

FURZE PLATT SENIOR SCHOOL



A GUIDE FOR PARENTS

2018 - 2019

ASPIRING

MOTIVATED

CONFIDENT

CONSIDERATE

Furze Platt Senior School
Furze Platt Road
Maidenhead
Berkshire
SL6 7NQ
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www.furzeplatt.com
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SCHOOL TERM DATES FOR 2018/2019

Autumn 2018

Term 1

Term starts on: Tuesday 4th September 2018 (Year 7: 8:40am-3:15pm / Year 12: 12.00pm-3.15pm)
Wednesday 5th September 2018 (all Years: 8.40am – 3.15pm)
INSET day: Friday 5th October 2018
Term ends on: Friday 19th October 2018
October holiday: Monday 22nd October - Friday 26th October 2018

Term 2

Term starts on: Monday 29th October 2018
INSET day: Friday 30th November
Term ends on: Wednesday 19th December 2018
Christmas holiday: Thursday 20th December 2018 - Wednesday 2nd January 2019

Spring 2019

Term 3

Term starts on: Thursday 3rd January 2019
Term ends on: Friday 15th February 2019
February holiday: Monday 18th February - Friday 22nd February 2019

Term 4

Term starts on: Monday 25th February 2019
Term ends on: Friday 5th April 2019
Spring holiday: Monday 8th April – Monday 22nd April 2019

Summer 2019

Term 5

Term starts on: Tuesday 23rd April 2019
Bank holiday: Monday 6th May 2019
Term ends on: Friday 24th May 2019
May holiday: Monday 27th May – Friday 31st May 2019

Term 6

Term starts on: Monday 3rd June 2019
Term ends on: Friday 19th July 2019

June 2018

Dear Parents,

Welcome to Furze Platt Senior School. On behalf of the governors and staff, I would like to take this opportunity to express our pleasure that you have chosen to send your child to our school. We look forward to working in partnership with you over the coming years to make your son's or daughter's secondary school career happy and successful.

I hope this online guide will explain to you some of our school routines and systems, and provide you with useful information. If you have any questions after reading though the booklet, please do not hesitate to contact the school by email, telephone or letter. Please also be aware that our website contains a great deal of additional useful information about the school.

Yours sincerely,
Dr. A. Morrison
Headteacher

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SECTION ONE - ORGANISATION

School Day

Monday – Friday

08.40	–	08.45	Students go to tutor rooms
08.45	–	09.10	Period 1 Assembly/Tutorial
09.10	–	10.15	Period 2
10.15	-	10.45	Break
10.45	-	11.45	Period 3
11.45	–	12.45	Period 4
12.45	-	13.15	Break
13.15	-	14.15	Period 5
14.15	–	15.15	Period 6

Lessons at Furze Platt Senior School are timetabled on a fortnightly basis; students must remember whether it is Week 1 or Week 2 (this is clearly indicated in their homework planners and on our website) and organise themselves and their equipment accordingly.

Late Arrivals

Students who arrive late to school

All students are expected to be on the school site by 8.40am. By 8.45am students are expected to be in their tutor rooms. If your child arrives after 09.10am they must report to the Sick Bay to sign in.

Lateness to registration and lessons is recorded electronically. Lateness is taken seriously. Any time missed each week is added together and is made up in a weekly detention.

Attendance

Furze Platt Senior School promotes the importance of good attendance to all students. Excellent attendance is celebrated in the end of term assemblies. The school works closely with the Education Welfare Service to ensure all students attend regularly.

Request for absences during term time

There is a very clear link between attendance rates and high achievement. Except in the most exceptional circumstances, holidays during term time will be recorded as an unauthorised absence and may result in a fine being issued. Parents should make an appointment to discuss any such requests with Mr Morbey or Miss Lewis (Inclusion Managers), before the holiday is booked.

What to do if your child is ill

If your child is so unwell that they are unable to attend school please telephone 01628 625308 and follow the automated instructions on each day of absence from the school. When your child returns to school, please provide a written explanation addressed to your child's form tutor. If the school does not receive an absence note or telephone call to explain a student's absence, that absence will be marked in the register as unauthorised and a letter will be sent to the parent requesting an explanation.

If your child is taken ill or is involved in an accident during the day, he/she will be cared for by the school's first aid staff until we can contact a parent or guardian.

Please ensure that the school has an up to date emergency contact number so that we can reach you in the event of an emergency.

If your child needs to take medication during the day, it should be clearly labelled with the child's name and form and left in the Sick Bay. We are not allowed to give students painkillers without authorisation from a parent/guardian.

Uniform

We think it is important for all students to keep up a high standard of appearance so that the school's excellent reputation is maintained in the local community. Students must wear school uniform at all times while on school premises and travelling to and from school. They may also be required to do so when on school trips.

Summer Uniform rules: You must be in your correct uniform when inside the school and moving between lessons. When outside the school buildings you can remove your blazer.

Winter Uniform rules: You must be in your correct uniform at all times unless you are on the playgrounds or astro in your breaks.

Please help us to keep to our high standard of dress by ensuring that you buy the correct uniform for your child and that she/he wears it to school every day. Please also make sure that everything is clearly named so if items are lost or mislaid they can be returned to its owner. We reserve the right to confiscate items that do not form part of the school uniform and students may be sent home to change if their uniform is unacceptable.

We have worked hard with our suppliers to ensure that our school uniform is practical, affordable and of a good quality, and we ask parents to support us in maintaining high standards of uniform. We hope the guidance below is clear enough so parents do not purchase inappropriate items. If you have any queries please get in contact before you make any purchases.

All items are available from Hawkinsport in Bourne End, **except** Furze Platt Senior School ties which are in House colours and can be purchased at School Reception.

Please visit the Hawkinsport website: <https://www.hawkinsport.co.uk/schools-colleges/furze-platt-senior-school>

Girls' Uniform – School Wear

Compulsory	
White shirt	May be purchased anywhere, but must have top button that can be done up. Must be worn tucked in to skirt or trousers
School tie	In House colour, lower school (Years 7-8) £5, upper school (Years 9-11) £8. Available from School Reception only
School blazer*	Blue with school crest
School skirt*	Must be purchased from Hawkinsport; our official school skirt is the only style that is permitted. Must reach to just above the knee
Trousers	Trousers may be worn as an alternative to the school skirt. They should be plain black, straight leg and smartly tailored. Denim, cotton jean style, skinny leg or flared trousers are not permitted
Socks	White (plain black may be worn under trousers)
Tights	Black or natural only
Shoes	Black only: low heels, no canvas shoes, no boots, no backless shoes, no trainers

Optional	
V-neck sweatshirt*	Optional, but the only sweatshirt permitted and must be worn under the school blazer. Tie must be visible beneath the collar

Girls' Uniform – School Wear

Optional	
Coat	The only style of coat that is permitted is either plain black or navy and must not have a visible logo. Hoodies of any sort (except the official school hoodie which is only for use in PE lessons) are not permitted
Scarf	Plain black or navy only For students who wish to wear a headscarf as part of religious dress, it also should be plain black or navy
Hat	Plain black or navy only. Hats should not be worn inside the school buildings at any times. Baseball style caps are not permitted

Girls' Uniform – Sports Wear

Compulsory	
Girls' polo shirt*	In school colours (navy with amber strip), cap sleeve and with school logo
Shorts or skort*	Both in school colours (navy with amber strip)
Trainers	Non-marking soles for indoor use
Sports socks*	In school colours and featuring the school's name
Hockey/football boots	For use on all-weather pitch and grass pitches (please note: metal studs must not be worn on the all-weather pitch – we recommend buying moulded studs that can be used on both)
Shin pads	
Mouthguard	
Optional	
Hoodie*	Navy and amber hoodie with a front pocket and featuring the school logo
Tracksuit bottoms	Navy, no logo
Further requirements	
Jewellery	Jewellery is inappropriate for school. A wristwatch and single stud in each earlobe is permitted. Any other kind of jewellery will be confiscated. Any other piercings are not permitted and must be removed for school
Hair and make-up	Make-up should not be worn to school; nor should nail varnish (except clear). Nail extensions/false nails or false eyelashes are not appropriate for the school environment and indeed are dangerous in certain situations eg PE lessons. Hair styles should be sensible and appropriate to the working environment. Unnatural hair colours are not permitted

*Only available from Hawkinsport

Boys' Uniform – School Wear

Compulsory	
White shirt	May be purchased anywhere, but must have top button that can be done up. Must be worn tucked into trousers
School tie	In House colour, lower school (Years 7-8) £5, upper school (Years 9-11) £8. Available from School Reception only
School blazer*	Blue with school crest
Trousers	Plain black, smartly tailored trousers. Denim or cotton jean style trousers are not permitted
Socks	Black or dark grey only
Shoes	Black only: smart style shoes. No logos, no trainers, no trainer style or canvas shoes
Optional	
V-neck sweatshirt*	Optional, but the only sweatshirt permitted and must be worn under the school blazer. Tie must be visible beneath the collar
Coat	The only style of coat that is permitted is either plain black or navy and must not have a visible logo. Hoodies of any sort (except the official school hoodie which is only for use in PE lessons) are not permitted
Scarf	Plain black or navy only
Hat	Plain black or navy only. Hats should not be worn inside the school buildings at any times. Baseball style caps are not permitted

Boys' Uniform – Sports Wear

Compulsory	
Boys' polo shirt*	In school colours (navy with amber strip), short sleeve and with school logo
Rugby top*	In school colours, long sleeved and with school logo. Reversible
Shorts*	In school colours (navy with amber strip)
Trainers	Non-marking soles for indoor use
Sports socks*	In school colours and featuring the school's name
Boots for rugby and football	For use on all-weather pitch and grass pitches (please note: metal studs must not be worn on the all-weather pitch – we recommend buying moulded studs that can be used on both)
Shin pads	
Mouthguard	
Optional	
Tracksuit	Navy, no logo
Hoodie*	Navy and amber hoodie with a front pocket and the school logo

Further requirements	
Jewellery	A wristwatch and single stud in each earlobe is the only jewellery permitted
Hairstyles	Should be appropriate to the working environment. Shaved heads or shaved patterns in hair are not permitted. Unnatural hair colours are not permitted

*Only available from Hawkinsport

School Meals

There are two breaks during the school day, 10.15 – 10.45 and 12.45 – 13.15. Your child can choose between buying food at school and bringing a packed lunch. We offer a café style service which will provide a wide range of hot meal options as well as sandwiches, baguettes, paninis, pasta, noodles and salads.

All food, whether bought from the café or packed lunch, must be eaten in the café or Main Hall. Year 7 students are not allowed to eat food elsewhere on the site. Chewing gum is not allowed at school. This is a Health and Safety issue, as well as to protect our site from waste gum. Litter around the school is unhygienic and unattractive, and we expect students to use the litter bins around the site responsibly. Please do not send your child to school with cans or glass bottles.

The school café operates a cashless system through WisePay. Biometric data is taken via each student's fingerprint for recognition purposes. Parents then need to upload funds to their child's account. This system enables an efficient service to be provided, removes the need for students to carry money in school and additionally parents can view their child's account and see what food has been purchased.

If you think your child may be entitled to free school meals please go to the parents section on the school website at furzeplatt.com. Here you will find a Free School Meals section which contains the application form which takes just a couple of minutes to complete. Once completed, your eligibility status will appear on screen within minutes. The school is also notified of the outcome. There is no need to bring any documents into school. If you do not have access to the internet or would like help please contact the school. All applications are treated in the strictest confidence.

Please note: The school receives additional funding if your child is eligible for Free School Meals, so we strongly encourage you to take up this entitlement.

General Equipment List

Students are responsible for bringing the correct equipment to school each day. This includes:

- Appropriate exercise books for the day's lessons
- Writing equipment (blue or black pen and a pencil)
- A sensible size bag to keep books and equipment in
- Maths equipment (compass, protractor, eraser and ruler)
- Some colouring pencils (not felt tips) may also be useful
- Appropriate PE kit
- Other subjects may also issue specialist equipment lists
- Dictionary

Your child may at first find it difficult to remember the correct books and equipment each day. It is a great help if you can help them pack their bag the night before. All students are able to hire a locker to leave equipment in at school.

Musical instrument security

Many students bring musical instruments into school either for instrumental lessons or for extra-curricular activities. It would be wise for parents to check with their household insurance company that the instruments are covered when they are on school premises and to record the make, model and serial number. An alarming number of instruments currently being brought into school have no names on. It would assist with security to make sure that they are clearly marked.

Cycling

Students cycling to school must check that their bicycle is roadworthy and legally equipped. The school provides a secure, weatherproof bike shed, although bikes must be securely padlocked and insured against theft. We advise that all students who cycle to school wear a helmet.

Parking

If parents wish to drop and collect their children by car, they are requested to pay particular attention to parking. There is only a limited amount of parking space available outside the school and parking on double-yellow lines is prohibited by law. Congestion around the school gates can obviously lead to accidents. Parents should not drive onto the school site at the beginning or end of the day to drop or pick up their children. In order to park safely, it will normally be necessary to park in the neighbouring area.

Lost Property

Lost property is kept for a period of six weeks, after which it is disposed of. Unclaimed PE equipment is passed on to the PE department, who use it for spare kit to lend to students who forget to bring their sports kit to school.

Please remember to mark your child's uniform, PE kit and belongings so that lost property may be quickly returned to its owner.

Mobile Telephones

Mobile Phones are not allowed from the time you enter our site until the bell goes at 3.15pm. They are the responsibility of the student not the school and therefore are brought in at their own risk. All electronic equipment (e.g. mobile phones, mp3 players, headphones, gaming devices) must be kept out of sight. If any such items are seen or heard they will be confiscated and **parents will be expected to collect them**. They will not be returned to students. **As with mobile phones, the school is unable to take any responsibility for such items.**

Lockers

Lockers are held exclusively for Year 7 students during the first week of term in September, after which they are made available to the rest of the school population. They cost £5 to hire for a year.

Students must provide padlocks – these need to be sturdy. It should also be noted that the mechanism on some of our lockers does not secure properly with smaller padlocks – the diameter of the padlock bolt should be between 4-6mm.

It is strongly recommended that anyone wanting a locker takes up that option in the first week as the chances of securing one if left later are low.

SECTION TWO – BEHAVIOUR

Our Respect Charter

Students and staff all commit to our Respect Charter which was devised with the student body. It is short and clear and all students and staff are expected to abide by it.

- Treat everyone the way we would like to be treated
- Be courteous
- Be kind
- Look after our learning environment

Ready To Learn Rules

Every classroom displays the Ready to Learn rules. These have been developed by staff and students and clearly set out classroom expectations.

1. Arrive on time and be in correct uniform
2. Have the correct books, diary and equipment
3. Listen carefully to the teacher and to each other
4. Follow the instructions of all staff
5. Use appropriate language

Recognition & Rewards

Rewarding positive behaviours and actions is a key part of the ethos of our school. When a student meets the ready to learn rules in their lessons their teacher will record this electronically which will award the student positive behaviour points. Each week form tutors will record the total number of behaviour points collected in the relevant page of their diary. This will let parents know weekly that their child was ready to learn in all of their lessons. The school also recognises that contributing to the school community and participating in events and extra-curricular activities are important for students' wider development. Teachers will also recognise outstanding work and effort, service to the school, and participation in extracurricular activities by recording additional details electronically which will contribute further positive behaviour points.

Students will be awarded school badges when they have gained certain numbers of positive behaviour points. In addition, achievement, progress and outstanding effort and contributions to the school will be regularly recognised in House assemblies and in the whole school celebration assembly at the end of each term.

Sanctions

It is our expectation that students will be motivated by the enjoyment of learning rather than rewards and punishment. However, if there are occasions when students do not follow the school rules and adhere to the standards of behaviour that we expect, students can expect to be sanctioned. Students can be detained for up to 2 hours at the end of the school day.

For more serious breaches of school discipline, your child's Head of House may contact you. We hope to avoid any escalation of punishment by working in partnership with staff, students and parents.

Bullying

The definition of bullying at Furze Platt Senior School is that it is repeated behaviour which makes other people feel uncomfortable, whether this is intended or not. People react differently, and it is not always possible to tell if a child is hurt or upset, but possible signs of being bullied include changes in behaviour, such as becoming shy and nervous, feigning illness, or clinging to adults. There are different sorts of bullying, but the three main types are:

<i>Verbal</i>	name calling, teasing, insulting, writing unkind notes
<i>Emotional</i>	being unfriendly, excluding, tormenting, spreading rumours and nasty looks
<i>Physical</i>	hitting, kicking, taking or hiding belongings including money

Instances of bullying are in direct contravention of the school Anti-Bullying Policy, which has been devised by the students and requires consideration for others. The Headteacher, staff and governors of Furze Platt Senior School believe that every student has the right to come to school knowing that they will not be threatened, harmed, or humiliated by others. Any students failing to respect this basic right can expect to be punished.

In recent years, there has been an increase in cyber bullying nationally. This includes sending unkind or threatening messages, either through messaging services or on social network sites. We work closely with parents if this occurs and equally, we do not tolerate such behaviour. In certain circumstances, the police may be involved. We remind parents that there is a minimum age of 13 to use most social media and messaging sites.

If you think that your child is being bullied, please let the school know straight away. You should also reassure your child that the school will deal with it sensitively but firmly. Every effort will be made to resolve the situation through counselling both the student being bullied and the bully.

If we have reason to believe that your child is bullying other students, we will contact you in order to discuss how the situation can be improved. Please make it clear to your son or daughter that his/her behaviour is not acceptable and has caused distress. If counselling does not work and the bullying behaviour continues, then sanctions follow, which may vary according to the individual and the incident. In the most serious cases, the possibility of permanent exclusion from Furze Platt Senior School must be considered by the Headteacher.

SECTION THREE – CURRICULUM AND ASSESSMENT

Timetable Structure

Five lessons a day

The school day begins at 8.40am with registration in tutor groups at 8.45am. This is followed by assembly or tutorial work until 9.10am. There are 5 lessons a day. Each lesson is an hour long.

Two-week timetable

Our lessons are arranged on a fortnightly cycle, which means that the timetable runs for 50 periods over ten days. This is done so that we can allocate time and resources more effectively. Year 7 students are given a personal timetable telling them which subject and teacher they have in which room for each of the 50 lessons.

Eight classes

In order to ensure that they always get specialist teachers whichever subject they are studying, students are split into two parallel bands, F and P, for all their subjects. There are four houses in each band. For most subjects there are eight classes, giving a very good student-teacher ratio. In Product Design and Food Technology there are twelve classes. Students are largely taught in House groups, and will be taught one subject by their Head of House.

Two-year Key Stage 3 and three-year Key Stage 4

Furze Platt students follow a broad and balanced curriculum in Years 7 and 8 ('Key Stage 3'). They make their GCSE choices towards the end of Year 8 and begin their GCSE courses in Year 9. They take their GCSE examinations in Year 11 (at the end of 'Key Stage 4').

Subjects in Year 7

In Year 7 all students study the same subjects. These are:

English

Mathematics

Science

Geography

History

Philosophy & Religion

French/Spanish/German

Art

Product Design and Food Technology

Performing Arts – Drama & Music

Physical Education

Computing & ICT

PSHE

Total lessons per fortnight 50

Information about the curriculum followed in each subject is available on our website, www.furzeplatt.com.

Grouping Arrangements

Students are mainly taught by specialist teachers in mixed-ability groups. Teachers use information from primary schools, along with the cognitive ability tests that Year 7 students take, to ensure that lower-attaining students are supported, and that students of all abilities – including the most able – are fully stretched and challenged. Teachers use ‘rich’ seating plans to ensure that students sit alongside and work with those who will push and motivate them most, tailor their teaching activities to the needs of their students, and where appropriate use support and extension materials.

Assessment & Reporting

We will monitor your son’s/daughter’s work carefully to ensure they are making excellent progress as well as enjoying their studies. Year 7 students take formal end of year examinations in English, Maths and Science, and undertake very regular, formal in-class assessments throughout the year in all subjects. We track students’ progress against their expected grades at GCSE, and work hard with students if they temporarily slip behind.

Your child’s tutor regularly receives reports from subject teachers. Each student’s progress is chartered and those who are advancing quickly and those who are having difficulties are referred to the Head of House and the Senior Leadership Team for appropriate rewards or interventions.

Gifted Students

Gifted students are those defined as being exceptionally able in academic subjects such as English, Maths, Science, foreign languages and humanities subjects, and who will progress on to the most competitive courses at the country's top universities. Gifted students are pushed hard in lessons, and benefit from a range of extra-curricular activities, including subject-based masterclasses, local and national Maths and linguistics challenges and the opportunity to study for additional GCSEs after school from Year 9, plus visits to leading universities including Oxford University.

Talented Students

Talented students are those who are exceptionally able in music, drama, art or sport. Many of our students perform in leading London theatres and concert halls, or compete in sports such as football, rugby, tennis or rowing at a national or international level. If your son/daughter is involved in such events then they will be mentored regularly to ensure that they balance these activities with their academic work, and that the level or pressure they put upon themselves is productive and sustainable. School mentors communicate regularly with parents of talented students.

Our Gifted and Talented Coordinator oversees our provision for the most able and talented students.

Special Educational Needs

When students transfer to Furze Platt Senior School, we work very closely with their primary (or previous) school to ensure that we have a full picture of their ability. If your son/daughter has an Education Health Care Plan, our SENCo will visit their previous school. Other students who require support will be assessed when they join us. It is our policy that all students are educated in mainstream classrooms for as much of their curriculum as possible. We have an excellent team of Learning Support Assistants, and a highly successful reading intervention programme for those who struggle to access the curriculum.

We also provide the local authority provision for students who have Autistic Spectrum Disorder (Shine). If you have any queries about the Special Needs provision for your child, please contact Mrs Brand (SENCo) or Ms Jebb (Head of Shine).

Home Learning & Student Planners

We believe strongly in the value of home learning. It allows teachers to set tasks which extend and support the taught curriculum, helps to develop good study habits, reinforces the home/school partnership in providing the child's educational experience and as a result improves students' progress. Students will be given a home learning timetable, and will receive up to three pieces of home learning a night, which should each take 30 minutes to complete. This should be recorded by your child in his/her student diary. It is also uploaded to 'Show My Homework' which students and parents can access at home via the school website. Students' diaries are inspected by their form tutor weekly where they will record the total number behaviour points as well as the student's attendance figures, and both form tutors and parents may use the diary to communicate matters of concern in writing. **Please read your child's student planner frequently and sign it weekly, so that you and the school can work as a partnership in ensuring that your child does the required amount of home learning thoroughly and regularly.**

If you are concerned about the nature or amount of home learning set for your child, please get in touch by telephone or letter with the relevant Head of Department. She/he will discuss your concerns with you and the subject teacher and take any steps which are thought to be necessary.

Careers Education, Information, Advice & Guidance

Informing and advising students of education and careers options is a vital part of the school curriculum. This takes place through PSHE and Careers lessons from Year 7 onwards, where students explore their personal skills and qualities, identify areas for improvement and undertake target setting and action planning. Students also consider how the world of work is changing and what knowledge and skills will be needed in the future. This helps Year 8 students make their GCSE option choices. In Years 9-11, independent advice and guidance is made available to students, which then continues into the Sixth Form.

Pastoral Care

Houses

On joining Furze Platt, all students are allocated to one of eight houses – Bisham, Bray, Cookham, Dorney, Eton, Henley, Marlow or Windsor. Wherever possible, siblings will be in the same house. Each house is led by a Head of House, and a team of six tutors. Your child's tutor is usually the first point of call for any pastoral (i.e. not subject/curriculum based) issues, or in some cases the Head of House.

Vertical Tutoring

Each house is arranged into five tutor groups, and two Sixth Form groups. The tutor groups are arranged vertically, which means that they will include students from Years 7-11. There are usually two or three students from each year group in each tutor group, and we ensure that there is a balance of boys and girls. The benefits of vertical tutoring are well documented – the younger students benefit from the advice and guidance of the older students, and knowing that older students are 'looking out' for them, whereas older students are given leadership opportunities. It enables all students to mix with others from a range of year groups with whom they would not otherwise have contact. Additionally, two Sixth Form students are appointed House Captains.

The forms meet every morning each week and are engaged in a range of activities - assemblies, team challenges, mentoring and guidance.

Additional Support

The Heads of House work with a wide range of outside agencies to support pastoral care, including the Education Welfare Service, Educational Psychologists, Adviza, CAMHS and Social Services. Should you feel your child requires extra support, please contact your child's Head of House.

Child Protection

We are committed to ensuring that all our children are well cared for, safe and protected.

We follow the Royal Borough of Windsor and Maidenhead's Child Protection procedures and aim to work together with other agencies that support children and families.

We are required to be watchful for signs and symptoms of:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

Parents should be aware that in urgent and/or repeated incidents of suspected abuse, the school is obliged to discuss with and/or refer these incidents to other agencies.

Mr Sheppard (Deputy Headteacher), Mr Morbey (Inclusion Manager) and Miss Lewis (Inclusion Manager) are the designated teachers with responsibility for the implementation of these procedures.

SECTION FOUR – CONTACTS AND COMMUNICATIONS

The Governing Body – September 2018

Name	Position
Mr Gavin Tisshaw	Chair
Mr. Hugh Boulter	Vice Chair
Dr. Andrew Morrison	Headteacher ex-officio Governor
Mr Michael Clayton	Governor
Mrs. Katie Donnison	Governor
Mrs. Jacqui Edwards	Parent Governor
Mr Richard Ferriman	Parent Governor
Mrs Diane Flood	Support Staff Governor
Mrs. Laraine Holdsworth	Parent Governor
Mr. David Holloway	Parent Governor
Mrs. Sue Le Page	Governor
Mrs. Bethan Osborne	Parent Governor
Dr. Richard Prior	Governor
Dr. Michele Scott	Teacher Governor
Mr. Roger Smith	Governor

Headteacher's Surgery Times

Every Monday evening Dr Morrison, Headteacher, holds a surgery for parents. It is usually from 5.00pm. Please telephone the school for an appointment.

Communication with parents

All of the school's correspondence to parents is sent via email using the 'WiseMail' service. You will be sent an email invitation to register for WisePay. Please sign up so we can contact you efficiently and keep you updated of school news

Reporting to parents

We report to parents on students' progress and attitude to learning three times a year.

Progress

We have high expectations for students in Year 7. We look at how they have done in the past - including in their Year 6 SATs exams - to work out what they are capable of in every subject. We therefore have different baselines or benchmarks for each student. Students do a number of assessments in each subject. We then award the following **progress descriptions**:

Excellent progress: at present, your child is doing **better** than we expected.

Good progress: at present, your child is doing **as expected**.

Just behind: at present, your child is doing **slightly less well than expected**.

Cause for concern: at present, your child is doing **less well than expected**.

Attitude to Learning

We want students to focus well in school and at home. We award the following **attitude to learning descriptions**:

Outstanding: Consistently displays an attitude that promotes rapid and sustained learning.

Good: Consistently displays an attitude that enables them to make good progress.

Requires Improvement: Does not consistently display an attitude that enables them, or others, to make good progress.

Cause for Concern: Consistently displays an attitude that hinders them, or others, from making progress.

There is also a Parents' Evening for each year group so that you may meet your child's teachers and discuss his or her academic progress and personal development.

Further information is given on our reporting system in the 'Year 7 – Preparing to Succeed' Parents' Information Evening, which will be held on Thursday 13th September 2018 at 6:30pm in the Main Hall.

Emergency Procedures

It is essential for the school to have your correct address, telephone number, and any other telephone numbers where you or a relative may be quickly contacted in the event of an emergency. Please make sure that we keep this information updated by informing us of any changes in your circumstances as soon as they occur.

If a decision is taken to close the school because of bad weather or other unforeseen circumstances, information will be posted on the school website (www.furzeplatt.com) in the first instance.

Various radio stations will broadcast this information to students, staff and parents. The radio stations and the frequencies are as follows:

Heart	97 FM
	102.9 FM
BBC Radio Berkshire	95.4 FM
	94.6 FM
	104.1 FM
	104.4 FM

June 2018

Welcome Letter from the PTFA

Dear Parents

On behalf of the PTFA we would like to welcome you and your child to Furze Platt Senior School. [The PTFA at Furze Platt](#) has been very active over the past year attempting to plug some of the fundraising gaps (that occurred where regular fundraising events had to be cancelled) during and after the Leisure Centre redevelopment.

The chief similarity with a primary or junior school PTA is that our main role is, and will always be, fundraising. It is one of the most damaging myths that a senior school PTA isn't present/doesn't matter. However, there is a distinct shift away from organising set piece events (such as fairs) to ongoing fundraisers (such as the 200 Club). [The 200 Club](#) is now our main fundraiser and we would encourage as many new parents in Year 7 to sign up as numbers allow. The sign up is now fully online and 4 times a year you could win a big cash prize. The benefit to the PTFA is that with a full complement of numbers we can raise over £6000 every year.

The PTFA has supported a huge variety of projects and events this year including:

- Minibus running costs
- Science department equipment
- Celebration evening prizes
- Prom night photobooth
- Drama department equipment
- Year 7 playground redevelopment

We also host 2 hugely popular quiz nights which have been given a reboot by introducing Giant Pan Catering and these nights are once again proving hugely popular. Thanks to all who have attended these sold out events this year.

The PTFA, as well as providing refreshments for many concerts and events, also organise an annual disco (or two) especially for incoming Year 7 students. Please look out for information about these.

If you'd like to be involved in what may well prove to be an exciting new era for the PTFA then either get in touch through the school or e-mail directly on Jeff@iifa.co.uk – there really is no better way to get to know your child's new school.

We look forward to meeting you soon.

With best wishes
The Furze Platt PTFA