

SUMMARY OF SCHOOL PROCEDURES 2018-19

Detailed policies and procedures are available on the school website.

School Values - Our school values are expressed through the words pride and courage which are guiding principles for our school procedures. (Partnership, Respect, Inspiration, Determination, Equality, Excellence and Courage)

School Day

Registration	8.40 am
Assembly / Tutor	8.45 am
First Lesson	9.00 am
Second lesson	10.00 am
Break	11.00 am
Third Lesson	11.15 am
Lunch	12.15 pm
Registration	12.55 pm
Fourth Lesson	1.00 pm
Fifth Lesson	2.00 pm (ends at 3 pm and school buses leave)

N.B. Optional eXL Clubs take place after school from 3-4pm
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Uniform

The school has a uniform code which is strictly applied and outlined in the Parent and Student Handbook and on the school Website. Just as important is the way in which students wear the uniform and we insist that shirts are tucked in and top buttons fastened with ties done up. Lunchtime detentions are given for those that breach the uniform code.

Attendance

Regular attendance is essential for good progress and every effort should be made to ensure this. Absence should be kept to a minimum. To ensure the students' safety, parents/guardians will be contacted on the first day of absence if no explanation or notification of absence has been received.

Appointments in School Time – Whenever possible appointments should be made outside school hours. If a student needs to be absent for any reason, other than illness, a written request should be made in advance, and handed to the Form Tutor. The letter or email should give the reason for the request as well as the dates required.

Holidays in Term Time – These are not permitted. If parents wish to request authorised leave of absence, written requests should be made, to the Headteacher. Requests should explain why the absence cannot take place in the official holiday periods. Authorisation is only for exceptional circumstances and not automatic. Fixed penalty notices will be issued for any unauthorised holidays.

Illness/Accidents in School – Students will only be sent home after their parents have been contacted by a member of staff. It is, therefore, important that the school has an emergency telephone number on record.

Signing Out – A student leaving the premises for any of the above reasons must be signed out at the School Office.

Absence through illness – Please contact the School on the first day of absence. A note or email explaining the absence should be given to the Form Tutor when the student returns to school.

Punctuality – Punctuality, both for school and individual lessons, is an important aspect of a student's training. The school bell rings at 8.40am. Students are required to be in their form rooms and registered by 8.45 am. Those not present at this time will be regarded as late and will be registered as such. Lunchtime detentions are given to students for late arrival at school without a valid reason.

Review of Progress

Subject teachers and house tutors monitor the work and progress of your child. There are various occasions in the year when the school will formally communicate the review with parents.

- Parents' Evening when you will have the opportunity to discuss your child's progress with each of his/her teachers.

Annual record of achievement is also sent home with comments from all teachers and house staff which incorporates the short review for that term.

If you have any concerns and would wish to talk about your child's progress at any other time, please do not hesitate to contact the school to make an appointment with the Head of Subject or Head of House for general issues. If the school has concerns we will contact you.

Behaviour/Code of Conduct

Students are expected at all times to act with care, consideration and courtesy for others. They are expected to take responsibility for their actions. In order to ensure safe movement round the building, students are required to walk on the left-hand side of corridors and in a quiet orderly manner. Students are not allowed to eat in the corridors and must stay within the designated eating areas. There should be no running in corridors or pathways and when passing through doors students should be considerate of others both in front and behind them. If a student is concerned about the conduct of others in school they should share this concern with their tutor, Head of House, or a member of the school's senior leadership team. (Head, Deputies and Assistant Heads)

Rewards – Achievements of students, both as individuals and groups, are recognised. Students are recognised through certificates for sustained excellence, end of term reward assemblies for progress and Head's merits for outstanding pieces of work.

Sanctions – When a student's behaviour falls below our expected standards, a detention may be issued at lunchtime or after school. In cases of persistent or more serious disciplinary concerns, sanctions will be escalated and may result in exclusion from lessons, or in the most serious cases, exclusion from school. Parents and carers will be kept fully informed of sanctions issued via email, telephone or meetings in school for more serious incidents. On rare occasions students are excluded from school. The Board of Trustees' policy is that the punishment of permanent exclusion is the sanction that will be applied for violent conduct; serious physical assault; being in possession of an offensive weapon; the possession or supply of illegal drugs; concerned with the dealing of drugs or other unauthorised drugs on school premises and on a school visit, including psychoactive substances (known as 'legal highs') or if a student is found to be under the influence. Policies are available on the school website or on request from the school office.

Homework – Students are issued with a homework diary in September. All homework should be entered in the homework diary during the lesson. Please check that your child does so. Parents are asked to sign the homework record, in the student planner, each week. It will also be checked by the Form Tutor at intervals. Homework should be handed in on time.

Personal Property

Students should avoid bringing valuables, large sums of money or unnecessary personal items into school. Mobile phones must be switched off and are not to be used on the school site. The taking of photographs or videoing is prohibited. All property must be marked with the owner's name to ensure the return of mislaid items. Bicycles should be locked. **The school cannot accept responsibility for the loss of, or damage to, personal property.** Any lost property is sent to the lost property room next to the school reception.

Responsibility of Students

The school day officially begins at 8.40 am and ends at 3.00 pm. It is appreciated that for various reasons, eg transport arrangements, students may be on the premises before and after these times.

However, the school cannot be responsible for students who are on the premises prior to 8.30 am or after 3.00 pm, unless they are engaged in supervised extra curricular activities. Students who are on the school premises before or after the official school day should be in the house area designated for the extra curricular activity or School Library.

School Dinner

CASHLESS CATERING Neston High School operates a biometric cashless catering system. This was introduced to give security and anonymity to students on free school meals. Accounts can be topped up online through our secure online payments portal or with cash at the two revaluation units located in school. More information about how biometrics works and an Internet payments guide is available from our school website www.nestonhigh.cheshire.sch.uk. Students are also able to bring a packed lunch from home.

SCHOOL FUND

The Parents and Friends of Neston raise funds for the school and welcome donations. The money contributes towards a central fund which supports a variety of activities such as school trips and non-profit making school events. Parents can use our parent pay system for this or a cheque payable to Neston High School Fund. Please do not send students to school with cash donations other than the small amount asked for non uniform days which goes towards school Charities.

VALUABLES/MONIES

Students who need to carry money must carry money on their person. Money must not be left in cloakrooms or classrooms. Students should not bring large sums of money or valuables into school