices are out in lessons, they will be confiscated until the end of the day and a letter will be sent home to parents explaining that should it happen again, the item will be confiscated until a parent is able to come and collect it.

Litter

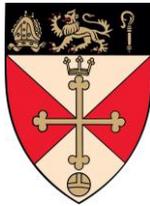
We obviously want to keep the school site as clean as possible. There are plenty of litter bins provided and we expect all students to use them. We ask parents to emphasise this to our students. Students who are seen to drop litter can expect to spend some of their free time picking up litter around the school site. Students will be encouraged to use the recycling bins available.

Punctuality

We expect all students to arrive at school on time. Morning registration or assembly starts in the room at 9 a.m. and students should be there for the start of registration/assembly. Afternoon school starts at 1.25 p.m. with period 7.

Water

Students are allowed to have a clear bottle of water on the desk during lessons and drink from it as needed. Bottles should be plastic and of the sports type with a secure top. Bottles are not permitted in the ICT rooms or in other areas where computers are being used or when there is any Health and Safety Risk e.g. during Science experiments.



The Governing Body

Malmesbury School is part of The Athelstan Trust, a Multi Academy Trust with other Secondary Schools. The Malmesbury School Local Governing Body meets once a term.

Membership of the Local Governing Body:

Parent Governors

Tony Corscadden
Justin Davies
Tamsyn Luggar

Staff Governors

Jennifer Rowe
Hayley McCoy

Rupert Moreton (Headteacher)

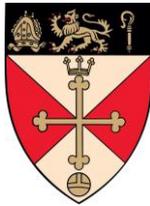
Partnership Governors

Claire Graves (Chair)
Deborah Gray
Rachael Jenkins
Sharon Millar
Sue Poolman
Mark White
Ruth Whitehouse (Vice Chair)
Kath Darby

Clerk to the governors

Jill Hubbard

Governors can be contacted via the Clerk (admin@malmesbury.wilts.sch.uk).



Parent Teachers Association

The PTA is a thriving organisation which aims to strengthen the links between home and school in various different ways. It organises social fund-raising and educational events and energetically supports the work of the school.

The committee meets about twice a term, but it is not a formal organisation to which parents have to be elected. Parents come along if they are interested in making a contribution and meetings are therefore friendly and purposeful. The committee likes to have representatives from all the villages in the school's designated area, and is particularly keen to recruit parents who are new to the school.

Parental support of individual events is welcomed. If you would like to help at an event, please contact reception on 01666 829700 to leave your name.

It is hoped that as many parents, students and friends as possible will attend events organised by the Parent Teachers Association.

Parent Teachers Association is available through :

Email: pta@malmesbury.wilts.sch.uk
alternatively contact can be made via the school website.