

# **Sherburn High School**



*Achievement for all*

## **Year 6 Transition Booklet**

**2019-20**



## Introduction

This booklet has been carefully put together in order to provide parents/carers of children moving into Year 7 with as much information and advice as possible so that the transition from primary to secondary school is as smooth and stress-free as it can be.

## Term Dates 2019-20

	First Day Closed	First Day Open
<b>Autumn Term</b>		Mon 2 Sep 2019 (Y11 students only). All Years return Tues 3 Sep
<b>Half Term</b>	Mon 28 Oct 2019	Mon 4 Nov 2019
<b>Christmas</b>	Mon 23 Dec 2019	Tues 7 Jan 2020
<b>Half Term</b>	Mon 17 Feb 2020	Mon 24 Feb 2020
<b>Easter</b>	Mon 6 Apr 2020	Mon 20 Apr 2020
<b>Half Term</b>	Mon 25 May 2020	Mon 2 Jun 2020
<b>Summer</b>	Mon 20 Jul 2020	



# Timings of the School Day

<b>Warning bell for students</b>	<b>8.35 am</b>		
<b>Tutorial or Assembly</b>	8.40 am	-	9.00 am
<b>Lesson 1</b>	9.00 am	-	10.00 am
<b>Lesson 2</b>	10.00 am	-	11.00 am
<b>Break</b>	11.00 am	-	11.15 am
<b>Lesson 3</b>	11.15 am	-	12.15 pm
<b>Lunch</b>	12.15 pm	-	12.55 pm
<b>Lesson 4</b>	1.00 pm	-	2.00 pm
<b>Lesson 5</b>	2.00 pm	-	3.00 pm



## Useful Contact Information

The easiest way to contact the school is via email or telephone. If your query is general you will need to get in touch with the school office. If your query is relating to lessons you should get in touch with your child's subject teacher. If it is an emotional/social issue to do with your child you should speak to your child's form tutor (for basic issues) or your child's House Achievement Leader (for more serious issues).

You are welcome to request a meeting with any member of staff, but we please ask that you either ring or email first to arrange this as we may be unable to meet parents/carers who simply turn up at reception.

### Key Staff for Year 7

Mr A Stanton	Transition Leader	andrew.stanton@sherburnhigh.co.uk
Mrs C Atkinson	Inclusion Leader	carroll.atkinson@sherburnhigh.co.uk
Mrs A Liversidge	Senior House Leader Achievement Leader Bramham House	andrea.liversidge@sherburnhigh.co.uk
Mrs L Geldard	Achievement Leader Harewood House	lorraine.geldard@sherburnhigh.co.uk
Ms E Wadsworth	Achievement Leader Lotherton House	emma.wadsworth@sherburnhigh.co.uk
Mrs J Smith	Senior House Leader Achievement Leader Newby House	jill.smith@sherburnhigh.co.uk

### Contact Details

Sherburn High School  
Garden Lane  
Sherburn in Elmet  
Leeds  
LS25 6AS

Tel: 01977 682442

[www.sherburnhigh.co.uk](http://www.sherburnhigh.co.uk)



# School Uniform



White school shirt  
(long or short sleeved with  
top button fastened)



House Tie (Striped  
with house colour)



Black Blazer with  
school badge



Black, traditional    or  
style school trousers



Black skirt



# School Uniform

Hooded Tops and Outdoor Coats: No hooded tops are to be brought onto the school site (aside from the Year 11 hoody for students meeting the set criteria).

Outdoor items such as coats, hats and scarves can be worn to and from the school; however, these should be removed before entering the buildings.

During periods of inclement weather we encourage students to wear suitable outdoor coats to make sure that they are warm and dry.

Jewellery and Appearance: Jewellery should not be worn for safety reasons. Single ear studs worn in each lobe are permitted, however these should be removed for PE lessons. No other piercings are allowed.

No excessive make up should be worn. Any student found to be wearing excessive make up (this includes nail varnish) will be required to remove it.

Regarding hair colouring, the colouring of parts of the hair so that they are a complete contrast to the other colour is not allowed, e.g. blonde hair with red streaks. Hair colour which is not considered to be natural, or an extreme colour, e.g. reds, blues and purples, are not allowed.

In addition, boys having lines or patterns cut into their hairstyle, e.g. V cuts are not acceptable (hair should be longer than Grade 1). Students with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk. They will be required to tie it back where necessary. Bandana style headbands and flowers/bows or excessive hair accessories are not to be worn. Plain hair clips or bands are acceptable.

## **Please be aware:**

Breaches in our uniform policy are dealt with in line with our Back to Basics sanction system which is in students' planners. **Students wearing the incorrect uniform will be expected to wear loan uniform for that day and to acquire the correct uniform for the following day. Failure to do so, or refusal to borrow loan uniform will result in instant isolation.**



**Uniform Reminders:** All students are expected to maintain a high standard of personal appearance. The following is Sherburn High School uniform:

- Black Sherburn High School blazer with our name and logo on the breast pocket, sleeves rolled down. Fashion jackets or suit style jackets are not permitted. All students' blazers must display the SHS badge
- Plain white collared shirt, with the top button done up and tucked in at the waistband
- House tie, clipped onto the shirt collar, graffiti free
- Optional, black 'V' necked jumper
- Trousers: Conventional black school trousers which are tailored. Tailored means not tight fitting or figure hugging and not made from stretchy fabrics. Conventional black school trousers means without rivets on pockets or jean like design
- Skirts: Black knee length skirts which do not have a visible gold/silver zip and are not made of stretchy fabrics
- Plain black leather shoes - no boots or trainers allowed. Shoes need to be below the ankle in plain black leather. Shoes should not have brown, or other coloured, soles even if they are black in the main.

We do not allow canvas shoes, trainers or pumps (whether fabric or leather). Anything with a visible logo is not allowed, and neither are the branded fashion products including those from Vans, Converse, Kickers, Nicholas Deakins, Adidas or Stan Smith.



## Uniform Guidance



These are examples of acceptable uniform shoes, trousers and skirts.





# PE Uniform

- Plain white polo shirt
- Red and black fully reversible rugby shirt
- Plain black shorts, leggings or tracksuit bottoms (these should be plain black and not include cycling shorts)
- Trainers
- Football boots – please note for use of our 3G pitch only moulded studs are acceptable
- White short socks
- Red football socks
- Shin pads
- Towel

## Expectations of the PE Department

If hair is long it should be tied back for practical lessons.

All students are **required** to bring the correct kit to their PE lesson even if they have a note to be excused. This will allow excused students to **assist** in the lesson with tasks such as **coaching, officiating, setting up of equipment and assisting the teacher with tasks such as measuring and timing.**

If a student **refuses** to borrow kit, **even with a note** they will be sanctioned via the departmental system which could result in **isolation.**



## Equipment for School

Starting the day with the correct equipment is fundamental to a successful day. Students will need the following equipment from September:

- Two blue or black pens
- A red pen
- A yellow highlighter
- A glue stick
- A pencil
- An eraser
- A ruler
- A black or blue whiteboard pen
- A small packet of colouring pencils

The majority of these items can be purchased directly from our school library.

Students will also need a Casio FX83GT Plus calculator (which can be purchased from The Works for £7.49).

Please ensure that student's school bags are large enough to carry their equipment and exercise books (which are predominately A4 in size).



## The school-service buses

North Yorkshire County Council will allocate bus passes for those students who are entitled to free transport (details of bus times and routes below). If you are dropping your child off at school, for Health and Safety reasons, please use the **New Lane** car park (not the bus turning circle or the Garden Lane staff car park).

### **101S Permits only      Operator – Stringers**

Birkin	08.05	Sherburn High School	Depart 15.10
Hillam, Common Lane T Junction	08.07	Monk Fryston – York Road Bus Stop	15.18
Monk Fryston	08.10	Monk Fryston	15.25
Monk Fryston – York Road Bus Stop	08.12	Hillam, Common Lane T Junction	15.28
Sherburn High School	08.20	Birkin	15.30

### **098S Permits only      Operator Stringers**

Monk Fryston	08.05	Sherburn High School	Depart 15.10
Sherburn High School	08.15	Monk Fryston	15.22

### **112S Permits only      Operator York Pullman Bus Company Ltd.**

Church Fenton, Fenton Flyer	07.55	Sherburn High School	Depart 15.10
Church Fenton Post Office	07.57	Church Fenton, Station Road Flyover	15.25
Church Fenton, Station Road Flyover	08.00	Church Fenton Post Office	15.28
Sherburn High School	08.15	Church Fenton, Fenton Flyer	15.30

**097S Permits only Operator Abbey Coachways**

Byram Park Estate	07.45	Sherburn High School	15.10
Burton Salmon	07.52	Battersby Roundabout	15.20
Sherburn High School	08.15	Burton Salmon	15.25
		Byram Park Estate	15.35

**104S – Permits only Operator Abbey Coachways**

Kellington	07.35	Sherburn High School	15.10
Beal	07.38	Fairburn	15.23
Weeland Road	07.40	Brotherton	15.26
Byram	07.46	Byram	15.29
Brotherton	07.49	Weeland Road	15.35
Fairburn	07.52	Beal	15.37
Sherburn High School	08.10	Kellington	15.40

**494 – Permits and Fares Operator North Yorkshire County Council**

Ulleskelf	07.40	Sherburn High School	15.10
Church Fenton RAF Station	07.45	Barkston Ash, Ash Tree	15.22
Church Fenton, White Swan	07.50	Saxton	15.25
Barkston Ash Hoy Trinity Church	07.54	Barkston Ash Hoy Trinity Church	15.29
Saxton	07.58	Church Fenton, White Swan	15.33
Barkston Ash, Ash Tree	08.02	Church Fenton RAF Station	15.38
Sherburn High School	08.15	Ulleskelf	15.42



# Student Support

We understand the challenges faced by some students in the move to high school and the changes that will take place in their learning. There are many support systems in place at Sherburn High for those students who need that extra support in school.

## **H2L:**

The *Here 2 Learn* (H2L) unit is a place where students might be invited to go for support during the course of a school day. H2L is the base for our Inclusion Leader Mrs Atkinson, and her team of Teaching Assistants. There are various reasons why a student might visit H2L and we very much provide an individual package for each student.

## **S2L:**

The *Support 2 Learn* (S2L) unit is a place where students can be supported in their social and emotional well-being.

## **Reading Intervention:**

For those students who need a boost in Literacy, we run a reading intervention programme in Year 7. We mainly use PiXL Code (supporting the phonics learning done in KS2) and Rapid Read interventions. We also provide an individual package for those students needing a higher degree of support in literacy.

## **Homework Club:**

Homework Club is for students across all year groups who need extra support with homework. It runs every lunch time in the H2L unit.

## **Friends Circle:**

Also, in H2L at lunch time is Friends Club. This is for students who may find the various demands of high school more challenging. This could be in forming new friendships or coping with the length and demands of the school day.



## Rewards

Rewards are designed to encourage positive behaviour and attitudes towards learning. There are many different ways that students can be rewarded. At Sherburn High School we believe that students learn by praise, reward and celebration of achievement. The list below illustrates the various rewards that are given out in school:

1. Verbal and non-verbal praise by staff
2. Comments in books and planners
3. Positive letters home / postcards
4. Public recognition of achievement: assembly, Head's Blog and invitation to "The Sherbies"
5. Group achievement recognition: Inter-house trophies based on attendance, sporting and other competitions
6. Termly certificates awarded in assemblies
7. Headteacher nomination by subject staff to see the Headteacher Friday lesson 5 with outstanding work

## Homework

Students will be set regular homework from all subject areas. To help manage their homework Year 7 students are issued with a Homework Timetable.

Teachers will display homework on an on-line platform called "Show My Homework." This on-line platform allows parents and carers to see clearly and simply homework tasks that have been set by class teachers.



# Behaviour Policy

At Sherburn High School it is believed that effective teaching and learning can only take place in a well ordered environment. Promoting positive behaviour requires the commitment of all members of our school community, students, parents, governors and staff; it requires a consistency of practice across the school to ensure that students know the standard of behaviour that is expected of them.

## **School Aims:**

### **'Achievement for All' By:**

- Providing challenging and enjoyable learning experiences
- Having high expectations of everyone
- Developing confident, ambitious and determined learners who take pride in everything they do
- Ensuring that everyone feels safe, secure and happy to be at school
- Promoting the acquisition of life skills and a growth mindset
- Valuing and celebrating each individual's progress and effort
- Supporting, guiding and inspiring each individual in order to maximise their potential
- Expecting personal responsibility and respect for others
- Encouraging positive relationships between all partners in the school community
- We believe that everyone matters

## **Rules of behaviour for the classroom:**

1. Always be punctual, wait quietly and be fully equipped, ready to work.
2. Follow instructions first time - every time.
3. No loud talking, interrupting, teasing or name-calling.
4. Keep feet, hands and objects to yourself.
5. Stay on task and allow others to do so.
6. Wear the Sherburn High School uniform correctly at all times. No non-uniform items permitted.
7. No eating, including chewing gum or drinking, with the exception of water

## **Rules of behaviour for the corridor:**

1. Obey staff instructions without comment.
2. Walk on the left in an orderly fashion.
3. Wear the Sherburn High School uniform correctly at all times - no non-uniform items permitted.
4. No running or shouting.



# Consequences

Any student breaking our rules will be issued a corresponding consequence – the rules and consequences are articulated below.

Behaviour	Actioned by
1. Non verbal reprimand	Class teacher
2. Verbal reprimands – C1 and C2 – students repeatedly not engaged/focused on learning <b>Student may be placed on subject or Achievement Team report</b> <b>A lunchtime detention will be issued for a C2</b> <b>Contact with home</b>	Class teacher Curriculum Leader Achievement Team intervention if misbehaviour is in a number of subjects
3. Persistent poor behaviour for learning that stops their own and others learning will result in a C3 and removal from the classroom to a designated room <b>An after school detention is issued</b> <b>Contact with home</b>	Curriculum Leader Achievement Team
Repeated poor behaviour for learning which results in multiple C3's could lead to: <ul style="list-style-type: none"><li>• <b>Temporary removal from teaching group</b></li><li>• <b>Intervention via S2L/external agencies</b></li><li>• <b>Internal exclusion (until 4pm)</b></li><li>• <b>Permanent exclusion</b></li></ul>	Achievement Team Senior Leadership Team



# Mobile Phone Policy

## Introduction

This policy sets out the school's position in determining what is 'acceptable' and 'unacceptable' use of mobile technologies by students whilst they are in school.

The purpose of this policy is to prevent the unacceptable use of mobile phones, camera phones, MP3 players and Apple watches (or equivalent) impacting negatively on learning and from preventing staff from concentrating on students' learning experiences.

The safeguarding of students and staff is a high priority and this Policy has taken into account risk factors and historical behaviours that have compromised the safety of students and staff in school.

In addition, in order to be fully inclusive, and to not see those students who do not have 'state of the art' mobile devices disadvantaged in their learning, the school has invested in technologies to support learning across the school.

**NB:** For the purposes of this policy, all references to 'mobile phones' should be taken to include camera phones, MP3 players, iPads, and Apple watches or their equivalents.

The school strongly advises that mobile phones should not be brought into school at all. Students have no legitimate need to use a mobile phone at all in the school day.



## Mobile Phone Policy

The school accepts that there may be particular circumstances in which a parent/carer wishes their child to have a mobile phone for their journey to and from school.

Where a mobile phone is brought into school, it is entirely at the student's and parent/carer's own risk. The school accepts no responsibility for the loss, theft or damage of any phone or other mobile device brought into school.

Mobile phones, which are brought into school, **must be turned off** (not placed on silent) and stored out of sight (**in a bag, not pockets**) immediately as the student arrives at the school gate. They must remain turned off, and out of sight, until the student has left the site at the end of the day.

If a mobile phone is seen by a member of staff, that member of staff will be required to confiscate it immediately. The member of staff will log the confiscation and place the mobile device at reception for safe storage.

On the first occasion, on which a student's phone is confiscated, it will be available for collection by their parent/carer from reception at the end of the next school day. Phones can be collected from reception between the end of the school day until 4.00pm, Monday to Thursdays, and until 3.30 pm on a Friday.

On the second occasion, a student's mobile phone is confiscated a meeting will be arranged for parents/carers to meet with their House Achievement Leader or a member of the senior leadership team. At this meeting the phone will be returned.



## **Mobile Phone Policy**

If a mobile phone is confiscated for a third occasion, a meeting will be arranged for parents/carers to meet with a member of the school's governing body and SLT. At this meeting the phone will be returned.

Any student who refuses to hand over a mobile phone, when requested to do so, will be removed from their lesson and the refusal will be treated as a disciplinary matter.

It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission.

In accordance with the school's safeguarding protocols, the school reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. The school will involve the police as required.

The school's Mobile Phone Policy is regularly communicated to all students and all families will receive a copy of the policy in their Induction Booklet.

Where parents/carers of students need to contact students during the school day, they should do so only on the school telephone system via reception and not via mobile phones.

In order to be clear, all communication between students and parents/carers must go through the school reception. The use, by students, of mobile phones whilst in school to communicate with parents/carers is not allowed. Students can use the school's phone at reception.



# Attendance

Good attendance and punctuality are important to **YOUR** child.

Missing school and being late when it is not necessary may mean your child...

- Misses the first part of a lesson and then finds it hard to understand what is going on
- Finds it hard to catch up with work
- Feels 'left out' with friends because they are talking about what happened during the absence
- Finds it hard to catch up with homework
- Receives poor attendance/punctuality figures on their reference and school report

At Sherburn High School we do not want your child to experience such **NEGATIVE** feelings and effects. We want your child to be happy with friends and work, and not to have worries connected with absence.

## To achieve this we need to work in partnership.

By law it is the parents/carer's responsibility to ensure that their child(ren) attends regularly and punctually. Failure to do this can result in action being taken by the local authority, and it may involve your details being sent to central government.

The government Department for Education also monitors the attendance of individual children across the country in order to raise attendance. The government does this by collecting the names of children who are 'Persistent Absentees'. Currently a Persistent Absentee (PA) pupil has 90% or less attendance. This includes **ALL** absences, that is, both authorised and unauthorised absence.

At Sherburn High School we are proud to have few PAs and celebrate the fact that the vast majority of students have very good attendance. If your child is beginning to show signs of becoming a PA then you should expect to be contacted if your child has any further time off. If your child's attendance does not improve then you may be required to attend a meeting in school with your child's Achievement Co-ordinator or be referred to the Educational Social Worker from North Yorkshire Education Authority.



# Attendance

If your child is absent we must be told the reason why on the **first day of absence and each subsequent day**. Please contact the school's Attendance Officer before 9:00am on 01977 687930

Also, on your child's return to school, please ensure that you confirm the reason for their absence by sending an absence note or write in your child's planner.

All absences are followed up promptly by Achievement Teams and the Attendance Officer. If an absence remains unexplained for more than one week after your child's return then your child's absence will be coded as **truancy**. This will remain on your child's records.

**UNAUTHORISED absences are followed up by a telephone call, text, letter home or by a home visit.**

## Appointments

**When making appointments, please make them after school hours or during the holidays**

If an appointment during school hours is unavoidable, for example, going to the hospital, your child **MUST** show the appointment card to their Achievement Team **BEFORE** the absence. Children should attend school **BEFORE** and **AFTER** the appointment where possible. Please keep time away from lessons to a minimum.



# Punctuality

- Arriving to school on time is important. Pupils need to be in their form room by 8:35 a.m.
- School is open to everyone from 8:00 a.m.
- Pupils who arrive just after the register has been taken will receive a LATE mark.
- Pupils who arrive very late will receive an UNAUTHORISED ABSENCE mark unless a letter giving a valid reason is received from their parent/carer.
- All pupils who arrive after 9:00 a.m. will be signed in by a member of the Student Reception. This will be recorded on their register. Your child's Achievement Leader will explain the Lates Detention System.

If there is a problem causing your child to be late, please contact us to discuss the matter further.

**Punctuality is taken very seriously and will be followed up by the Achievement Leader and the school may make use of external agencies such as Prevent.**

# Holidays

Sherburn High School has a **zero tolerance** policy on holidays during term time. **We cannot stress too strongly that term time holidays seriously disrupt your child's education and qualifications.**

Parents/carers must make an appointment with the Achievement Team to attend a meeting in school to discuss the proposed holiday and the impact on your child's progress and education.

**GOING ON HOLIDAY FOR 2 WEEKS MEANS YOUR CHILD MISSES 50 HOURS OF LESSONS!**

Research shows that if students are absent from school they do experience difficulty in catching up and understanding their work, it can significantly affect exam grades.

There are 190 school days in the year and 175 non school days. Holidays **must only** be taken during those 175 non school days.

**By law, parents MUST have permission BEFORE booking the holiday.**

Please note, for family holidays in excess of 10 days per school year, parents/carers **MUST by law apply to the Education Authority.**

If your child misses 5 or more days due to an unauthorised holiday you should expect a **FIXED PENALTY WARNING LETTER** and if further holidays are taken you should expect a **FINE** from the Authorities.