



**BISHOP LOVETT
CHURCH OF ENGLAND (CONTROLLED)
MIDDLE SCHOOL**

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SCHOOL INFORMATION

The School Day

The pattern for the school day is as follows:

8.30 - 8.40 Morning Registration

8.40 – 9.40 Lesson 1

9.40 – 10.40 Lesson 2

10.40 – 10.55 Morning Break

10.55 – 11.55 Lesson 3

11.55 – 12.35 Lunch Break

12.35 – 12.40 Afternoon Registration

12.40 – 13.35 Lesson 4

13.35 – 14.30 Lesson 5

14.30 – 14.50 Assembly

Each day there are three sessions of one hour each in the morning and two sessions of 55 minutes each afternoon. Teaching hours per week are thus: 24 hours and 10 minutes.

Supervision for pupils is available for 10 minutes at each end of the school day. Pupils should not arrive in school before 8.20 unless parents/carers have written a note and received permission or they are attending the Breakfast Club and they should leave the site by 15.00 unless they are attending an after school club.

Requests for Holiday Absence

The legal position is that parents can only take their children on family holidays for 10 school days in any academic year. The government discourages this practice and stresses that parents should not remove children from education unless absolutely essential. A holiday request form must be completed in advance. Any request for holiday absence over and above this quota will be rejected and if parents/carers proceed regardless, the absence will be deemed unauthorised. This includes, for example, requests for birthday absences or for a single day's trip to the mainland. In addition to this, pupils whose attendance has already fallen below 90% may not be granted holiday absence. We must remind parents/carers that those who allow their children to be absent, knowing that it is not authorised, may be fined. If parents/carers wish to discuss these regulations they can contact Mrs.Linda Greenfield, the Educational Welfare Officer, telephone: 01983 616041.

Lateness

The laws governing attendance at school require pupils to arrive at school on time. The parents/carers of children who are persistently late will be contacted by the headteacher and if necessary by the Educational Welfare Officer.

Absence Procedures

Parents/Carers are asked to telephone the school on the first day of absence before 9.30. If no message has been received by that time, the office will phone home in order to establish the whereabouts of the child.

If no contact can be made with the parents/carers, the office will write on the first day and if no contact has been made by the second day the Educational Welfare Officer will be asked to investigate.

If the child is still unwell after *three* days, the parent/carer should telephone the office again. If no message is received the same procedures as outlined above will apply.

On the first day back at school after absence, the child must bring a note from the parents/carers explaining the absence and stating the dates covered. Failure to do this will again result in the school informing the Educational Welfare Officer.

Each month parents/carers will receive a statement showing their child's percentage attendance. This statement will be based on a colour system relating to the level of attendance achieved.

Leaving in School Time

Pupils will not be allowed out of school without parents/carers' written authorisation. Parents should send a note with the child explaining the circumstances and giving times and details of arrangements.

Pupils must report to the office and sign out when leaving or arriving at school after normal registration time.

Educational Welfare Service

The Educational Welfare Service provides support to children, families and schools. The Service advises on matters of a welfare nature and issues related to attendance at school. If there is a serious problem relating to a pupil's attendance, parents/carers are requested to contact the school immediately or if preferred to contact the Education Welfare Officer directly by phoning her on 01983 616041.

Health

If a child becomes ill at school or has an accident they will be sent to the medical room and seen by a first aider and appropriate treatment will be given. If necessary a first aider will go to the location of an accident or medical emergency to administer treatment. At our discretion we will contact home to make arrangements for the child to be collected. We do not allow any pupil to make their own way home if they are unwell. If hospital treatment is deemed necessary we will endeavour to contact parents/carers immediately. If, however, that is not possible, a member of staff will accompany the child to the hospital.

It is essential that the contact numbers given by parents/carers to the school are correct and that you inform us of the new details whenever a change has been made.

- **Medicine**

All medicines must be handed in to the school office at the beginning of the day together with a letter from the parents/carers giving details of time and quantity to be administered. The pupil then returns to the office at the appointed time and the medicine is administered by a member of staff in accordance with the parents/carers' instructions and the LA Policy. Parents/Carers will receive written notification of any medication administered. All medication must be clearly labelled with the child's name.

- **Allergies**

There is an increasing number of pupils with a range of allergies some of which can cause a severe reaction. It is important that you inform us if your child has an allergy, which may affect his or her ability to take part in school activities or to undertake a full curriculum.

If your child is likely to react severely to any food or substance, particularly if the reaction could result in anaphylactic shock requiring the administration of adrenalin, please contact the school before your child starts, so that we can make all the necessary preparations for minimising the risk.

In any case we request that all parents, whose children have food allergies, remind them that sharing food with other children could be dangerous and should be avoided.

School Meals

Pupils can either bring a packed lunch or purchase a lunch in our cafeteria. Lunch tickets can be purchased in advance either on a daily basis or for longer periods and will enable pupils to have a fully nutritionally balanced two course meal prepared daily on site.

The catering is provided by Pabulum Ltd.

Parents/Carers whose children are entitled to free school meals must complete the relevant form and return it to County Hall for authorisation. An official card and number will then be issued for the child. *This process must be completed annually.*

Packed lunches are eaten in the hall in winter and on the grassy banks, picnic style in the summer. There is a shop open at morning break for the purchase of toast, milk, other drinks and healthy snacks.

Travel

Parents/Carers are requested to support us in encouraging pupils to behave responsibly on the way to and from school. Parents/Carers will be informed of any reports of difficult behaviour on the way to and from school and will be asked to work with the school in devising strategies to prevent reoccurrence.

Members of staff will be on duty at the gate every evening from close of school to approximately 15.10.

Parents/Carers who come to school by car to deliver or collect pupils at the beginning or end of the day, in the interests of safety, must not drive into the school grounds. It is also important that they do not park near the pedestrian crossing or bus stop, since this too can create a dangerous hazard to children and traffic. Parents/Carers collecting sick children or visiting during school hours may of course drive into school and park in the car park, but must observe traffic signs and directions.

All pupils know to cross Appley Road by the panda crossing and we ask that parents also always use this facility.

Subject to certain conditions, pupils are permitted to cycle to and from school. Further information is available from the school office.

If parents/carers encounter any difficulties with matching bus timetables to the start and finish times of school, please contact us so that we can consider the possibility of making temporary special arrangements. Passes are issued to those pupils who, on a regular basis, have to leave school a few minutes early to catch a bus.

“Student Rider” bus & train passes are available from the school office.

Communication with Parents/Carers

- **Newsletter – The Mitre**

Pupils are given a weekly newsletter every Thursday. All kinds of important notices are delivered via the newsletter so it is important that parents/carers search bags for these. This newsletter is also available on-line at our web site and audio & large print versions can be provided on request.

- **Letters**

Individual letters to parents/carers are usually posted or hand-delivered to the home. Letters relating to sport, music or general matters are sent with the children.

- **Homework**

Every pupil receives a **Student Planner** at the start of the academic year. This enables pupils to record when homework is set, what the homework is and when it is due in. It is an important means of communication between home and school. Teachers and teaching assistants will write small notes of explanation to parents/carers if necessary and likewise parents can write messages back to staff. Any urgent or more serious concerns about homework issues should be made directly by telephone or letter.

- **Complaints Procedure**

If you wish to make a complaint about the curriculum, copies of the procedures to be followed can be requested from the headteacher or are available from local libraries or from the Directorate of Children's Services at County Hall.

Complaints about staff or any other matter should be made to the headteacher in the first instance or in the case of a complaint about the headteacher, to the Chairman of Governors.

- **Reporting to Parents/Carers**

Parents/Carers are encouraged at all times to communicate with staff if they have any concerns about their child's progress. If the matter is to do with pastoral concerns then the first approach should normally be with the class teacher or year leader. If the parent/carer wishes to discuss curriculum matters then he/she should contact the subject teacher involved.

Assessment Reports to Parents/Carers

We are continually updating our reporting system to fit the needs of a changing curriculum. Reports will be issued in March and July. These will be followed by Parent/Carer interviews when you will be able to discuss these reports with subject teachers.

- **Parent/Carer/Teacher Interviews**

Year 5 parents/carers are invited to school to meet class teachers in the Autumn Term for a progress report on general and pastoral matters.

Some parents/carers of pupils in certain groups within years 6, 7 & 8 are also invited to school in the Autumn Term

All parents/carers are invited to school to meet subject teachers in the spring term for progress reports on curriculum attainment and again at the end of the summer term.

Many interviews take place during the course of the school year requested either by staff or parents/carers in order to sort out problems or to communicate important information.

There are joint arrangements with Ryde High School for meetings with Year 8 parents/carers during the course of the year.

Public Examinations

Year 8 exams (KS 3 SATS) followed by Year 6 exams (KS 2 SATS) take place during the course of the first three weeks of May. Please do not book a holiday during these weeks if you know your child is due to sit these exams. The exact dates will be published in the weekly newsletter (The Mitre).

The results for these exams come in to school at the end of the Summer Term. The results will be sent to parents/carers as soon as they have been processed.

Our Rewards System

We believe that all aspects of pupils' good work and positive behaviour should be acknowledged and celebrated within school. This can take many forms including, praise and encouragement, positive comments in exercise books and displays of work. In addition to this we use the following awards to formally reward pupils for achievement, some of which are presented in year assemblies and others in whole school assemblies:

- **Merit Marks**

Awarded daily for good work and positive behaviour such as helpfulness and politeness. These are recorded in the back of the pupil's Student Planner and are regularly collated by the form teacher. The number of merits your child has been given will be shown on their report.

- **Certificates**

These are awarded at the end of each term to pupils by their subject teachers for:

- Academic Achievement
- Progress and Effort
- **Trophies**

There are a number of special trophies donated by past parents and staff. These are presented at the end of the Summer Term.

Rob Darby Cup – all round effort and achievement.

Jo Powell Cup – girl who has shown all round commitment to sport.

Chris Cheverton Cup – boy who has shown all round commitment to sport.

Roger Mattocks Music Trophy – awarded to the pupil who has contributed most to school music.

Cinderella Cup – awarded to pupil who has shown greatest commitment to/for school drama.

Beryl Castle Award – for academic excellence

Shirley Anderson Cup – 7th Year who has made most improvement

The Lumber Trophy – for outstanding achievement in Science

Mike Bowes Cup – for achievement in Mathematics

Taff Morgan Trophies – for progress and achievement in PE/Games

- **Awards**

We also have awards for pupils in years 5, 6 & 7 for:

- All Round Excellence
- Most Conscientious
- Contributed Most to the Year
- Contributed Most to Extra Curricular Activities

In Year 6 we have special awards for:

- Highest Achiever in English, Mathematics and Science
- Most Improved in English, Mathematics and Science

We also give a special award to pupils who have had excellent attendance throughout the academic year.

Management of Behaviour

Parents/Carers are encouraged at all times to communicate with staff if they have any concerns about behaviour at Bishop Lovett. There is a **whole school behaviour policy**, which incorporates elements such as school supervision arrangements, descriptions of rewards and sanctions and procedures for staff to follow when responding to behaviour issues. This is available for parents/carers on request.

Within this policy there is a section devoted to the management of bullying. Any parent/carer or pupil concerned about bullying will be dealt with immediately by the class teacher, year leader and if necessary senior management. It is important that parents/carers do communicate concerns as soon as possible to staff. Governors and staff do request however, that parents/carers await the outcome of the investigation and subsequent discussion before making any final judgement.

Summary

- **Expectations of Good Behaviour**

It is expected that pupils will:

1. behave towards other pupils and staff with courtesy and kindness
2. concentrate on lesson tasks and allow other pupils to concentrate on lesson tasks

3. follow instructions given by staff immediately
4. show respect for the property of the school, of other pupils and of staff
5. never behave in a way that puts at risk the safety of themselves, other pupils or staff
6. keep all school rules as outlined in this document

- **Penalties**

1. Detention at break time and/or lunch time
2. Removal of privilege
3. Detention after school for one hour
4. Exclusion for one day
5. Exclusion for up to fifteen days
6. Permanent Exclusion.

These penalties will be applied to pupils who misbehave. The severity of the penalty will depend on the frequency and/or severity of the misbehaviour. Penalties involving detention after school or exclusion will be carried out in accordance with the instructions issued by the DCSF and parents/carers will be given notice in advance by phone and/or by letter.

- **Procedures** (applied to the management of behaviour)

1. Reprimand and advice by member of staff
2. Report to Year Leader
3. Report to Deputy Head or Head
4. Contact parents/carers to give information
5. Pupil may be put on report for one week
6. Interview with parents/carers to construct plan and/or contract

It is recognised that supported pupils with special needs are sometimes subject to different procedures from those outlined above

Special Needs & Accessibility

The school values every pupil's skills and abilities. The governing body's policy relating to Special Educational Needs follows the guidelines set out in the national Code of Practice. The policy sets out a framework that ensures:

- the early identification and assessment of pupils with special needs
- that the views of the pupils are taken into account when considering the provision of support for different learning, emotional, physical, behavioural and social needs
- a close working partnership with parents/carers.

In implementing the policy, which provides equal opportunities for learning for all pupils, the school seeks to maintain a positive & supportive environment for learning and to cultivate a successful partnership between home, school, and the appropriate external agencies.

Pupils with any kind of special needs are welcomed at the school and the normal practice is to encourage parents/carers to approach the school well before the anticipated date of enrolment. Discussions are held with the pupil, parents/carers, the feeder primary school and the local authority about any adaptations etc. that might need to be made to the buildings or grounds. The close liaison between the school and its feeder primary schools continues to benefit pupils on transfer.

Pupils with disabilities have access to a full national curriculum timetable and a purpose built toilet is available.

A copy of the School's Accessibility Plan is included with this document.

Other School Policies

There are a number of school policies describing our protocols and procedures. These are available on request.

Use of Photographs

The school is aware that some parents/carers may have concerns about their child's photograph appearing in either a school publication or, for example, in a County Press report on a school function or sporting event etc. As part of the admission process, parents/carers are given the opportunity to say if they do not wish their child's image to be used.

Personal Property

Parents/Carers should ensure that all items of clothing, games kit and all personal equipment are marked with the name of their child. Without this it can be very difficult to recover lost property.

- **Books and Equipment**

We ask for the cooperation of parents/carers in stressing the importance of looking after equipment, property and particularly **library books**, which the children are allowed to take home. The school will ask for compensation in the event of damage or loss due to carelessness or misbehaviour.

Berol handwriting pens are available for purchase from the office.

- **Prohibited Items**

Pupils are not allowed to bring the following items to school:

- ❖ Mobile phones
(If a pupil needs one for use after school, then it should be handed to the office staff on arrival at school and collected at the end of the day)
- ❖ Radios, MP3 players, I Pods, personal stereos etc.
- ❖ Hand held computers
- ❖ Jewellery
- ❖ Large amounts of cash

- ❖ Any other item that might be deemed a risk to safety such as fireworks, knives, matches, replica guns.
- ❖ Chewing & bubble gum
- ❖ Aerosol sprays

It is advised that, unless there is a specific reason, pupils do not bring to school:

- ❖ Watches (especially expensive ones)

In the event of a pupil having to bring something valuable, the item should be passed to the class teacher for safekeeping.

From time to time, it is necessary to ban popular items that are a risk to safety or become a nuisance.

Please note that jewellery is not permitted in school. Only one stud earring in each ear lobe may be worn in school. In the interests of safety no other kind of earring is permitted.

Lost property is an on-going problem. It is essential that pupils report any loss immediately so that they can be directed towards the area where the item was last seen. The labelling of articles is essential and it is also important that pupils take responsibility for looking after their belongings. Whilst we will always do our best to help, neither the school nor the local authority can accept responsibility for personal belongings brought to school.

Individual lockers are provided for all pupils.

Security

We try always to balance the need for our school to be an open and welcoming place for visitors, with a need to maintain a safe and secure environment for the children.

Parents/Carers and/or visitors must report to Reception in St. John's House before entering any other part of the school or approaching members of staff and pupils.

A CCTV system is installed which enhances our capacity for securing Bishop Lovett as a safe site.

Educational Visits

Educational visits are of different types:

- those related to curriculum such as to Osborne House, Carisbrooke Castle and Arreton Manor.
- trips to places of interest or leisure such as London and places of interest on the mainland of Europe.
- activity trips associated with sports or adventure such as residential trips to Little Canada, and a nine-day residential trip to the Ardeche.
- field trips related to the Geography curriculum.
- The Universities of Portsmouth & Southampton

The programme is evaluated annually and modified accordingly.

The regulations governing school trips are, quite rightly, very stringent. All parents/carers of pupils invited to leave school on a day or residential trip will be asked to complete authorisation forms and medical information forms. No pupil will be allowed to attend an off-site trip without these being completed. In the case of regular sports fixtures the parents will fill in a form initially and this will cover subsequent events of a similar nature.

Parents/Carers are reminded that they must not give children lifts in cars to school events unless their insurance policy specifically covers this. Written confirmation will be required. Attention is drawn to the regulations regarding car seats for children up to the age of 12.

Off Site Activities Insurance

The school has insurance that provides cover for pupils, teachers, and any authorised accompanying adult in the event of injury or loss whilst on any trip authorised by the school involving travel outside the designated school boundaries. Separate insurance arrangements cover on site activities. The cover has been arranged with ACE Insurance S.A.-N.V. through the Isle of Wight Council. A summary of the cover provided is attached. A copy of the full policy is available on request.

Uniform

Items of uniform with the school logo can be purchased from Kids & Co. Ryde and will also be on display and for sale at the New Parents' Evening. With the exception of the navy blue caps, ties, jumpers and sweatshirts, all other items of uniform are available from a variety of retail outlets.

- **GIRLS**

White blouse

School tie (available from Kids & Co)

Navy blue pleated or flared skirt (no more than 2-3 inches above or below the knee. Very tight fitting skirts with slits are not recommended as girls may have to sit on the floor for assemblies etc)

Navy blue trousers – standard school style (no fashion trousers or flares as they may present a health & safety risk on stairs etc)

Navy blue v-neck jumper or sweatshirt with school logo (available from Kids & Co)

White or navy blue socks or tights

Any hair accessories should be in navy

Optional Summer Uniform

Plain white polo/tennis shirt with collar (no tie)

Navy blue cap available only from the school office

- **BOYS**

White shirt

School tie (available from Kids & Co)

Dark grey or black trousers

Navy blue v-neck jumper or sweatshirt with school logo (available from Kids & Co)

Plain grey, navy blue or black socks

Optional Summer Uniform

Plain white polo/tennis shirt (no tie)

Navy blue cap available only from the school office

- **Shoes**

Black shoes of a suitable type for school use. Trainers are not permitted

(Black plimsolls will be provided if a pupil fails to wear regulation footwear)

- **ALL PUPILS**

Hooded tops and leisure tops with logos are not items of uniform and should not be worn. If the weather is cold or wet an outdoor coat should be worn over the school jumper. The wearing of baseball caps is not permitted.

- **Physical Education and Games**

House coloured T-Shirt

Reversible rugby shirt

Socks (knee length, navy)

Football boots/hockey boots - advisable

Shin pads - advisable

Boys - football shorts (navy)

Girls - shorts (navy)

Tracksuits are optional. Training shoes are useful when the ground is dry and are an alternative to boots, but they should not be used for daily wear. For health and hygiene reasons, pupils should have a towel as part of their standard equipment for PE and Games lessons and a change of socks and underclothing for games. These items will not always be used but should always be available.

Protective clothing must be worn for Art and Science (e.g. apron or old shirt – not nylon).

Please note that extreme haircuts are not allowed and this includes Grade 1 cuts, extreme-coloured hair and shaven logos. If, through a mistake or a misunderstanding, a pupil attends school with an extreme haircut they will be required to wear a school cap until the situation can be remedied.

For health & safety reasons, when taking part in Science and certain Technology practical lessons, the wearing of hair gel is not permitted.

Long hair, whether worn by boys or girls must, for health & safety reasons, be tied back using a navy band.