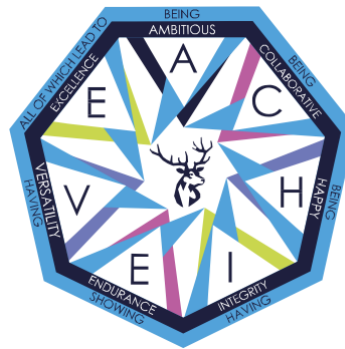


# FURZE PLATT SENIOR SCHOOL



## A GUIDE FOR PARENTS

2023 – 2024



ACHIEVE

AMBITIOUS    COLLABORATIVE    HAPPY    INTEGRITY    ENDURANCE    VERSATILITY    EXCELLENCE

Furze Platt Senior School  
Furze Platt Road  
Maidenhead  
Berkshire  
SL6 7NQ  
Tel. 01628 625308  
[www.furzeplatt.com](http://www.furzeplatt.com)  
[office@furzeplatt.com](mailto:office@furzeplatt.com)

## SCHOOL TERM DATES FOR 2023 - 2024

### Autumn 2023

#### Term 1

**Term starts on** Tuesday 5<sup>th</sup> September 2023 (Years 7 and 12)  
Wednesday 6<sup>th</sup> September 2023 (Whole School)

**Term ends on** Friday 20<sup>th</sup> October 2023

**October holiday** Monday 23<sup>rd</sup> to Friday 27<sup>th</sup> October 2023

#### Term 2

**Term starts on** Monday 30<sup>th</sup> October 2023

**Term ends on** Friday 15<sup>th</sup> December 2023

**Christmas holiday** Monday 18<sup>th</sup> December 2023 to Tuesday 2<sup>nd</sup> January 2024

### Spring 2024

#### Term 3

**Term starts on** Wednesday 3<sup>rd</sup> January 2024

**Term ends on** Friday 9<sup>th</sup> February 2024

**February holiday** Monday 12<sup>th</sup> to Friday 16<sup>th</sup> February 2024

#### Term 4

**Term starts on** Monday 19<sup>th</sup> February 2024

**Term ends on** Thursday 28<sup>th</sup> March 2024

**Spring holiday** Friday 29<sup>th</sup> March to Friday 12<sup>th</sup> April  
(Good Friday – 29<sup>th</sup> March and Easter Monday – 1<sup>st</sup> April 2024)

## Summer 2024

### Term 5

<b>Term starts on</b>	Monday 15 <sup>th</sup> April 2024
<b>May Day Bank Holiday</b>	Monday 6 <sup>th</sup> May 2024
<b>Term ends on</b>	Friday 24 <sup>th</sup> May 2024
<b>May holiday</b>	Monday 27 <sup>th</sup> to Friday 31 <sup>st</sup> May 2024

### Term 6

<b>Term starts on</b>	Monday 3 <sup>rd</sup> June 2024
<b>Term ends on</b>	Thursday 25 <sup>th</sup> July 2024

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 through this information for parents and carers, please do not hesitate to contact the school on 01628 625308 or via email: [transition@furzeplatt.net](mailto:transition@furzeplatt.net).

Our website ([www.furzeplatt.com](http://www.furzeplatt.com)) contains a great deal of additional useful information about the school. For more details see the '[Year 6-7](#)' tab in the Parents section.

Yours sincerely,

Dr. A. Morrison  
Headteacher



# CONTENTS

<b>SECTION ONE - ORGANISATION.....</b>	<b>1</b>
School Day .....	1
Late Arrivals .....	1
Attendance .....	1
Request for absences during term time .....	2
What to do if your child is ill .....	2
Uniform.....	3
School Meals.....	5
General Equipment List .....	6
Musical instrument security .....	6
Cycling .....	6
Parking.....	6
Lost Property.....	7
Mobile Telephones .....	7
Lockers.....	7
Iris ParentMail – School Payment and Communications System.....	7
<b>SECTION TWO – RELATIONSHIPS, VALUES &amp; VISION.....</b>	<b>8</b>
Values - our community – students, staff, governors, parents.....	8
Relationships.....	8
Whole School Expectations .....	8
Recognition & Rewards .....	9
Sanctions .....	10
Bullying.....	10
<b>SECTION THREE – CURRICULUM AND ASSESSMENT.....</b>	<b>11</b>
Timetable Structure .....	11
Subjects in Year 7 .....	12
Grouping Arrangements .....	12
More Able Students .....	12
Special Educational Needs.....	13
Home Learning.....	13
Careers Education, Information, Advice & Guidance .....	13
Pastoral Care .....	14
Tutoring .....	14
Additional Support.....	14
Houses .....	14
Child Protection .....	15

<b>SECTION FOUR – CONTACTS AND COMMUNICATIONS .....</b>	<b>16</b>
Key Staff Contacts.....	16
Headteacher’s Surgery Times .....	17
Communication with parents .....	17
Monitoring your child and reporting to parents .....	17
Progress.....	17
Approach to Learning .....	18
Emergency Procedures .....	18
Welcome Letter from the PTFA (Parents, Teachers and Friends’ Association).....	19

## SECTION ONE - ORGANISATION

### School Day

#### Monday – Friday

08:40 – 08:45	Students go to tutor group classrooms
08:45 – 09:10	Period 1 Tutor Groups/Assemblies
09:10 – 10:15	Period 2
10:15 – 11:15	Period 3
11:15 – 11:45	Break 1
11:45 – 12:45	Period 4
12:45 – 13:45	Period 5
13:45 – 14:15	Break 2
14:15 – 15:15	Period 6

Lessons at Furze Platt Senior School are timetabled on a fortnightly basis; students should remember whether it is Week 1 or Week 2 and organise themselves and their equipment accordingly. The school website calendar also indicates the week, as does the newsletter.

### Late Arrivals

#### Students who arrive late to school

All students are expected to be on the school site by 8:30am. By 8:40am students are expected to be in their tutor rooms. If your child arrives after 09:10am they must report to reception to sign in.

Lateness to registration and lessons is recorded electronically. Lateness is taken seriously and consequences will be given for lateness.

### Attendance

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



**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 and carers need to complete an Absence Request Form ([click here for a copy](#)) which should be filled in and sent to: [attendanceofficers@furzeplatt.net](mailto:attendanceofficers@furzeplatt.net). Miss L Lewis (Deputy Headteacher) will make decisions re term time absences following the completion of this form.

**What to do if your child is ill**

If your child is so unwell that they are unable to attend school please report their reason for absence via ClassCharts on each day of absence. If the school does not receive notification of your child's absence, you will be contacted. The Attendance Officers can also be emailed at [attendanceofficers@furzeplatt.net](mailto:attendanceofficers@furzeplatt.net).

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

If your child needs to leave site for an appointment during the school day please collect your child from the school reception. Please return your child to school after the appointment. Children must sign in and out of reception if leaving site.

**Please ensure that the school has up to date emergency contact numbers 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 given to the school nurse with a completed Permission to Administer Medicines form which can be found on the school website under parents. 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: Students must be in the correct uniform when inside the school and moving between lessons. When outside the school buildings they may remove their blazer.

Winter Uniform rules: Students must be in the correct uniform at all times unless they are on the playgrounds or astro during their 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 s/he wears it to school every day. Please also make sure that everything is clearly named so that Lost Property 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>

## School Wear

Compulsory	
White Shirt	May be purchased anywhere, but must have top button that can be done up. Must be worn tucked into skirt or trousers.
School Tie	House colours £8. <b>Available from School Reception only.</b>
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	They should be plain black, straight leg and smartly tailored. Denim, cotton jean style, skinny leg or flared trousers are not permitted.
Shorts	These should be plain, black, straight leg and smartly tailored. They should be knee length.
Socks	Dark only.
Tights	Black or natural only.
Shoes	Black only: smart style shoes. No logos, no trainers, trainer styles, no canvas, no heels, no boots, no backless shoes.

Optional	
V-neck sweatshirt*	Optional, but the only sweatshirt permitted is from Hawkinsport and must be worn under the school blazer. Tie must be visible beneath the collar.
Coat	Coats can be of any colour. However, they should not be denim or leather. Hoodies of any sort (except the official school hoodie, which is only for use in PE lessons) are not permitted.
Scarf	Scarfs can be of any colour and should be taken off when indoors. Students who wish to wear a headscarf as part of religious dress should wear black or navy.
Hat/Cap	Hats should not be worn inside the school buildings at any times. Caps and hats should not have offensive logos.

### Sports Wear

Compulsory	
Polo Shirt*	In school colours (navy with amber strip), cap or short sleeve and with school logo.
Rugby top*	In school colours, long sleeved and with school logo. Reversible.
Shorts or Skort*	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 the only jewellery permitted. Any other kind of jewellery will be confiscated. <b>Any other piercings are not permitted</b> and must be removed for school
Hair and make-up	Make-up should be discrete. Nail varnish should be clear. Nail extensions/false nails or false eyelashes are not appropriate for the school environment and indeed are dangerous in certain situations e.g. PE lessons. Hair styles should be sensible and appropriate to the working environment. No extreme styles are permitted including shaven head, shaven patterns and unnatural hair colours.

\*Only available from Hawkinsport

## School Meals

There are two breaks during the school day, 11.15 – 11.45am and 1.45 – 2.15pm. 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 and salads.

All food, whether bought from the café or packed lunch, must be eaten in a considerate manner. 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 Iris ParentMail. Biometric data is taken of 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 (or New Parents) section on the school website at [furzeplatt.com](http://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. The current daily allowance is £2.50. 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 [fsm@furzeplatt.net](mailto:fsm@furzeplatt.net) or call the main school reception. 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, in a sensibly-sized bag to keep their books and equipment in. This includes:

- Appropriate exercise books for the day's lessons
- Writing equipment in a named pencil case (blue or black pens and pencils, ruler, eraser and colouring pencils)
- Maths equipment (compass, protractor, calculator)
- Appropriate PE kit
- Laptop and charger
- 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 can help them pack their bag the night before and ensure laptops are charged. 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. We advise that all students who cycle to school wear a helmet. Cycling is not permitted on school grounds and students must walk their bike to and from the sheds.

The school provides secure, weatherproof bike sheds, although bikes must be securely padlocked, insured, and left at their own discretion.

## **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 but please do be mindful of our neighbours.

## **Lost Property**

Lost property items are left by Reception, where they are named they are returned to students or students can check in lost property for the items. Lost property is kept for a period of 6 weeks and is then donated to FPSS PTFA.

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 and sound at all times. 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 £10 to hire for a year and paid via Iris ParentMail.

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.

## **Iris ParentMail – School Payment and Communications System**

Furze Platt Senior School uses Iris ParentMail for communications and payments. It is online communication system which allows you to pay for school dinners quickly and easily on your smartphone, tablet or computer using credit or debit cards as well as PayPal and PayPoint. You will receive automatic reminders when your balance is running low. You can also pay for trips, visits and small purchases such as lockers or calculators. We use ParentMail to send out our school newsletter and other school emails and communications. It is important that the school has an up to date email address and mobile phone number for you.

Your Iris ParentMail account will be set up automatically by the school during the summer holidays and you will be sent a registration link to your 'first contact' email address. The link will be valid for 12 hours and you will simply click on it and follow the straightforward instructions to register. If you miss this registration window further links will be sent out.

Once your child has their finger print taken this biometric data is linked with their account they will be able to use the money from their account in the cafe. For those eligible, free school meal credit gets automatically loaded on to your child's account every morning and is accessed in the same way, using the fingerprint reader in the café.

If you have an Android or Apple smartphone, we would highly recommend you download the free Iris ParentMail App so that you can make easy, online payments on the go. To do this, simply search for "Iris ParentMail" in your App store.

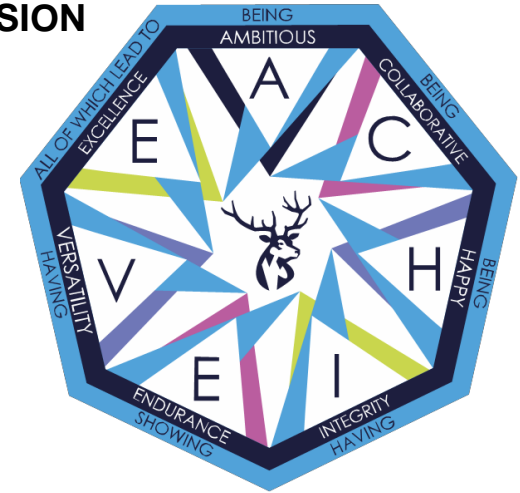
If you need any additional information or assistance, please use the help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/)

## SECTION TWO – RELATIONSHIPS, VALUES & VISION

### Values - our community – students, staff, governors, parents

Above all, our vision is that members of the Furze Platt community consistently **ACHIEVE**, through:

*being* **A**mbitious  
*being* **C**ollaborative  
*being* **H**appy  
*having* **I**ntegrity  
*showing* **E**ndurance  
*showing* **V**ersatility  
*All of which lead to* **E**xcellence



### Relationships

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

### Whole School Expectations

Every class leads by the following five expectations. 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, charged laptop 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 ACHIEVE Values in their lessons their teacher will record this electronically on ClassCharts, which will award the student a positive behaviour point. Students and parents can view all behaviour points by logging into their ClassCharts accounts. We expect our students to be awarded a minimum of 1 ACHIEVE point per lesson per day. In addition to these positive points we also award other reward points which correspond to our ACHIEVE values. These additional R-points can carry the value of up to 10 points.

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 extra-curricular activities by recording additional details electronically which will contribute further reward points and postcards home.

Students will be awarded school ACHIEVE badges when they have gained certain numbers of reward points. The 30 students with the most positive behaviour points will have a House celebration event at the end of each term. In addition, achievement, progress and outstanding effort and contributions to the school will be regularly recognised in House assemblies, the whole school celebration assembly at the end of each term and through other celebration events throughout the year.





## **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 schoolday.

For more serious breaches of school discipline, your child's Head of Progress 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 sanctioned.

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 mediation and counselling.

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 child that their behaviour is not acceptable and has caused distress. If support 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 access to ClassCharts where they will see their personal timetable telling them which subject and teacher they have in which room for each of the 50 lessons.

#### ***Nine classes***

In order to ensure that they always get specialist teachers whichever subject they are studying, students are split into three evenly balanced sides for timetabling which are F band, P band or S band. For most subjects there are nine classes, for technology there are 15 classes.

#### ***Three-year Key Stage 3 and two-year Key Stage 4***

Furze Platt students follow a broad and balanced curriculum in Years 7, 8 & 9 ('Key Stage 3'). They make their GCSE choices towards the end of Year 9 and begin their GCSE courses in Year 10. 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

Design Technology and Food and Nutrition

Performing Arts – Music and Drama

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](http://www.furzeplatt.com).

## **Grouping Arrangements**

Students are 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 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.

## **More Able Students**

More able students have a recognisable ability to grasp difficult concepts quickly, and to engage in high level reasoning. They have an unusually high level of verbal reasoning, quantitative reasoning and/or non-verbal reasoning, including the ability to make connections, see patterns, think logically and creatively, and solve problems. As part of our inclusive ethos, all lessons are ‘taught from the top’, where challenge is presented at every level and support offered to help all students access the higher-order thinking skills and concepts. All departments are continually developing and providing an enrichment programme for more able students such as debate club, subject-based masterclasses, STEM challenges and visits to leading universities including the University of Oxford.

Those who are exceptionally able in music, drama, art or sport often 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 these students. As a new addition to the enrichment programme, the PE department have launched the Sports Ambassadors Programme. Students will be trained by Berkshire Inspire Academy and gain a range of skills including organisation, coaching and officiating. These ambassadors will use this training to build their own 'Sports Leaders' team and help the PE department organise and run inter-house competitions, primary sports festivals and other sporting events.

### **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 (EHCP), 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.

The Shine ASD Resource Base supports five students in each year group as named on their EHCP. If you have any queries, about the Special Needs provision, please contact Mrs Stiles (Assistant Headteacher Inclusion)

### **Home Learning**

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. All Home Learning will be published on ClassCharts where you can also check timetables, behaviour and academic progress via a parent app.

If you are concerned about the nature or amount of home learning set for your child, please get in touch by telephone or email with the relevant Head of Department. They 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 9 students make their GCSE option choices. In Years 10-11, independent advice and guidance is made available to students, which then continues into the Sixth Form.

## **Pastoral Care**

### **Tutoring**

Each year group is arranged into year group based tutor groups. Tutors will follow their tutees through Year 7-11. The forms meet every morning each week and are engaged in a range of activities - assemblies, house and team challenges, mentoring and guidance. 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 Progress.

### **Additional Support**

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

### **Houses**

On joining Furze Platt, all students are allocated to one of four houses – Eagle, Falcon, Hawk, Osprey. Wherever possible, siblings will be in the same House. Each House is led by a Head of House whose role it is to facilitate opportunities to demonstrate the school's values and participate in a range of fun and competitive activities.

## **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.

Miss L Lewis (Deputy Headteacher) is the Designated Safeguarding Lead.

Anybody can email [safeguarding@furzeplatt.net](mailto:safeguarding@furzeplatt.net) if they have any concerns about the wellbeing of a child.

## SECTION FOUR – CONTACTS AND COMMUNICATIONS

### Key Staff Contacts

#### Senior Leadership Team

Headteacher	Dr A Morrison	
Deputy Headteacher (Quality of Education)	Mr J Sheppard	<a href="mailto:james.sheppard@furzeplatt.net">james.sheppard@furzeplatt.net</a>
Deputy Headteacher (Safeguarding and Interventions)	Miss L Lewis	<a href="mailto:laura.lewis@furzeplatt.net">laura.lewis@furzeplatt.net</a>
Deputy Headteacher (Behaviour and Ethos)	Ms R Lake	<a href="mailto:rebecca.lake@furzeplatt.net">rebecca.lake@furzeplatt.net</a>
Assistant Headteacher (Teaching & Learning)	Ms M Avellano	<a href="mailto:maria.avellano@furzeplatt.net">maria.avellano@furzeplatt.net</a>
Assistant Headteacher (Head of Sixth Form)	Mr P Ging	<a href="mailto:peter.ging@furzeplatt.net">peter.ging@furzeplatt.net</a>
Assistant Headteacher (Inclusion)	Mrs B Stiles	<a href="mailto:bethan.stiles@furzeplatt.net">bethan.stiles@furzeplatt.net</a>
Assistant Headteacher (Key Stage 3)	Mr A Wyles	<a href="mailto:andrew.wyles@furzeplatt.net">andrew.wyles@furzeplatt.net</a>
Assistant Headteacher (Key Stage 4)	Mr J Dollery	<a href="mailto:james.dollery@furzeplatt.net">james.dollery@furzeplatt.net</a>
Associate Assistant Headteacher (Curriculum)	Miss L Stirling	<a href="mailto:lisa.stirling@furzeplatt.net">lisa.stirling@furzeplatt.net</a>

#### Heads of Progress

Year 7	Miss L Sharp	<a href="mailto:laura.sharp@furzeplatt.net">laura.sharp@furzeplatt.net</a>
Year 8	Miss A Towell	<a href="mailto:annie.towell@furzeplatt.net">annie.towell@furzeplatt.net</a>
Year 9	Mr N Jones	<a href="mailto:nic.jones@furzeplatt.net">nic.jones@furzeplatt.net</a>
Year 10	Mr C Djaelani	<a href="mailto:chris.djaelani@furzeplatt.net">chris.djaelani@furzeplatt.net</a>
Year 11	Mrs C Ridgley	<a href="mailto:charlotte.ridgley@furzeplatt.net">charlotte.ridgley@furzeplatt.net</a>

Transition Co-Ordinators	Mr S Forster and Miss E Fletcher	<a href="mailto:transition@furzeplatt.net">transition@furzeplatt.net</a>
--------------------------	----------------------------------	--

#### Pastoral Team

Year 7	Mrs M Carpenter	<a href="mailto:maxine.carpenter@furzeplatt.net">maxine.carpenter@furzeplatt.net</a>
Year 8	Mrs S Gumbs	<a href="mailto:sasha.gumbs@furzeplatt.net">sasha.gumbs@furzeplatt.net</a>
Year 9	Mrs J Barney	<a href="mailto:jemma.barney@furzeplatt.net">jemma.barney@furzeplatt.net</a>
Year 10	Mrs B Harper	<a href="mailto:beth.harper@furzeplatt.net">beth.harper@furzeplatt.net</a>
Year 11	Miss L Barney	<a href="mailto:larna.barney@furzeplatt.net">larna.barney@furzeplatt.net</a>
Attendance Officers	Mrs G Couling and Mrs C Craker	<a href="mailto:attendance@furzeplatt.net">attendance@furzeplatt.net</a>

All staff can be contacted via email or the school switchboard – 01628 625308

### **Headteacher's Surgery Times**

If you would like to speak to Dr Morrison, Headteacher, please telephone the school for an appointment.

### **Communication with parents**

All of the school's correspondence to parents is sent via email using Iris Parentmail. You will be sent an email invitation to register for Parentmail at the start of the September term. Please sign up so we can contact you efficiently and keep you updated of school news. Please see the 'Iris Parentmail – School Payment and Communications System' section of page 12 of this document for information about how to access Parentmail.

### **Monitoring your child and reporting to parents**

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 will undertake regular assessments throughout the year in all subjects. We track students' progress against their expected grades at GCSE, and work hard with students if they require any additional support.

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

The school uses an online reporting system – Go 4 Schools. Progress reports are formally published (online) 3 times a year. For details about how to access Go 4 Schools, please see our website [www.furzeplatt.com](http://www.furzeplatt.com) and look under Parents / Reporting to Parents.

### **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. Towards the end of Terms 2, 4 & 6, assessments will be set in each subject that are marked against 'Age-Related GCSE Grades'. These grades refer to a student's position in the performance distribution for their age group and indicate the grade that they are likely to achieve in Year 11 if they continue at their current level of effort and progress. These grades do not reflect a GCSE grade but rather their KS3 progress. Assessments get harder from term to term and year to year, so that a grade 6 in Year 8 represents a higher standard than a grade 6 in Year 7. Staying at the same age-related grade as a student moves through Year 7 into Year 8 is making progress.



### **Approach to Learning**

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

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

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

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

**Cause for Concern:** Consistently displays an approach 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 will be given about our reporting system at the Preparing to Succeed Evening for Year 7 parents, which will be held in September, the date will be confirmed and you will notified.

### **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](http://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 Thames Valley	97 FM
	102.9 FM
BBC Radio Berkshire	95.4 FM
	94.6 FM
	104.1 FM
	104.4 FM

RBWM official website

Search for 'rbwm school closures' in your internet browser.

May 2023

## **Welcome Letter from the PTFA (Parents, Teachers and Friends' Association)**

Dear Parents and Carers

On behalf of the PTFA we would like to welcome you and your child to Furze Platt Senior School. The PTFA is a registered charity and run by a Committee of enthusiastic volunteers. We have been very active over the past few years helping raise funds through a variety of different means - both through one-off events and by claiming Grants from Trusts, selling nearly new uniform, using Amazon.Smile and Easyfundraising Apps and regular contribution schemes.

The main 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 and raffles) to steady online fundraisers. The 200 Club is now our main fundraiser and joining takes just 5 minutes online. For just £5 a month you are awarded a numbered ball and entered into a draw 4 times a year where you could win £200 cash!

The PTFA has supported a huge variety of projects and events over the years including:

- Minibus running costs
- Science department equipment plus 3D printing replacement bones for 'Bob' the skeleton.
- Drama department for AV equipment
- Brains for Psychology courses and Science department
- Funding equipment for The Duke of Edinburgh Awards Scheme
- Books for the new Diversity Library run by the English department
- iPads for Learning Support department
- Contributing £34K to the theatre
- Brand New Bike Shelter and new Communal Canopy

We also host 2 hugely popular quiz and Giant Pan Catering nights, which continue to prove a great success.

If you'd like more information and/or how to be involved in what may well prove to be an exciting new era for the PTFA [you will find us online here](#), by emailing [ptfa@furzeplatt.net](mailto:ptfa@furzeplatt.net) or messaging via [Facebook.com/fpsstfa](https://www.facebook.com/fpsstfa).

We look forward to meeting you soon, either virtually and/or physically.

With best wishes  
FPSS PTFA