

FURZE PLATT SENIOR SCHOOL



A GUIDE FOR PARENTS

2009 - 2010

Furze Platt Senior School
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HOLIDAYS AND SCHOOL TERMS – ACADEMIC YEAR 2009/2010

Autumn 2009

Term 1

Term starts on: Wednesday 2nd September 2009*
Term starts for students Thursday 3rd September 2009
Term ends on: Friday 23rd October 2009
October Holiday: Monday 26th October 2009 to Friday 30th October 2009

Term 2

Term starts on: Monday 2nd November 2009
Term ends on: Friday 18th December 2009
Christmas Holiday: Monday 21st December 2009 to Friday 1st January 2010

Spring 2010

Term 3

Term starts on: Monday 4th January 2010
Term ends on: Friday 12th February 2010
February Holiday: Monday 15th February 2010 to Friday 19th February 2010

Term 4

Term starts on: Monday 22nd February 2010
Term ends on: Wednesday 31st March 2010
Spring Holiday: Thursday 1st April 2010 to Friday 16th April 2010
(Good Friday – 2nd April 2010; Easter Monday – 5th April 2010)

Summer 2010

Term 5

Term starts on: Monday 19th April 2010
Term ends on: Friday 28th May 2010
May Holiday: Monday 31st May 2010 to Friday 4th June 2010

Term 6

Term starts on: Monday 7th June 2010
Term ends on: Thursday 22nd July 2010

* The first day of term is an INSET day for staff only. Further INSET days to be confirmed.

July 2009

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 booklet 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 telephone or letter. Please also be aware that our website www.furzeplatt.com contains a great deal of useful information about the school.

Yours sincerely

Ms. T. White
Headteacher

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SECTION ONE - ORGANISATION

SCHOOL DAY 2009 – 2010

Monday – Friday (exc. Wednesday)

08.40	–	08.45	Students go to tutor rooms
08.45	–	09.10	Period 1 Assembly/Tutorial
09.10	–	11.10	Periods 2 and 3
11.10	–	11.30	Break
11.30	–	12.30	Period 4
12.30	–	13.10	Lunch
13.10	–	15.15	Periods 5 and 6

Wednesday

08.40	–	08.45	Students go to first lesson
08.45	–	09.40	Period 1
09.40	–	10.35	Period 2
10.35	–	10.55	Break
10.55	–	11.50	Period 3
11.50	–	12.45	Period 4
12.45	–	13.25	Lunch
13.25	–	14.20	Period 5
14.20	–	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 organise themselves and their equipment accordingly.

LATE ARRIVAL

Students who arrive late to school

At 8.40 a warning bell rings and at 8.45 students are expected to be in their tutor rooms. On Wednesdays, they should go to their first lesson at 8.40. After 9.10 your child must report to the sick bay to sign in.

If students are late regularly, they will be required to report during some of their breaks, and their free time will be taken away.

Lateness to registration and lessons is recorded electronically. The total time missed each week is calculated and may be caught 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 in term time

There is a very clear link between attendance rates and high achievement. Unless there are exceptional circumstances, holidays during term time will be recorded as an unauthorised absence. Parents should make an appointment to discuss any such requests with Ms Morris, Assistant Headteacher, before the holiday is booked.

WHAT TO DO IF YOUR CHILD IS ILL

If your child is clearly unwell in the morning, please **DO NOT** send him or her to school in the hope that he or she will get better during the day. The school has very limited facilities for coping with sick students, and the best place for them is at home.

If your child is absent please telephone the automated absence line on each day of absence from the school so that we are aware that he/she is ill.

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 updated 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 that 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 the school premises and then travelling to and from school. They may also be required to do so when on school trips.

Please help us to keep to our high standard of dress by ensuring that you buy the correct uniform for your child and that he or she wears it to school every day. School shirts should be tucked in and ties worn in the correct manner. Please make sure also that all items of clothing and equipment are clearly and indelibly marked, so that lost property can easily be returned to its owner. We reserve the right to send students home to change if uniform is unacceptable.

Jewellery can be dangerous in science laboratories and on the sports field and we therefore ask you to discourage your child from wearing jewellery to school. One set of ear studs is permitted. Nose studs or earrings are not acceptable.

Students should not wear make-up to school. We also ask that students have sensible hairstyles that are appropriate to the working environment. Extreme colours and styles are not permitted.

To maintain high standards of dress amongst students we have a standard school dress or uniform for boys and girls. Year 7 boys and girls wear a blazer, white shirt, school tie, optional school sweater, and black trousers/skirt.

We also like such smartness to be reflected on the games field, parents are therefore asked to provide PE kit for boys and girls to a standard form..

It is not possible to provide an exhaustive or prescriptive list of what is or is not acceptable, but we hope the above provides some guidance about the standards of dress that are expected at Furze Platt Senior School.

Compulsory

White shirt
 * School tie – lower £3, upper £4
 * School blazer £32
 Black medium length skirt or black full length trousers (smart tailored and plain material)
 White socks
 Black shoes with sensible heels (no trainers, canvas or backless shoes)

Compulsory

White shirt
 * School tie lower £3, upper £4
 * School blazer £32
 Black formal trousers
 Black or dark grey socks
 Black shoes (no trainers or canvas shoes)

GIRLS**Optional**

* School sweater £12

Sports Wear

* Light blue polo shirt with Furze Platt crest £8
 * Plain navy blue shorts £4 or skort £13
 White trainers
 Short white socks
 * School sports socks (blue with amber ring) £3
 Hockey or football boots
 Furze Platt Sweatshirt (navy with Furze Platt crest)
Optional Extra
 * Furze Platt waterproof fleece jacket £20

BOYS**Optional**

* School sweater £12

Sports Wear**Indoor**

* White shorts £4
 White trainers
 * White polo shirt with Furze Platt crest £8
 White sports socks

Outdoor

* Rugby shirt (reversible blue and amber) £12
 * Black shorts £4
 Football boots
 * Football socks (blue with amber ring) £3
Optional Extra
 * Furze Platt waterproof fleece jacket £20

* These items can be purchased from the school uniform shop and other local retail outlets. The school uniform shop will be available on the evening of **Thursday 9th July 5.30 – 7.30**. During term time the uniform shop is open on Thursdays after school for approximately half an hour. Order forms can be collected from the School Reception and returned to Mrs. Spuffard any day for collection on Thursdays. NB. There is a special school tie available for Upper School students Year 10/11 at £4.

SCHOOL MEALS

Lunchtime is from 12.30 to 13.10 (12.45 to 13.25 on Wednesday). Your child can choose between eating at school and bringing a packed lunch. We offer a café style service which will provide a wide range of meal options (e.g. sandwiches, baguettes, panini, pasta, noodles, salads) in newly refurbished surroundings.

If your son or daughter chooses to bring a packed lunch, he/she must eat it in the dining room; Year 7 students are not allowed to eat food elsewhere on the site except during the summer.

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.

If your son or daughter occasionally forgets to bring dinner money, he/she can ask the Head of House for help with the problem. Persistent forgetfulness causes difficulties for everyone, and parents are asked to encourage children to be responsible and well prepared for the school day.

If, during the year, parents claim income-support benefit and their children become eligible for free school meals, please contact the school office to claim. Such applications are treated in the strictest confidence.

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.

Your child may at first find it difficult to remember the correct books and equipment each day. It is a great help if you could 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 with the owner's name.

TRAVEL INFORMATION

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. Cycling proficiency courses will run during the year.

PARKING

If parents wish to drop and collect their children by car, they are requested to pay particular attention to parking. There is only 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.

In order to park safely, it will normally be necessary to park in the neighbouring area. Please remember: IT NEVER HURT ANYONE TO WALK A FEW METRES.

LOST PROPERTY

Lost Property is kept in a locked cupboard for a period of two months, 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 telephones are the responsibility of the student not the school. They 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.**

SECTION TWO – BEHAVIOUR

STUDENT CODE OF CONDUCT

At Furze Platt Senior School we are committed to promoting a purposeful and safe learning environment. This includes certain very clear expectations. These are:

- All members of the school community are expected to behave in a courteous, considerate, and polite manner to each other and to all adults who work in our school.
- Students are expected to show common sense in their treatment of the buildings and in the way that they move between classrooms.
- Students have a clear duty to behave in a way which assists their own learning and the learning of others in their classes.
- Students must wear correct school uniform, leaving jewellery and make-up at home.
- Students are expected to care for their own property. They must respect the right of others to feel that their possessions are safe within our school.
- Each student should be active in helping to make the school the very best possible place in which to study.

Every classroom displays a Learning Contract. This has been developed by staff and students and clearly sets out classroom expectations.

REWARDS AND SANCTIONS

THE 4 'READY TO LEARN' RULES ARE:

- Arrive on time and in correct uniform.
- Have the correct books, diary and equipment.
- Listen carefully to the teacher and each other.
- Follow the instruction of all staff.

REWARDS

Rewarding positive behaviours and actions is a key part of the ethos of our school. Good organisation, punctuality and uniform will be recognised on a lesson by lesson basis through the stamping of the relevant page in the school diary. This will let parents know daily that their child was ready to learn in all of their lessons. There will be an escalating scale of tangible rewards such as book tokens and cinema vouchers when students reach a predetermined number of stamps. Students will be able to gain extra stamps in a variety of ways from taking part in assemblies to being of service to the school community. Teachers will also be able to recognise outstanding work and effort by sending postcards or letters home and by comments and stickers on work.

Achievement, progress and outstanding effort 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 rewards rather than punishment. However, there are occasions when students do not follow the school rules and adhere to the standards of behaviour that we expect.

In these instances, students can expect to be punished. Students can be detained for up to 10 minutes at the end of the school day. For longer durations, parents will be given at least 24 hour notice.

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 parents, and we ask that all parents support us in this.

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:

Physical hitting, kicking, taking or hiding belongings including money

Verbal name calling, teasing, insulting, writing unkind notes.

Emotional being unfriendly, excluding, tormenting, spreading rumours and nasty looks.

Instances of bullying are in direct contravention of the Student Code of Conduct, which 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.

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. Please make it clear to your son or daughter that revenge is not appropriate. 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

Five lessons a day

The school day begins at 8.40 a.m with registration in tutor groups at 8.45 a.m. This is followed by assembly or tutorial work till 9.10 a.m except on Wednesdays. On Mondays, Tuesdays, Thursdays and Fridays there are 3 lessons in the morning and 2 in the afternoon, each lesson is one hour long. On Wednesdays there are 6 lessons – 4 lessons in the morning and 2 lessons in the afternoon.

Two week timetable

Our lessons are arranged on a fortnightly cycle, which means that the timetable runs for 52 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 52 lessons.

Eight sets

Each year 190 students are admitted to the school. In order to ensure that they always get specialist teachers whichever subject they are studying, they are split into two parallel bands, F and P, for English, Mathematics, Science, Humanities and French/Spanish. Classes in Technology, Performing Arts, PE and Citizenship are of mixed ability throughout the year.

In September groups in both bands will contain students with a range of abilities. Students identified by their primary school as those who would benefit from extra help will be placed in the groups which provide more learning support.

For most subjects there are eight classes, giving a very good student-teacher ratio from the outset of your child's secondary school career. In Technology there are ten classes.

SETTING

In September students are placed in provisional sets in some subjects according to their Key Stage 2 SAT results, Key Stage 2 Teacher Assessments, and recommendations from their primary school. However, during the autumn term all students will be reassessed using information from their subject teachers' assessments and the results of the Cognitive Assessment Test in verbal, non-verbal and mathematical reasoning which Year 7 students take in September or October.

This will result in some students being transferred to different groups. In this way, we can encourage each student to take full advantage of the resourcefulness of the staff and exploit his or her capabilities to the full.

A student may be placed in different sets in different subjects throughout their school career, depending on his or her ability in each subject. Your son's or daughter's progress in these sets will be closely monitored by subject teachers, form tutors, and the Assistant Headteacher in charge of Student Support and Achievement, and he or she may be moved into higher or lower sets depending on demonstrated ability and achievement. A letter will be sent to parents informing them of these changes.

THE SUBJECTS

In Year 7 all students study the same subjects. The amount of time spent on each subject varies as follows:

English		6 lessons
Mathematics		6 lessons
Science		6 lessons
Geography		3 lessons
History		3 lessons
Religious Education		2 lessons
French/Spanish		6 lessons
Technology		4 lessons
Physical Education		4 lessons
Art		3 lessons
Performing Arts	Music	2 lessons
	Drama	2 lessons
Citizenship		2 lessons
ICT		2 lessons
Learning to Learn		1 lesson
Total lessons per fortnight		52

Information about the curriculum followed in each subject is available on our website, www.furzeplatt.com. The email addresses of subject leaders and Head of Houses is in Section Four of this booklet.

PASTORAL CARE

Houses

On joining Furze Platt, all students are allocated to one of eight houses – Bisham, Bray, Cookham, Dorney, Eton, Henley, Marlow and Windsor. Wherever possible, siblings will be in the same house. Each house is led by a Head of House, and a team of 7 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 six tutor groups, and one Sixth Form group. The tutor groups are arranged vertically, which means that they will include students from Years 7 – 11. There are usually 2 – 3 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 who they would not otherwise have contact. Additionally, two Sixth Form students are appointed House Captains.

The forms meet four mornings a week and are engaged in a range of activities – assemblies, team challenges, and SEAL (Social and Emotional Aspects of Learning).

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, Connexions, CAMHS and Social Services. Should you feel your child requires extra support, please contact your child's Head of House.

SEN INFORMATION

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. For students who have a Statement of Special Needs, our SENCo will visit the previous school. Students who are on School Action or School Action Plus will be assessed when they join us.

We have an excellent team of Teaching and Learning Assistants, and a teacher who specialises in working with those students who need extra help with reading and writing. It is our policy that students are educated in the mainstream school.

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

VERY ABLE STUDENTS

Furze Platt is an all-ability school which prides itself on developing the potential of all its students, including those amongst our intake who are academically very capable. Our responsibility is to ensure that these students intellectual talents are developed and nurtured, so that they enjoy learning and that they are stimulated by the variety of experiences offered at Furze Platt Senior School.

We have a 'Very Able' Co-ordinator at Furze Platt whose main role is to monitor and develop provision for our most able students, to oversee their progress. As students move through the school our grouping arrangements place our most able students together in top sets in several subjects where the work is carefully differentiated to provide appropriate pace and challenge. They are taught by subject specialists and are encouraged to take part in extra-curricular work with these expert teachers and with other students of similar interest and ability. Very able students are encouraged to develop their interests and their confidence by taking part in the variety of opportunities on offer, including Drama, Music, Public Speaking, Sports and Engineering Challenges.

HOMEWORK

- 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.
- Improves student learning.

Year 7 students are expected to spend 40-60 minutes engaged in private study at home each day during term time. Often students do more. The routine discipline of this amount of homework each night develops good study habits.

Some subjects will set homework once per week and others once per fortnight.

All homework set should be recorded by your child in his/her homework record book. Homework planners are inspected by your child's form tutor weekly, and he/she and your child's subject teachers may use the record book to communicate matters of concern to you in writing. **Please read your child's homework planner book 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 homework thoroughly and regularly.** Teachers also record homework set on the school website.

If you are concerned about the nature or amount of homework set for your child, please get in touch by telephone or letter with the relevant Heads of Departments. They will discuss your concerns with you and the subject teacher and take any steps which are thought to be necessary.

SECTION FOUR – CONTACTS AND COMMUNICATIONS

SENIOR LEADERSHIP TEAM

Headteacher
Deputy Headteacher
Deputy Headteacher
Assistant Headteacher
Assistant Headteacher
Assistant Headteacher/Head of Sixth Form
Assistant Headteacher

Ms T White
Mr G Bown
Mr E Towill
Ms M Morris
Mrs J Lockwood
Mr S Richards
Mr J Sheppard

EXPRESSIVE ARTS

Head of Music
Music teacher and Head of Bray
Head of Drama
Drama teacher and Head of Eton
Drama and Deputy Headteacher

armsc002@rbwm.org
haggj002@rbwm.org
balda002@rbwm.org
neilj002@rbwm.org

Mrs C Armstrong
Miss J Haggart
Miss A Baldwin
Mr J Neill
Mr G Bown

PHYSICAL EDUCATION DEPARTMENT

Head of PE
PE teacher and 2 i/c of Department
PE teacher and Head of Bisham
PE teacher
PE teacher
PE teacher (SSCO)

carts006@rbwm.org
tomlk001@rbwm.org

Mr S Carter
Mrs L Russant
Miss K Tomlin
Mr C Djaelani
Mr D Morriss
Ms F Hodge

ENGLISH DEPARTMENT

Head of English

English teacher and 2 i/c of Department

English and Advanced Skills Teacher

English teacher

English teacher

English teacher

English teacher

English teacher

lyncd002@rbwm.org

Mrs D Lynch

Ms K Martin

Ms H Stevens

Mrs M Avellano

Miss A Ironside

Miss V Godbold

Mr T Sheehan

Mr M Milburn

HUMANITIES DEPARTMENT

Head of Humanities

Head of Geography and Assistant Headteacher

Geography and Advanced Skills teacher

Geography teacher

Geography teacher

Geography teacher

History teacher and Deputy Headteacher

History teacher and Head of Sixth Form

History teacher and Head of Windsor

History teacher

History teacher

Religious Education teacher

Religious Education teacher

Psychology teacher

Sociology teacher and Assistant Headteacher

Economics teacher

jamej002@rbwm.org

shepj005@rbwm.org

engll002@rbwm.org

barlc001@rbwm.org

Mrs J James

Mr J Sheppard

Mr J Bibby

Mrs J Black

Mrs D Brennan

Mr T Whipp

Mr E Towill

Mr S Richards

Miss L English

Mr A Boniface

Mr T Jurczak

Mrs C Barlow

Mrs A Habib

Mr C Marris

Miss Morris

Mr D Darwood

MATHEMATICS DEPARTMENT

Head of Mathematics
Mathematics teacher and 2 i/c of Department
Mathematics teacher
Mathematics teacher
Mathematics teacher
Mathematics teacher
Mathematics teacher
Mathematics teacher

lowri001@rbwm.org

Mr I Lowry
Mrs J Searle
Mrs H Monaghan
Ms C Threlfall
Mr R Pope
Mrs C Fawcett
Ms R Casson
Mr J Langenhoven
Mrs K Acres

MODERN LANGUAGES DEPARTMENT

Head of Modern Languages
Modern Language teacher and 2 i/c of Department
Modern Language teacher
Modern Language teacher and Head of Dorney
Modern Language teacher

halea001@rbwm.org

jackd030@rbwm.org

Mrs A Hales
Miss A Greenwood
Miss K Basset
Mrs D Jack
Mrs J Rogers

SCIENCE DEPARTMENT

Head of Science
Science teacher and 2 i/c of Department
Science teacher and Assistant Headteacher
Science teacher and Head of Henley
Science teacher
Science teacher and Head of Cookham
Science teacher
Science teacher
Science teacher
Science teacher

healj002@rbwm.org

molia001@rbwm.org

beaus002@rbwm.org

Mrs K Heales
Miss A Jackson
Mrs J Lockwood
Mr A Molin
Mrs J Bates
Ms S Beaumont
Mr G Melville
Mr P Day
Dr J Williams
Miss S Kenyon

ART, DESIGN AND TECHNOLOGY DEPARTMENT

Head of Art, Design and Technology mulhs001@rbwm.org
Design and Technology teacher
Design and Technology teacher
Design and Technology/Food Technology teacher
Design and Technology teacher
Art and Design teacher
Art and Design teacher
Art and Design teacher

Mrs S Mulhern
Mr A Blair
Mr K Kirby
Mrs E Dury
Miss S Witcomb
Ms E Bailey
Mr B Goswell
Ms J Morgan

INFORMATION TECHNOLOGY DEPARTMENT

Head of ICT asana001@rbwm.org
ICT teacher and 2 i/c of Department
ICT teacher and Head of Marlow morba001@rbwm.org
ICT teacher

Mr A Asante
Miss L Christie
Mr A Morbey
Mrs S Gidday

BUSINESS DEPARTMENT

Head of Business Studies stacj004@rbwm.org
Business Studies teacher

Mrs. J Stacey
Mr M Brown

PSHE DEPARTMENT

Head of PSHE/Citizenship bubbj001@rbwm.org
PSHE/Citizenship teacher

Mrs J Bubb
Ms M Dawson

LEARNING SUPPORT

Head of Learning Support (SENCO)
Head of AuRA

Mr B Chambers
Ms S Jebb

THE GOVERNING BODY - SEPTEMBER 2009

Mrs S Le Page	Chair, Parent Governor
Mr P Boland	Community Governor
Mrs K Brooke	Parent Governor
Mrs A Bunce	Community Governor
Mr S Carter	Staff Governor
Dr A Davidson	LEA Governor
Mrs S Dudley	LEA Governor
Mr M Eynon	Community Governor
Mrs A Green	Parent Governor
Mr R Jones	Parent Governor
Mrs J Lackovic	Staff Governor
Mr B Martin	Parent Governor
Mr P Prior	Community Governor
Dr Saleem	Community Governor
Mr J Scrace	Parent Governor
Mr J Sheppard	Staff Governor
Mr G Tisshaw	Parent Governor
Mr A Williams	LEA Governor
Mr M Woodcock	Parent Governor
Ms T White	Headteacher

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

210FM	97 FM 102.9 FM
BBC Radio Berkshire	95.4 FM 94.6 FM 104.1 FM 104.4 FM
Time FM	106.6 FM

In order that the administration of school trips, information to parents, etc, may run smoothly, please return promptly any reply slips your child may bring home.

HEADTEACHER'S SURGERY TIMES

Every Monday evening Ms White, Headteacher, holds a surgery for parents from 6.30. Please telephone the school for an appointment.

PARENTMAIL INFORMATION

Parents may sign up to receive all of the school's correspondence to parents by subscribing to Parentmail, our electronic mailing system. By clicking on www.parentmail.co.uk you can register your details for this free service.

REPORTING TO PARENTS

Throughout your child's school career at Furze Platt, his or her work and attitude will be continually assessed, progress recorded and areas for improvement identified. We will regularly report the results of our assessment to you so that you have a clear picture of your child's achievements and weaknesses, which will help you to work with us in developing his or her potential.

A Parents' Evening will be held for each year group so that you may meet your child's subject teachers and discuss his or her academic progress with them.

PROGRESS REPORTS

Your child's tutor regularly receives reports from subject teachers. Each student's progress is charted 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. In the Summer Term, Year 7 students will sit internal school examinations and their knowledge and understanding will be assessed.

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.

Ms M Morris (Assistant Headteacher) is the designated teacher with responsibility for the implementation of these procedures.

July 2009

WELCOME LETTER FROM THE PTFA

Dear Parents

On behalf of the members of the PTFA, may I also warmly welcome you and your child to our school. The PTFA committee has been very pleased to participate in the preparation of this booklet which we, as current parents at all stages through the school, already find of use and interest. We hope that its contents will enable you fully to appreciate all that goes on in this lively and successful school, and enable you and your son or daughter to obtain the best possible results from the wide range of facilities offered.

I should like to commend the Home/School Partnership to you. I believe that there cannot be rights without responsibilities. This simple form clearly summarises all that is necessary for the 'triangle' of parents, students and teachers to maintain the best possible, and most fruitful, relationship within the context of secondary education. My colleagues and I on the PTFA Committee look forward to welcoming you to our various functions.

Fund raising to support the school is, of course, an important aspect of our activities. One of our particularly successful schemes is the 200 Club, to which regular contributions can be made by cash or banker's order, and in which each member takes part in a monthly draw. We have funded improvements for many school departments along with new security measures for the school.

As we hope you are by now aware, the PTFA's aims are not only to support the school through fund raising, but also to provide sociable opportunities for staff and parents to meet in an informal atmosphere to enjoy each others' company. Our main fund raising event is a massive Car Boot Sale at the school on the second Sunday of every month (come rain or shine). Other regular activities include quiz nights, Ladies Indulgence evening and barbeques. We also support the school with refreshments for all school concerts. We hope to see you at some of our social events to support our fund raising activities on behalf of your school. Donations of time or money are always welcome.

If you would like to get actively involved in PTFA work, or just find out more, please do write to me at the School Office. There is no better way to get to know your child's school! We look forward to hearing from you.

Please call Jeanette Liley, the PTFA Chairman on 07877386256 for more information, offers of help or new ideas for enjoyable fund-raising.

With best wishes

Jeanette Liley

Chairman of Furze Platt Senior School, Parent, Teacher and Friends Association