

Crompton House Cof E School

KS3
New Intake
Information
2020/2021



Loving God | Caring for each other | Achieving excellence

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Mr Newell
Head Teacher



Mr D Dunkley
Deputy Headteacher



Ms L Watts
Head of Year 7



Mrs K McBride
Matron



Mrs C Lees
Asst. Head of Year 7



Mrs M Noden
Pupil Premium Champion



Mrs K Heywood
SENCO

Year 7 Intake 2020 - Transition Directory

Listed within this directory is a summary of key contacts and useful links to our Year 7 Transition Team. All queries in the first instance should be directed to:

transitionteam@cromptonhouse.org

Key Staff for Year 7

Headteacher: Mr Karl Newell

Deputy Headteacher - Senior Lead linked to Transition/DSL: Mr D Dunkley

Head of Year 7 - Miss L Watts ext 249- l.watts@cromptonhouse.org

Assistant Head Year 7 - Mrs C Lees ext 238 - c.lees@cromptonhouse.org

**Administration Officer - Mrs V Morgan ext 202-
transitionteam@cromptonhouse.org**

The school day consists of five 1 hour lessons each day, which run on a ten day long, two week timetable namely red week followed by green week.

Every Monday the timings are different to allow for staff training and meetings.

MONDAY ONLY			TUESDAY - FRIDAY		
Breakfast Club (Dining Room)	7:30	8:40	Breakfast Club (Dining Room)	7:30	8:40
Registration	8:40	8:50	Registration	8:40	9:05
Period 1	8:50	9:50	Period 1	9:05	10:10
Period 2	9:50	10:50	Period 2	10:10	11:10
Break	10:50	11:05	Break	11:10	11:25
Period 3	11:05	12:00	Period 3	11:25	12:25
Period 4	12:00	12:55	Lunch	12:25	1:15
Lunch	12:55	1:40	Period 4	1:15	2:15
Period 5	1:40	2:40	Period 5	2:15	3:20
After School Club	2:40	3:20	Every Green Tuesday is extended form time for PSHE		

Students are expected to provide basic equipment for all lessons

- Essential:
- Black and Red Pens
- Compass
- Sharpener
- Pencil
- Calculator (Scientific)
- Glue Stick
- Eraser
- Pencil Case
- Scissors
- Ruler
- Reading Book
- Language dictionary
- Protractor
- Coloured Pencils
- Optional:- Dictionary



- Black Blazer with school badge
- White Blouse/Shirt
- Grey Pleated Knee Length Skirt
- Grey Trousers
- House Tie
- White ankle socks (with skirt)
or opaque black tights (at least 40 denier)
- Plain black socks (with trousers)
- Smart, sensible, plain flat shoes
(traditional style, no trainers or boots)
- School bag
- PE bag
- Coat

ALL items should be clearly labelled with full name

Hair

Hair should be one natural colour and without styling products such as gel or wax. Extreme hairstyles are not acceptable.

Hair should be no shorter than 4 on top and 2 on the sides.

When directed hair must be tied back for health and safety reasons using a black bobble.

Make-up

Make-up, false tan, false eyelashes, acrylic nails and nail varnish must not be worn.

Jewellery

No Jewellery, including earrings or any other piercings.

A wristwatch is permitted.

If a student arrives wearing incorrect uniform a sanction will be given. The school will lend replacements but if a student refuses to wear the item, they will be placed in the reflection room.

Denim Jackets or jumpers or hoodies worn as coats are not acceptable

House ties must be worn at a reasonable length

Shirts and blouses must be tucked in at all times

Skirts should be worn at knee length not be rolled up

Religious headwear, if worn, should be a single plain colour, either black or grey.



A



B



C



D



E

New PE Kit 2020 Intake

A: **short sleeved training top** and optional skirt

B: optional 1/4 zip top with **black training bottoms**

C: optional 1/4 zipped top with optional plain black leggings
(own or via Monkhouse)

D: **long sleeved training top**, with **black shorts** and **black sports socks**

E: **short sleeved training top** and **shorts**

Uniform available from Top Form Monkhouse Rochdale and Oldham

Store Opening Hours:

Monday – Saturday 9am – 5pm

For more information call:

Oldham: 0161 627 0417

Rochdale: 01706 345257

Buy online at: <https://www.topform-schoolwear.com/c/649/Crompton-House>

Our prime concern is that your child is safe and looked after. Our pastoral system is structured to make sure that happens. The Head of Year, Ms Watts will be a key contact for you along with Mrs Lees, Assistant Head of Year 7 who both have a wealth of experience and will nurture your child over the next year. Their crucial role is to manage the transition from primary to secondary school and to ensure that students continue to develop as independent learners and that they feel supported and cared for as new members of our school community.

How to use The Pastoral Team on a day to day basis

The Head of Year is a teaching Head of Year and may be unable to answer all calls until the end of the school day. The Assistant Head of Year is generally the first point of call. For non-urgent matters, email is the preferred method of communication. This allows us to deal with calls/queries effectively and as quickly as possible. If your call is of an urgent nature, messages can be left with reception/on individual voicemails or email information@cromptonhouse.org

The Hub

Located in the heart of the school (Ridley Block), the Hub is a hive of daily activity and the single point of contact for the support any child needs at Crompton House School. Its primary purpose is to provide the pastoral care and support for all students in school.

The Hub brings together the essential support services in one centralised unit, offering a true 'one stop shop' experience for students. Covering all aspects of support from health and attendance to emotional and academic support, it's all in one place. No need to walk around school trying to find the person you need, there's always someone available in the Hub.

Hub services include:

- Inclusion Unit
- Heads of Year
- Assistant Heads of Year
- Safeguarding Team
- Attendance Monitoring
- Matron
- Student Ambassadors

What can I do in the Hub?

- There is help for students with registration queries, signing in/out and attendance monitoring.
- Staff to deal with any correspondence from home to school and letters from parents etc.
- A telephone is available. If students need to contact parents during the daytime.
- Emergency First Aid or when students are unwell they can find Matron (Mrs McBride) in R111 or access a First Aider who is always on hand to deal with any minor medical incidents in the hub (Mrs Morgan/Mr Burgess) or at Reception (Mrs McKown/Mrs Woodhead).
- Lost Property is kept here for a reasonable period of time, so if you have mislaid or lost something, make sure you check in the Hub.
- The Duke of Edinburgh Awards Scheme is administered in the Hub. Students wanting to join, or those already undertaking the award can speak to Mrs Morgan, DofE Co-ordinator

What is Pupil Premium

The Pupil Premium grant is additional funding allocated to school, from the Government. This is designed to close the attainment gap and encourage wider opportunities, to help boost the achievements of our disadvantaged youngsters. The main objective of the funding is to put measures in place to ensure that all children are reaching their academic potential and maintaining a happy, social school life.

Mrs Noden is our dedicated Pupil Premium Champion & CLA for Years 7-13.
Contact email: m.noden@cromptonhouse.org
Tel: 01706 847451 ext: 285

Inclusion

It is our aim to offer all students with SEND, full access to a broad and balanced education throughout the school, relevant to their individual needs. The Inclusion Department employs Teaching Assistants who are trained to meet the individual needs of our pupils.

Interventions

Interventions are tailored to meet the needs of students. We maintain regular contact with parents and carers at all stages of support and ensure that students, where possible, participate in all the decision-making processes. We work in partnership with inter agency professionals to support pupils with SEND towards achieving successful outcomes for all pupils.

The primary aims and objectives that will enable full inclusion to be realised are:

- All students should participate in lessons with their peers
- All students gain access to an appropriately differentiated curriculum
- Additional support and resources are available, where appropriate to ensure that all aspects of inclusion are achieved
- Setting and class arrangements enable all students to be included
- All students are included in the wider curriculum of the school.

For more information
or to ask any questions you may have,
please email Mrs K Heywood (SENCO):
k.heywood@cromptonhouse.org
Tel: 01706 847451 ext.206

The aim of this section is to provide you with the information you need to help your child to achieve independence, whilst supporting them in getting there. To achieve the balance of doing too much or too little for your child is hard. Time spent early on in establishing habits of work and independence is an investment that will save endless time, battles and heartache in the long run, will stay with them throughout their secondary schooling and often throughout their working lives; it is worth the effort of getting it right to start with. If you can help your child do this, you will really be making a difference.

- Encourage your child to be personally organised e.g. setting alarm, getting up, getting own uniform ready, washing and breakfasting.
- Make sure they have a list of things/books they need for school that day. Do not pack their bag for them.
- Encourage them to take responsibility for specific jobs around the house that are appropriate to their age.
- Guide them towards an appropriate use of pocket money but let them make decisions too.
- Let them do things their way sometimes – not always the way you want them.
- Encourage time spent alone without TV or computer.
- Teach basic time management – during the next few days you've got this and this and this to fit in, when and where are you going to find time?
- Encourage your child to check their emails regularly.

The New Timetable

- Reassure your child that they will quickly get to know their way around and they move as a group to start with. Most will have mastered it within a couple of weeks. The staff are very understanding and help is at hand if it is needed.
- Your child will be given a map on the first day of term to help them find their way about.
- Get a copy of your child's timetable which will be issued on the first day of term. It is useful if you can keep it and display at home so that you and your child can refer to it.
- If your child loses their timetable this can be accessed on the Parent Portal:
mycromptonhouse.org
- Encourage your child to learn what lessons they have on which days so that they can become independent.
- Make sure your child knows what to do if they are late or get lost.

Parent Portal

<https://www.cromptonhouse.org/parent-portal/>

Parents and Carers – this page is for you! Use this page to get quick and convenient access to the various web portals you may wish to visit from time to time.

Office 365

- All students in Crompton house get access to Office 365 as part of their induction.
- This allows them access to top of the range applications, school emails and cloud storage
- Each student will receive a log in, to have early access to the very powerful office 365 suite
- Using this prior to the new school year is an essential task, so that students can be ready

Rumours & Bullying

- If you, or someone you know, may be being bullied, we encourage the use of the motto **“Tell someone – Ask for help”**
- Rumours are usually exaggerated and should be ignored
- Where can students get help? Tell any teacher or member of staff. Report to the Hub/ Head of Year/Assistant Head of Year.
- **Don't be alone pick up the phone. Phone ext - 299 for the Crompton House Bully line**

Crompton House School aligns its understanding with the definitions set out by the Anti Bullying Alliance. (ABA) 'ABA defines bullying as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or through cyberspace.' There is no legal definition of bullying.

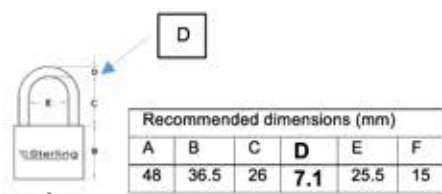
Keeping Up to Date

- School Website for all school information
- Twitter for school achievements and announcements
- SchoolPost for communications with parents/carers

Lockers

We do have some lockers available but not everyone wants one. If you do:

- Bring a padlock (and key) on your first day.
- Find an empty locker and attach your padlock
- Put your key in a keyring (include your name if possible) so that if it gets lost and is handed into the hub you will be able to identify it.



Buses

For information on services which serve Crompton House School please check our website :

<https://www.cromptonhouse.org/transport/>

Detentions

Detentions are half an hour at lunchtime or one hour after school.

Detentions are most commonly given for poor behaviour, not doing homework or lateness.

In lessons we use the following systems for behaviour

- C1 – warning
- C2 – 2nd warning
- C3 – subject detention

If you get a 4th warning you will be removed by a Senior Leader and receive a Headteacher's detention.

Red Card Detention

Students will be issued with a red card detention for non-negotiable breaches of the behaviour policy, leading to a 40-minute detention after school.

Non-negotiable breaches of the behaviour policy include:

- Wearing trainers without permission
- Rolled up skirt
- Swearing at another student
- Excessively boisterous behaviour on the corridor or around school
- Eating in an unauthorised area
- Dropping litter
- Ignoring instructions from a member of staff

Mobile Phones

- Mobile phones and smart watches are NOT ALLOWED.
- If they are brought in they must be switched off and kept out of sight (in an inside pocket) at all times in and around school.
- Alarms should also be turned off.
- Mobile phones and valuables must be handed in for sporting activities (including practical PE lessons) and during examinations.
- If a student is seen with, or is using a mobile phone, the mobile phone with its SIM card will be confiscated for 1 week.
- There is a phone in the Hub to contact home.

Autumn 2020/21

Staff INSET days: Thursday 3rd & Friday 4th September 2020

Open to pupils: Monday 7th September 2020

Close for Half Term: Friday 23rd October 2020 – 3.20pm finish

School Re-opens: Monday 2nd November 2020

Close for Christmas: Friday 18th December 2020 – 12.25pm finish

Spring 2020/21

Staff INSET day: Monday 4th January 2021

Opens to pupils: Tuesday 5th January 2021

Close for Half Term: Friday 12th February 2021 – 3.20pm finish

School Re-opens: Monday 22nd February 2021

Close for Easter: Thursday 1st April 2021 – 12.25pm finish

Summer 2020/21

School Opens: Monday 19th April 2021

May Bank Holiday: Monday 3rd May 2021

Close for Half Term: Friday 28th May 2021 – 3.20pm finish

School Re-opens: Monday 7th June 2021

Close for Summer: Wednesday 21st July 2021 – 12.25pm finish

Autumn 2021/22

Staff INSET days: Thursday 2nd & Friday 3rd September 2021

* subject to possible changes

You must decide if your child wishes to have a school meal or bring packed sandwiches.

For health & Safety reasons students are not allowed to leave the school site at lunch time.

We have a school canteen, and each day students use a cashless catering system (biometric finger image and ParentPay) to buy their lunch. Further details will be emailed by the finance team.

Any student who would like to bring sandwiches may do so.

Please note that fizzy drinks and energy drinks are BANNED and will be confiscated.

Lunchtimes start at 12.25pm (12.55pm Mondays), but you will have lunch at 12.10pm every day for the first week.

After the first week you will join the queues in the Hall where you will be given a ticket to ensure no queue jumping.

Red and Green Week Menus



- All homework is set on Doodle
- Students will be given a password and parents can also access the site to check homework is done
- Doodle is also a learning platform and has lots of extra learning resources.
- All students will have access to Office 365 as well as a school email address.



What is Doodle Parent?

1. Accessible from any computer, laptop, smartphone or tablet
2. Keep up to date with your child's assessment and homework information
3. Help focus revision
4. Encourage independent learning



Doing homework

On the home screen they see 'To Do' list. This lists homework across all subjects, in order of how soon it's due.



To complete a homework, click on an assignment in To Do list.



They can then see all the quizzes their teacher has assigned, as well as any comments made.



Homework: What will you see?



- You can see all details of the homework your child has been set
- You can view resources and even take quizzes yourself (don't worry – answering questions won't affect your child's score!)
- You can see all homework they have submitted, including their quiz scores



Why Does Attendance Matter to Your Child's Education?

- The Government places such an emphasis on good attendance that it has advised schools that any student with attendance below 90% will be classified as a Persistent Absentee.
- This means that students can reach this threshold by missing 5-7 sessions (half school days) each half term.
- Our school wants to prepare students for a lifetime of success by enabling them to progress to our Sixth Form or other further education establishments.
- Attendance is linked to attainment, the greater the attendance, the greater the achievement.

Reporting an Absence

You should report your child's absence each day preferably before the start of school and before 10.30 a.m. following the instructions on the school answer machine **(01706 847451 option 1)**. If you know your child is going to be absent for a genuine reason, please ring our Family Liaison/Attendance Officer (Mrs Taala-Andrews) in advance, or email **attendance@cromptonhouse.org**.

If you do not notify school on each day of absence, you will receive a message or call asking for confirmation of the absence and a reason, without this the absence will be marked as unauthorised. If your child remains absent due to illness for 5 days or more, he/she should bring medical evidence to the Hub for the Family Liaison/Attendance Officer. Medical evidence must be provided for the absence to be authorised.

Medical evidence can be in the form of the following:

- A medical appointment card / medical appointment letter.
- A copy of a prescription with the name of the child and the date.
- Medication with a chemist's label showing the name and the date.
- An 'unfit for School' declaration or letter from your GP.
- Prolonged illness / a hospital discharge letter.

Request for Leave of Absence

The school cannot authorise requests for leave of absence during term time unless the Headteacher/Deputy Headteacher is satisfied that there are exceptional circumstances. Please see our Attendance Policy on the school's website for more detailed information or call Mrs Taala-Andrews the Attendance Officer on **(01706) 888988** in advance for guidance. If leave of absence is not authorised by school, it will be recorded as unauthorised on your child's attendance record. School will refer any unauthorised leave of 10 sessions (5 school days) or more to the Local Authority for a Penalty Notice to be issued per parent.

Unauthorised Absence

Unauthorised absences are those which the school does not consider reasonable. Including:

- Parents keeping children off school unnecessarily.
- Truancy during the school day.
- Absences which have not been clearly explained.
- Children who arrive at school after the registers have closed without a sufficient reason.

If a student accrues 10 sessions (5 days) of unauthorised absence (these do not have to be consecutive) then school will refer this onto the Local Authority for a Penalty Notice to be issued per parent.

Attendance Rewards

Crompton House has had an exceptional attendance percentage for students from years 7 – 11 for many years, this ranges between 96-97%. Rewards for attendance are given at the end of each term and consists of vouchers, sweets/chocolate treats & ice cream van visits for form groups & year groups. Rewards are not only given for 100% attendance but for improved attendance and punctuality and excellent attendance during exceptional circumstances.

Medical Appointments

Every effort must be made to arrange medical appointments outside of the school day, especially if they are routine appointments. However, we recognise that this is not always possible with hospital, orthodontics appointments and for emergency doctor or dental appointments.

If you do need your child to attend a medical appointment within the school day, they must bring the appointment card to the Hub for the Attendance Officer in advance so that we can make sure we know exactly where the student is going and how they are getting there for safeguarding reasons they must also be collected at Reception by a parent. Students are expected to attend school before or after the appointment, depending on the time of the appointment

Arrangements to support students with medical concerns

Special arrangements can be made to support your child to remain in School during periods of illness or injury. Examples include:

- Access to lifts where available so that the student does not have to navigate staircases.
- Students needing to take medication in school must be supervised by the School Matron. Please email Matron (Mrs McBride) k.mcbride@cromptonhouse.org in advance of your child bringing any medicine/tablets into school.
- Students using crutches must be seen by Matron first thing on their return to school for an assessment of the stairs. A medical pass can be obtained by Matron so that the student can avoid busy corridors/paths if they are using crutches or have mobility issues.

Good Attendance Means...

Being in school at least 97% of the time or over 182 days



There are **365** days in a calendar year. **173** are not spent in school.

When students improve their attendance rates they improve their academic prospects.

So there is plenty of time for shopping, holidays and appointments!

Helping your children:

- Plan family school related activities
- Don't arrive late for school
- Plan better lesson activities
- Don't stop in school after lessons and be healthy
- Give in confidence
- Keep up with work and homework
- Make new friends