

# FURZE PLATT SENIOR SCHOOL



## A GUIDE FOR PARENTS

**2019 - 2020**

ACHIEVE

AMBITIOUS    COLLABORATIVE    HAPPY    INTEGRITY    ENDURANCE    VERSATILITY    EXCELLENCE

Furze Platt Senior School  
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## SCHOOL TERM DATES FOR 2019-2020

### Autumn 2019

#### Term 1

Term starts on: Tuesday 3<sup>rd</sup> September 2019 (Year 7: 8:40am-3:15pm / Year 12: 8:30am-3.15pm)  
Wednesday 4<sup>th</sup> September 2019 (all Years: 8.40am – 3.15pm)  
INSET day: Friday 4<sup>th</sup> October 2019  
Term ends on: Friday 25<sup>th</sup> October 2019  
*October holiday: Monday 28<sup>th</sup> October - Friday 1<sup>st</sup> November 2019*

#### Term 2

Term starts on: Monday 4<sup>th</sup> November 2019  
Term ends on: Friday 20<sup>th</sup> December 2019  
*Christmas holiday: Monday 23<sup>rd</sup> December 2019 - Friday 3<sup>rd</sup> January 2020*

### Spring 2020

#### Term 3

Term starts on: Monday 6<sup>th</sup> January 2020  
Term ends on: Friday 14<sup>th</sup> February 2020  
*February holiday: Monday 17<sup>th</sup> February - Friday 21<sup>st</sup> February 2020*

#### Term 4

Term starts on: Monday 24<sup>th</sup> February 2020  
Term ends on: Friday 3<sup>rd</sup> April 2020  
*Spring holiday: Monday 6<sup>th</sup> April – Friday 17<sup>th</sup> April 2020*

### Summer 2020

#### Term 5

Term starts on: Monday 20<sup>th</sup> April 2020  
Bank holiday: Friday 8<sup>th</sup> May 2020  
Term ends on: Friday 22<sup>nd</sup> May 2020  
*May holiday: Monday 25<sup>th</sup> May – Friday 29<sup>th</sup> May 2020*

#### Term 6

Term starts on: Monday 1<sup>st</sup> June 2020  
Term ends on: Friday 17<sup>th</sup> July 2020

June 2019

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 the booklet, please do not hesitate to contact the school by email, telephone or letter. Please also be aware that our website contains a great deal of additional useful information about the school.

Yours sincerely,  
Dr. A. Morrison  
Headteacher

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## SECTION ONE - ORGANISATION

### School Day

#### Monday – Friday

08:40	–	08:45	Students go to tutor rooms
08:45	–	09:10	Period 1 Assembly/Tutorial
09:10	–	10:15	Period 2
10:15	–	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 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 Arrivals

##### Students who arrive late to school

All students are expected to be on the school site by 8:40am. By 8:45am students are expected to be in their tutor rooms. If your child arrives after 09:10am they must report to the Sick Bay to sign in.

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

#### Attendance

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

**Request for absences during term time**

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

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

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

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

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

## Uniform

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

Summer Uniform rules: 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 in to skirt or trousers.
School Tie	House colours, Lower School (Years 7-8) £5, Upper School (Years 9-11) £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 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, 10.15 – 10.45 and 12.45 – 13.15. Your child can choose between buying food at school and bringing a packed lunch. We offer a café style service, which will provide a wide range of hot meal options as well as sandwiches, baguettes, paninis, pasta, noodles and salads.

All food, whether bought from the café or packed lunch, must be eaten in the café or Main Hall. Year 7 students are not allowed to eat food elsewhere on the site. Litter around the school is unhygienic and unattractive, and we expect students to use the litter bins around the site responsibly. Please do not send your child to school with cans or glass bottles.

The school café operates a cashless system through WisePay. Biometric data is taken 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. There is no need to bring any documents into school. If you do not have access to the internet or would like help please contact the school. All applications are treated in the strictest confidence.

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

## **General Equipment List**

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

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

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

## **Musical instrument security**

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

## **Cycling**

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

## **Parking**

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

## **Lost Property**

A list of lost property items we currently hold can be found on the school website at [www.furzeplatt.com](http://www.furzeplatt.com) under the 'Parents/Useful Information' tab. Lost property is kept for a period of six weeks, after which it is disposed of. Unclaimed PE equipment is passed on to the PE department, who use it for spare kit to lend to students who forget to bring their sports kit to school.

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

## **Mobile Telephones**

Mobile 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.**

## **Lockers**

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

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

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

## **Wisepay – School Payment and Communications System**

Wisepay is the school's online payment system that allows you to quickly and securely pay for school lunches, trips, lockers and tickets. It is also used to send school communications by email and texts.

For WisePay communications to run smoothly it is important that the school has an up to date first contact email address and mobile phone number. Initially a login will be sent to only the first contact so if you require a second contact to be given access to paying online, please contact the school.

You will be sent login details for the system at the end of the summer term and will be able to add money to your child's food account over the summer holidays. However, the account will not become active until after your child has their finger print taken at the beginning of term and this biometric data linked with their account.

Every Friday an email reminder is sent to those accounts where lunch money has dipped below £5.

To access Wisepay there is an app available. The organisation code for Furze Platt is 67367869. This is the quickest and easiest way to access Wisepay. Once you have registered the account for the first time you can change your password and the app will remember all your login details.

Alternatively you can use this link: <https://www.wisepay.co.uk/store/generic/template.asp?mID=284256&ACT=nav>

## 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

### Ready To Learn Rules

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

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

## **Recognition & Rewards**

Rewarding positive behaviours and actions is a key part of the ethos of our school. When a student meets the Ready to Learn rules in their lessons their teacher will record this electronically, which will award the student 2 positive behaviour points. Recognition of students can be viewed on Go4schools.

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 positive behaviour points.

Students will be awarded school badges when they have gained certain numbers of positive behaviour points. The 75 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 House may contact you. We hope to avoid any escalation of punishment by working in partnership with staff, students and parents.

## **Bullying**

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

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

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

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

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

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

## SECTION THREE – CURRICULUM AND ASSESSMENT

### **Timetable Structure**

#### ***Five lessons a day***

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

#### ***Two-week timetable***

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

#### ***Eight classes***

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

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

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

## **Subjects in Year 7**

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

English

Mathematics

Science

Geography

History

Philosophy & Religion

French/Spanish/German

Art

Design Technology and Food Technology

Performing Arts – Drama & Music

Physical Education

Computing & ICT

PSHE

**Total lessons per fortnight 50**

Information about the curriculum followed in each subject is available on our website, [www.furzeplatt.com](http://www.furzeplatt.com).

## **Grouping Arrangements**

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

## **Gifted Students**

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

### **Talented Students**

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

Our Gifted and Talented Co-ordinator oversees our provision for the most able and talented students.

### **Special Educational Needs**

When students transfer to Furze Platt Senior School, we work very closely with their primary (or previous) school to ensure that we have a full picture of their ability. If your son/daughter has an Education, Health & Care Plan (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.

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

### **Home Learning & 'Show My Homework'**

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. Home learning tasks are all uploaded to 'Show My Homework', which students and parents can access at home via the school website.

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. She/he will discuss your concerns with you and the subject teacher and take any steps which are thought to be necessary.

### **Careers Education, Information, Advice & Guidance**

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

## **Pastoral Care**

### **Houses**

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

### **Vertical Tutoring**

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

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

### **Additional Support**

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

## **Child Protection**

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

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

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

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

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

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

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	Mr J Sheppard	<a href="mailto:james.sheppard@furzeplatt.net">james.sheppard@furzeplatt.net</a>
Assistant Headteacher (Teaching & Learning)	Ms M Avellano	<a href="mailto:maria.avellano@furzeplatt.net">maria.avellano@furzeplatt.net</a>
Assistant Headteacher (Assessment & Progress)	Mr J Dollery	<a href="mailto:james.dollery@furzeplatt.net">james.dollery@furzeplatt.net</a>
Assistant Headteacher (Head of 6 <sup>th</sup> Form)	Mr P Ging	<a href="mailto:peter.ging@furzeplatt.net">peter.ging@furzeplatt.net</a>
Assistant Headteacher (Inclusion)	Mrs S Jebb	<a href="mailto:sarah.jebb@furzeplatt.net">sarah.jebb@furzeplatt.net</a>
Assistant Headteacher (Student Support)	Miss L Lewis	<a href="mailto:laura.lewis@furzeplatt.net">laura.lewis@furzeplatt.net</a>
Assistant Headteacher (Curriculum & Timetable)	Mr A Morbey	<a href="mailto:andrew.morbey@furzeplatt.net">andrew.morbey@furzeplatt.net</a>
Transition Co-Ordinator	Mrs S Crisford	<a href="mailto:transition@furzeplatt.net">transition@furzeplatt.net</a>

#### Heads of House

Head of Bisham	Miss J Thorogood	<a href="mailto:jessica.thorogood@furzeplatt.net">jessica.thorogood@furzeplatt.net</a>
Head of Bray	Miss D Boseley	<a href="mailto:danielle.boseley@furzeplatt.net">danielle.boseley@furzeplatt.net</a>
Head of Cookham	Miss E Holmes	<a href="mailto:emily.holmes@furzeplatt.net">emily.holmes@furzeplatt.net</a>
Head of Dorney	Mr C Djaelani	<a href="mailto:christopher.djaelani@furzeplatt.net">christopher.djaelani@furzeplatt.net</a>
Head of Eton	Mrs D Sharp	<a href="mailto:donna.sharp@furzeplatt.net">donna.sharp@furzeplatt.net</a>
Head of Henley	Mr A Molin	<a href="mailto:andrew.molin@furzeplatt.net">andrew.molin@furzeplatt.net</a>
Head of Marlow	Mr H Whitaker	<a href="mailto:holden.whitaker@furzeplatt.net">holden.whitaker@furzeplatt.net</a>
Head of Windsor	Mrs C Ridgley	<a href="mailto:charlotte.ridgley@furzeplatt.net">charlotte.ridgley@furzeplatt.net</a>

#### Pastoral Team

Pastoral Manager - Cookham & Windsor Houses	Mrs J Barney	<a href="mailto:jemma.barney@furzeplatt.net">jemma.barney@furzeplatt.net</a>
Pastoral Manager - Bray & Henley Houses	Mrs M Carpenter	<a href="mailto:maxine.carpenter@furzeplatt.net">maxine.carpenter@furzeplatt.net</a>
Pastoral Manager - Bisham & Eton Houses	Mrs S Gumbs	<a href="mailto:sasha.gumbs@furzeplatt.net">sasha.gumbs@furzeplatt.net</a>
Pastoral Manager - Dorney & Marlow Houses	Mrs B Harper	<a href="mailto:beth.harper@furzeplatt.net">beth.harper@furzeplatt.net</a>
Attendance Officer	Mrs J Clark	<a href="mailto:janine.clark@furzeplatt.net">janine.clark@furzeplatt.net</a>
Attendance Officer	Mrs N Vettese	<a href="mailto:natalie.vettese@furzeplatt.net">natalie.vettese@furzeplatt.net</a>

The attendance officers can also be emailed at [attendanceofficers@furzeplatt.net](mailto:attendanceofficers@furzeplatt.net)

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

## The Governing Body – September 2019

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

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

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

### **Communication with parents**

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

### **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 take formal end of year examinations in English, Maths and Science, and undertake very regular, formal in-class assessments throughout the year in all subjects. We track students' progress against their expected grades at GCSE, and work hard with students if they temporarily slip behind.

Your child's tutor regularly receives reports from subject teachers. Each student's progress is 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.

The school uses an online reporting system – Go 4 Schools. While progress reports are formally published (online) 3 times a year, attendance, progress and achievement information is available on a live basis. For details about how to access Go 4 Schools, please see our website [www.furzeplatt.com](http://www.furzeplatt.com) and look under New 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 tell you what a student would get if they took a GCSE at that moment in time. 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.

### **Attitude to Learning**

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

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

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

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

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

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

Further information will be given about our reporting system at the Preparing to Succeed Evening for Year 7 parents, which will be held on Thursday 12<sup>th</sup> September 2019 at 6:30pm.

### **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.

June 2019

## **Welcome Letter from the PTFA**

Dear Parents

On behalf of the PTFA we would like to welcome you and your child to Furze Platt Senior School. The PTFA at Furze Platt has been very active over the past year helping raise funds through a variety of different means - both through one-off events and regular contribution schemes.

The chief similarity with a primary or junior school PTA is that our main role is, and will always be, fundraising. It is one of the most damaging myths that a senior school PTA isn't present/doesn't matter. However, there is a distinct shift away from organising set piece events (such as fairs) to ongoing fundraisers (such as the 200 Club). The 200 Club is now our main fundraiser and we would encourage as many new parents in Year 7 to sign up as numbers allow. The sign up is now fully online and 4 times a year you might be able to win a big cash prize (current numbers in the 200 club mean three £200 prizes 4 times a year!). The benefit to the PTFA is that with a full complement of numbers we can raise over £5000 every year without badgering you to help out!

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

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

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

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

If you'd like to be involved in what may well prove to be an exciting new era for the PTFA then either get in touch through the school or just turn up to one of our twice-termly meetings - there really is no better way to get to know your child's new school.

We look forward to meeting you soon.

With best wishes  
The Furze Platt PTFA