

# **FURZE PLATT SENIOR SCHOOL**



## **A GUIDE FOR PARENTS**

**2011 - 2012**

Furze Platt Senior School  
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## SCHOOL TERM DATES FOR THE ACADEMIC YEAR 2011/2012

### Autumn 2011

#### Term 1

*INSET Day*

Term starts on: Tuesday 6<sup>th</sup> September 2011

*INSET Day* Friday 7<sup>th</sup> October 2011

Term ends on: Friday 21<sup>st</sup> October 2011

**October Holiday: Monday 24<sup>th</sup> October 2011 to Friday 28<sup>th</sup> October 2011**

#### Term 2

Term starts on: Monday 31<sup>st</sup> October 2011

Term ends on: Friday 16<sup>th</sup> December 2011

**Christmas Holiday: Monday 19<sup>th</sup> December 2011 to Monday 2<sup>nd</sup> January 2012**

### Spring 2012

#### Term 3

Term starts on: Tuesday 3<sup>rd</sup> January 2012

Term ends on: Thursday 9<sup>th</sup> February 2012

*INSET Day* Friday 10<sup>th</sup> February 2012

**February Holiday: Monday 13<sup>th</sup> February 2012 to Friday 17<sup>th</sup> February 2012**

#### Term 4

Term starts on: Monday 20<sup>th</sup> February 2012

Term ends on: Friday 30<sup>th</sup> March 2012

**Spring Holiday: Monday 2<sup>nd</sup> April 2012 to Friday 13<sup>th</sup> April 2012  
(Good Friday – 6<sup>th</sup> April 2012; Easter Monday – 9<sup>th</sup> April 2012)**

### Summer 2012

#### Term 5

Term starts on: Monday 16<sup>th</sup> April 2012

Term ends on: Friday 1<sup>st</sup> June 2012

**May Holiday: Monday 4<sup>th</sup> June 2012 to Friday 8<sup>th</sup> June 2012**

#### Term 6

Term starts on: Monday 11<sup>th</sup> June 2012

*INSET Day* Friday 22<sup>nd</sup> June 2012

Term ends on: Friday 20<sup>th</sup> July 2012

#### **Queen's Diamond Jubilee Bank Holiday**

An extra Bank Holiday is planned for Tuesday 5th June 2012, and the late May Bank Holiday is moved to Monday 4th June 2012. These two holidays fall within the May Holiday. The number of teaching days has been reduced by one so that pupils and staff benefit from the extra holiday.

July 2011

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](http://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 2011 – 2012

### Monday – Friday (exc. Wednesday)

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	–	11.15	Period 3
11.15	-	11.45	Recess
11.45	–	12.45	Period 4
12.45	-	13.45	Period 5
13.45	–	14.15	Recess
14.15	–	15.15	Period 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	–	11.05	Recess
11.05	–	12.00	Period 3
12.00	–	12.55	Period 4
12.55	–	13.25	Recess
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 students are expected to be in school by 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 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.

Please help us to keep to our high standard of dress by ensuring that you buy the correct uniform for your child and that s/he wears it to school every day. Please also make sure that everything is clearly named so in the case of lost property it 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.

### GIRLS' UNIFORM – School Wear

<b>Compulsory</b>	
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 (Year 7-9) £3, upper school (Year 10-11) £4.
School blazer*	Blue with school crest: available from the school uniform shop - £32.
School skirt*	Must be purchased from the school uniform shop; this 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 boot cut/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.

### GIRLS' UNIFORM – School Wear

Optional	
School sweater*	£12. Optional, but the only sweater permitted. Must be the v-neck style. Tie must be visible beneath the collar.
School coat*	£20. If the school coat is not worn, the only style of coat that is permitted is either plain black or navy. No logos of any sort (except the FPSS logo) are permitted. <b>Hoodies of any sort are not permitted.</b>
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.
Hats	Plain black or navy only. Hats should not be worn inside the school buildings at any times. Baseball style caps are not permitted.

\*Available from the school uniform shop

### GIRLS' UNIFORM – Sports Wear

Compulsory	
Polo shirt*	Light blue with Furze Platt crest £8.
Shorts or Skort*	Plain navy blue shorts £4 or plain navy blue skort £13.
Trainers	White with non-marking soles.
Sports socks	White only.
Hockey or football boots	
Sweatshirt*	Zippered sweatshirt with Furze Platt crest (must not be worn as a school sweater) £15.

Optional	
Tracksuit*	Available to order through the school – top £25, bottoms £15.

### GIRLS' UNIFORM – Sports Wear

Further requirements	
Jewellery	Jewellery is inappropriate for school. A wristwatch and single pair of studs in the earlobe is permitted. Any other kind of jewellery will be confiscated. <b>Any other piercings are not permitted</b> and must be <b>removed</b> for school.
Hair and make-up	Make-up should not be worn to school; nor should nail varnish (except clear). Nail extensions/false nails 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.

\*Available from the school uniform shop

### 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 (Year 7-9) £3, upper school (Year 10-11) £4.
School blazer*	£32.
Trousers	Plain black, smartly tailored trousers. Denim or cotton jean style trousers are not permitted.
Socks	Black or dark grey only.
Shoes	<b>Plain black only</b> , smart style shoes. No logos. Trainers, trainer style or canvas shoes are not permitted.

### BOYS' UNIFORM – School Wear

Optional	
School sweater*	Optional, but the only sweater permitted. Must be the v-neck style. Tie must be visible beneath the collar. £12.
School coat*	£20. If the school coat is not worn, the only style of coat that is permitted is either plain black or navy. No logos of any sort (except the FPSS logo) are permitted. <b>Hoodies of any sort are not permitted.</b>
Scarf	Plain black or navy only.
Hats	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 - Indoor		Compulsory - Outdoor	
White shorts*	£4.	Rugby shirt*.	Reversible blue and amber £12.
Trainers	White with non-marking soles.	Black shorts*.	£4.
Polo shirt*	White with Furze Platt crest. £8.	Football boots.	
Sports socks	White only.	Football socks*.	Blue with amber ring £3.

Optional	
Tracksuit*	Available to order through the school – top £25, bottoms £15.
Sweatshirt*	Zipped sweatshirt with Furze Platt crest (must not be worn as school sweater) £15.

Further requirements	
Jewellery	A wristwatch and single stud in the 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.

\*Available from the school uniform shop

## **SCHOOL MEALS**

There are two breaks during the school day, 11.15 – 12.45 and 13.45 – 14.15 (Wednesday 10.35 – 11.05 and 12.55 – 13.25). 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.

### **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.

The school also recognises that contributing to the school community and participating in events and extra curricular activities are important for students' wider development. We run a rewards scheme to recognise these aspects which we call CAPS (Contributing and Participation Scheme).

### **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 4 lessons in the morning and 1 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.

### **Seven classes**

This year 193 students have been 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 all their subjects.

In September groups in all 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 seven 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.

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.

## **CAREERS EDUCATION INFORMATION**

### **ADVICE AND GUIDANCE**

Careers education is a key unit in the PSHE programme in all years. In Year 7 students identify their personal skills and qualities, identify areas for improvement and undertake target setting and action planning. We also consider how the world of work is changing and what knowledge and skills will be needed for the world of work in the future. This helps prepare students for making decisions in Years 8 and 9 about subject choices for KS4. In Years 10 and 11, independent advice and guidance is made available to students. Furze Platt Senior School is proud to have recently achieved the nationally recognised Investors in Careers Award in recognition of the quality of the careers education advice and guidance we provide

## THE SUBJECTS

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

English		7 lessons
Mathematics		6 lessons
Science		6 lessons
Geography		3 lessons
History		3 lessons
French/Spanish		6 lessons
Technology		4 lessons
Physical Education		4 lessons
Art		3 lessons
Performing Arts	Music	2 lessons
	Drama	2 lessons
ICT		2 lessons
Combined curriculum of RE/PSHE/Citizenship and Learning to Learn		4 lessons
<b>Total lessons per fortnight</b>		<b>52</b>

Information about the curriculum followed in each subject is available on our website, [www.furzeplatt.com](http://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 Gifted and Talented 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/Head of Sixth Form  
Assistant Headteacher

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

### EXPRESSIVE ARTS

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

armsc002@rbwm.org  
balda002@rbwm.org

Mrs C Armstrong  
Miss C Watson  
Mrs A Bradley  
Miss E Satterthwaite  
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 and Head of Dorney  
PE teacher  
PE teacher  
PE teacher (SSCO)

cart006@rbwm.org  
tomk001@rbwm.org  
djaec001@rbwm.org

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

## **ENGLISH DEPARTMENT**

Head of English

2 i/c English

English and Advanced Skills Teacher

English teacher

English teacher

English teacher

English teacher

English teacher and Head of Eton

English teacher

avelm001@rbwm.org

Mrs M Avellano

Mrs R Hardiman

Ms H Stevens

Mrs K Martin

Mr T Sheehan

Miss S Jayne

Miss J Dale

Mr R Morgan

Miss J Fieldsend

morgr101@rbwm.org

## **HUMANITIES DEPARTMENT**

Head of Humanities

Geography teacher and Assistant Headteacher

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 and ICT teacher

History teacher

Religious Education teacher

Religious Education teacher

Psychology teacher

Sociology teacher and Assistant Headteacher

Economics teacher

jamej002@rbwm.org

Mrs J James

Mr J Sheppard

Miss P Evans

Mrs D Brennan

Mr A Zair

Mr E Towill

Mr S Richards

Miss L English

Mr A Boniface

Mr C Shire

Mrs E O'Sullivan

Mrs C Barlow

Mrs S Drubhra

Mr C Marris

Ms M Morris

Mr D Darwood

engll002@rbwm.org

## **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  
Mr D Terblanche

## **MODERN LANGUAGES DEPARTMENT**

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

jackd030@rbwm.org

evesn002@rbwm.org

Mrs D Jack  
Mrs A Rice  
Miss K Basset  
Miss B Márquez-Vera  
Miss N Eveson  
Mr V Omilli  
Miss S Fernandes

## **SCIENCE DEPARTMENT**

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

healj002@rbwm.org

molia001@rbwm.org

beaus002@rbwm.org

Mrs K Heales  
Dr J Williams  
Mr A Molin  
Ms S Beaumont  
Mr G Melville  
Mr P Day  
Miss S Kenyon  
Mr H Foster-Smith  
Miss C Hughes  
Miss B Lewis



## THE GOVERNING BODY - SEPTEMBER 2011

Mrs. S. Le Page	Chair, Local Authority Governor
Dr. A. Davidson	Vice Chair, Local Authority Governor
Ms. T. White	Headteacher
Mr. S. Carter	Staff Governor
Mrs. F. Carthy	Parent Governor
Mrs. K. Donnison	Parent Governor
Mrs. S. Dudley	Local Authority Governor
Mr. M. Eynon	Community Governor
Mrs. A. Green	Parent Governor
Mr. D. Holloway	Parent Governor
Mrs. D. Jack	Staff Governor
Mrs. J. Lackovic	Staff Governor
Mr. P. Prior	Community Governor
Dr. H. M. Saleem	Community Governor
Cllr. M. J. Saunders	Local Authority Governor
Mr. J. Scrace	Parent Governor
Mr. P. Spear	Parent Governor
Mr. G. Tisshaw	Parent Governor
Mr. S. White	Parent Governor
Dr. R. Prior	Community Governor
Mrs. D. Harding	Clerk to the Governors

## **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:

Heart	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. It is usually from 5.30. 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. Increasingly, we use electronic communication with parents. It is fast and reliable. By clicking on [www.parentmail.co.uk](http://www.parentmail.co.uk) you can register your details for this free service.

## **REPORTING TO PARENTS**

The work and progress of students at Furze Platt is regularly monitored and assessed throughout their school careers. This information is used by subject teachers, Form Tutors, Heads of Houses and others to provide students with the support and guidance they need in order to fulfil their potential.

You will receive three reports on your child's progress each year. These reports will help you understand the progress your child has already made, and enable you to support him or her in making further progress. Two of these reports provide information for each subject on:

- Attainment at Last Report
- Current Attainment
- Target Attainment
- Attitude to Learning
- Causes for Concern (if any).

The third report includes the information above, plus a detailed comment by your child's Form Tutor, with written targets for improvement. This report also includes a written comment by your child's Head of House.

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 'Supporting Learning in Year 7 – Parents' Information Evening', held in September.

## **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.

## **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 2011

## WELCOME LETTER FROM THE PTFA

Dear Parents

On behalf of the PTFA may I also welcome you and your child to the Furze Platt Senior School.

As the newly elected Chair, I am really proud of the PTFA's achievements and have thoroughly enjoyed getting to know parents and staff over the last four years.

As at Primary School, our main role is fundraising. Our biggest fundraiser is a monthly Car Boot Sale held in the school grounds but open to the general public. This takes place on the second Sunday of every month throughout the calendar year, from 7am to 12 o'clock midday. This alone raises over £10,000 a year for the school.

A simple and easy way to support us is to join the 200 club. For £12 a year parents 'buy' a number. A draw takes place about three times a year and a cash prize can be won. At our recent Quiz Night one lucky member won £100.

We also hold two popular Quiz Nights a year along with other social events and provide all the refreshments at the school concerts and productions.

The money raised is spent on a variety of things, from keeping our mini buses on the road, providing sound and lighting equipment for the stage, donations to extra-curricular clubs and providing further learning resources for various departments. This year we are very pleased to have bought graduation gowns for the Year 11 students, which will be worn by your own children in years to come.

If you would like to get involved with the PTFA on any level, or have a skill or service to offer, please don't hesitate to get in touch. Being a PTFA member is an enjoyable and rewarding experience and there is no better way to get to know your child's school.

Contact Lande Brown, PTFA Chair, on 07946 002049 or [landebrown@tiscali.co.uk](mailto:landebrown@tiscali.co.uk) for more information.

We look forward to meeting you.

With best wishes

Furze Platt Senior School Parent, Teacher and Friends Association.