



**Gippeswyk Community  
Educational Trust**

ACHIEVING SUCCESS TOGETHER

**Copleston**  
**High School**

Part of **GIPPESWYK COMMUNITY  
EDUCATIONAL TRUST**

Achieving success together

# COPELSTON MATTERS

**2023-2024**

## **Year 7 Parent/Carer Handbook September 2023**

*Please note the information contained in this booklet was correct at the time of going to press  
but the contents are subject to change.*

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## MESSAGE FROM THE PRINCIPAL

On behalf of the Governors, staff and students of Copleston, it is my pleasure to welcome you and your son/daughter to our school community. I hope this is the start of a happy and successful association with the school and I am delighted to say that, for the majority, this will span the next seven years to include time in the Sixth Form.

Many of you will know the school through students already here and I hope others have been attracted by our reputation. The principal aim of this school is to enable every student to make the maximum academic progress possible in a warm, caring and highly structured environment. Staff will work hard in partnership with you to make that aim a reality.

We know that starting a new school can be an anxious time for students and parents/carers. Much work has been done with our colleagues in the Primary Schools to make the transition as smooth as possible. The purpose of this booklet is to give you a quick reference to the basic information that you are likely to need in the first few weeks. Experience tells us that students quickly settle at the school and I am confident that your son/daughter will soon feel at home at Copleston. By the time you read this, I hope he/she has enjoyed the Induction Days with us and is looking forward to the start of term in September.

Mr Green

## HOME/SCHOOL AGREEMENT

By September, the parents/carers of every registered student joining Copleston High School in Year 7 are to sign our Home/School Agreement, a copy of this follows on the next page. This is a simple document which can be kept at home as a reminder of important areas of consensus relating to the education of our students. Together with the school prospectus, it is an additional way of setting out what we believe are the most important responsibilities that the school, parents/carers and students should expect of each other. The fundamental aim, of course, is to enable all students to learn, develop and achieve their full potential in a caring community.

Our Home/School Agreement is based on consultation with parents/carers which will be ongoing during the time that your son/daughter is with us.

Please read the Home/School Agreement with your child, think about it together, discuss it with your child and within the family. This agreement has been discussed widely at the school amongst the teachers, the Principal and the Governors. You will receive a form via Parentmail to complete and return to confirm you have read/signed this Agreement. By signing it, we all make a commitment to abide by it.



# HOME SCHOOL AGREEMENT

## The Staff and Governors of Copleston High School will:

provide a caring and purposeful learning environment	✓
provide a broad, balanced curriculum, satisfying National requirements	✓
endeavour to ensure that each student achieves his/her full potential	✓
provide enhanced opportunities within and outside the curriculum in line with our Development plans	✓
provide detailed information and advice on your child's progress through reports and consultations	✓
keep parents/carers informed about school activities via letters and news sheets	✓
contact parents/carers if there is a problem with attendance, punctuality, uniform, behaviour or equipment	✓
set, mark and monitor homework	✓
be welcoming and available to parents/carers as far as is possible	✓

Principal: *A B Green*

## As the parent/carer of a child at Copleston High School I will:

inform the school about any issues that might affect my child's education, including attendance	✓
ensure that my child has no unauthorised absences and that they attend school unless there are exceptional	✓
encourage and support my child to enable him/her to achieve his/her full potential	✓
encourage and support my child to take advantage of the range of extra-curricular activities available	✓
make sure that my child attends school regularly, on time and properly equipped	✓
make sure that my child wears the school uniform	✓
support the school's policies on behaviour, discipline and homework	✓
support my child by attending parents' evenings	✓
support my child in homework and other opportunities for home learning	✓
support school policy which states that authorised staff may use reasonable force as a last resort if a child's	✓

Parent/Carer: \_\_\_\_\_

## As a student of Copleston High School I will:

attend school regularly and arrive on time	✓
do as I am asked, the first time I am asked	✓
always be in the right place at the right time doing the right thing	✓
complete the work set, including homework, to the best of my ability	✓
always look smart and be ready to learn	✓
follow school rules and co-operate with staff	✓
with my words and in my actions show respect for others at all times	✓
look to enhance my personal development by taking part in appropriate opportunities inside and outside the classroom	✓
respect myself and my environment	✓
be a good team member to enable us to <u>achieve success together</u>	✓
never bring items on the school's banned items list into school	✓

## As a Year 11 student (if applicable) of Copleston High School I will:

attend form at 8:20 to receive revision time in the morning	✓
attend revision and exam skills revision sessions after school from September onwards	✓

Student: \_\_\_\_\_

## SCHOOL CONTACT DETAILS

In September, further details about how to contact the Leader of Learning and Form Tutors will be shared with you.

Telephone No. 01473 277240—general enquiries

Dedicated Sickness and Absence No. 01473 277266

Email: [mail@coleston.suffolk.sch.uk](mailto:mail@coleston.suffolk.sch.uk)

Website: [www.copleston.suffolk.sch.uk](http://www.copleston.suffolk.sch.uk)

Keep up to date using the Copleston Website. Most letters issued are also placed here.

Encourage your child to keep an eye on the screens around the school to help to keep you up to date.

## HEADS OF DEPARTMENT

Subject	Position	Staff
Art	Head of Department	Alice Hodgkinson
Business Studies	Head of Department	Penny Quintero-Hunt
Careers	Co-ordinator of Information, Advice & Guidance and Employer Engagement	Paul Walker
Health & Social Care (6 <sup>th</sup> Form)	Head of Department	Lyndsey Brookbanks
Drama	Head of Department	Katie Heffer
Economics	Head of Department	Penny Quintero-Hunt
English	Head of Department	Rebecca Peirce
Geography	Head of Department	Stephanie Acton
History	Head of Department	Simon Gore
ICT	Head of Department	Philippe Kerampran
Learning Support	SENDCO	Tracy Pilkington
Maths	Head of Department	Daniel Lynch
Media Studies	Head of Department	Matthew Brewer
Modern Foreign Languages	Head of Department	Ahmed Adam
Music	Head of Department	Amanda Lockyer
PE	Head of Department	John Yorke
Psychology (6 <sup>th</sup> Form)	Head of Department	Lyndsey Brookbanks
Religious Studies	Head of Department	Khalilah Saied
Science	Head of Department	Kimberley Row / Ellen Vaughan
Sociology	Head of Department	Leanne James / Natarlia Baxter
CDT	Head of Department	Sue Irons
Food/Textiles	Head of Department	Sue Irons

## MESSAGE FROM YEAR 7 LEADER OF LEARNING

Dear Parents/Carers and Year 6 Students

I understand that moving from primary to high school can be a little scary, but I hope that after spending two induction days at Copleston you will be more reassured.

I want to make it as smooth as possible for everyone, so I hope I can communicate with you as much as possible in the lead up to welcoming students into school in September. As a school our overall purpose is to develop and shape our youngest students into independent, reflective, and able learners. By providing a varied curriculum, we aim to build upon the skills and experiences that our students bring from primary school by offering them a wide range of opportunities to enrich their outcomes, inside and outside the classroom.

Ultimately in Year 7 we aim to prepare students for lifelong learning within a nurturing, yet mature framework. We understand that moving up from primary school is an exciting time for any student therefore the pastoral support available provides both students and parents/carers with the security of someone familiar and supportive whilst they get used to being part of a bigger community. Our high behavioural standards along with warm approach supports students whilst they lay foundations and get accustomed to our aims and ethos. Students are developed from the offset to take ownership of their day at school. Initially when students begin at Copleston, we work incredibly hard to look at all of the little things so that the bigger worries don't occur – Students will take time to adjust and settle, but it is amazing how resilient young people can be and before we know it, they're all settled in and flourishing. The pastoral team is wholly committed to providing the support and care that your child needs to develop as a young person and learner.

As a Leader of Learning for Years 7 I am a non-teaching member of staff which gives me a greater opportunity to work with individuals regarding any academic, extra-curricular and personal issues. Extra-curricular activities for Year 7 are wide ranging. Sports activities are available most lunchtimes and subjects also offer their own opportunities for students. For Year 7 we also run 'WOW!' or 'What's on Wednesday', which is an opportunity for all Year 7 students to get involved. On Wednesdays the school day ends early to allow students to take part in 'WOW!' A wide range of activities are on offer including rock climbing, nail art, first aid, baking, drama and sports. Students can access several different activities throughout the year, with the option of changing to a different activity each half term.

May I take this opportunity to say I very much look forward to working in partnership with parent/carers. There are lots of exciting times ahead creating fulfilling experience that could well lead student to a particular study or future career route.

With best wishes

Mrs M Naseri

## TERM DATES FOR 2023 - 2024

(A Calendar is issued in September of key school dates for the year)

### Autumn Term 2023

Wednesday 6 September 2023 – Wednesday 20 December 2023

Half Term: Monday 23 October 2023 – Friday 27 October 2023

### Spring Term 2024

Thursday 4 January 2024 – Thursday 28 March 2024

Half Term: Monday 19 February 2024 – Friday 23 February 2024

### Summer Term 2024

Monday 15 April 2024 – Thursday 18 July 2024

Half Term: Monday 27 May 2024 – Friday 31 May 2024

Bank Holiday: Monday 6 May 2024

### Professional Development Days for staff only:

Monday 4 September 2023

Tuesday 5 September 2023 – Performance Management

Wednesday 3 January 2024

Friday 12 April 2024 - Disaggregated

Friday 19 July 2024 – Disaggregated

### PLEASE NOTE STUDENTS WILL FINISH AT LUNCHTIME ON THE FOLLOWING DATES:

- MAIN SCHOOL OPEN EVENING – THURSDAY 5 OCTOBER 2023
- LAST DAY OF AUTUMN TERM FOR THE CHRISTMAS BREAK – WEDNESDAY 20 DECEMBER 2023
- LAST DAY OF SUMMER TERM 2024 – THURSDAY 18 JULY 2024

## THE SCHOOL DAY

8.20 a.m.	Students are required to be in school by 8.20 a.m. each day.
8.30 – 8.40 a.m.	Registration/Assembly
8.40 – 9.45 a.m.	LESSON 1
9.45 – 10.50 a.m.	LESSON 2
10.50 – 11.10 a.m.	BREAK
11.10 a.m. – 12.15 p.m.	LESSON 3
12.15 – 1.00 p.m.	LUNCH
1.00. – 2.05 p.m.	LESSON 4
2.05 - 3.10 p.m.	LESSON 5 * except Wednesday – see below.

\* On Wednesdays, after Lesson 4, enrichment sessions will be available.

## FIRST DAY ARRANGEMENTS

### Wednesday 6 September 2023

We would like all Year 7 students to arrive at school at 8.20 a.m. for an 8.30 a.m. start, to enter the main school entrance and to assemble in the Hall. Students will spend the time until break with their Form Tutors. During this time, they will receive their timetable and will attend their first assembly. Students will not need their P.E. kit on the first day. After break, students will attend their first lessons.

## SCHOOL UNIFORM

All students are required to wear school uniform and parents/carers are expected to ensure that their children leave home for school correctly dressed.

The distinctive feature of our uniform is the maroon sweatshirt with logo and white polo shirt. These are available from PMG Schoolwear Centre in Westgate Street and Coes of Ipswich on Norwich Road. Trousers must be plain grey and of a specified style for boys and girls:

BOYS	GIRLS
Grey David Luke Boys Slim Leg Trousers	Trutex Girls Graphite Grey Slim Leg Trousers
These can be bought from Coes of Ipswich, PMG Schoolwear or <a href="http://www.yourschoolwear.co.uk">www.yourschoolwear.co.uk</a> (and click on the Copleston logo). Trousers may also be bought from other retailers but must match the Copleston grey	These can be bought from Coes of Ipswich, PMG Schoolwear or <a href="http://www.yourschoolwear.co.uk">www.yourschoolwear.co.uk</a> (and click on the Copleston logo). Trousers may also be bought from other retailers but must match the Copleston grey

Shoes must be black. Similarly, no other sweatshirt or jumper is to be worn in or to school. Coats, when necessary, should be worn in addition to the school sweatshirt and not to replace it.

Extremes of fashion in hairstyles (including shaving), earrings or shoes should be avoided. Nose studs or similar are **not** permitted at any time nor is any "bedding in" period allowed. Your son/daughter will be sent home to remove such items if necessary.

#### **Uniform items are listed below:**

Plain White Polo shirt/White Polo shirt with logo  
Maroon Sweatshirt with logo  
Plain Grey trousers (*see above*)  
Black shoes  
Socks should be plain

#### **The following uniform is acceptable:**

- \* Polo shirt + school sweatshirt + coat
- \* Polo shirt + school sweatshirt
- \* Polo shirt
- \* Discreet jewellery
- \* Discreet make up
- \* Student Leader or Student Council Hoodies if a student has this position in the school

#### **The following are NOT acceptable:**

- \* Polo shirt and coat
- \* Any other non-uniform sweatshirt
- \* Boots
- \* Hats
- \* Facial piercings of any kind including noses studs
- \* Multiple earrings, bracelets, necklaces or rings

**PLEASE ENSURE ALL UNIFORM AND EQUIPMENT IS CLEARLY MARKED.**



# School Uniform Guide for girls



## Acceptable

White polo shirt

Maroon sweat shirt

Grey trousers

Black footwear



## Not Acceptable

Boots or other  
inappropriate footwear

Backless shoes

Tight or low hung hipster  
style trousers

Skinny jeans or black jeans

Facial piercing and  
excess jewellery



# School Uniform Guide for boys



## Acceptable

White polo shirt

Maroon sweat shirt

Grey trousers

Black footwear



## Not Acceptable

Boots or other  
inappropriate footwear

Backless shoes

Tight or low hung hipster  
style trousers

Skinny jeans or black jeans

Facial piercing and  
excess jewellery



## PHYSICAL EDUCATION

<b>Boys &amp; Girls (Compulsory)</b>		
Please see Information from Uniform Suppliers on our Website under Year 6 Transition Uniform can also be purchased from other outlets—but details given below for Coes/PMG		
<b>Compulsory Items:</b>	<b>COES</b>	<b>PMG</b>
Football Boots for use on the field and 3G	From £60	
<b>Maroon PE polo shirt</b> (with school crest)	£16.50—19.95	From £15.99 - £18.99
<b>Maroon Hoodie with school logo</b>	Age 9/10 – 13      £16.50 Small – X Large      £26.50	From £14.99 - £19.99
<b>Plain Black Shorts</b>	24/26 & 28/30 £9.99 32 – 40 £11.99	From £9.99 - £11.99
<b>Plain PE Skort</b> Or <b>Plain Black Trousers</b>	£16.95—£20.95	From £14.99—£17.99
Or <b>Plain Black Sports Leggings</b>	Up to 28/30      £19.50 30/32-40/42      £26.95	From £17.50—£21.99
<b>Black football/rugby socks (outside)</b>	9 - 13 & 1 - 5.5      £5.50 6 – 12      £7.50	From £5.50
<b>White athletics socks (inside) (Twin Pack)</b>	12.5 – 3.5 & 4 – 7      £4.99 7 – 11      £5.99	
<b>Non-Marking Trainers for use in Sports Hall</b>		
<b>Optional extras:</b>		
Black Base layer Shin Pads	From £15	
<b>Strongly recommended</b> - A custom fitted mouthguard for hockey and rugby. <i>Prices correct at May 2023</i>		

Copleston’s PE department offers a broad range of practical sporting activities to enable the students to discover physical pathways, develop existing skills and apply techniques to modified and full sided games. Although the Key Stage 3 curriculum is weighted towards invasion games it also allows students to study in areas such as Health and Fitness, Trampolining, Dance and Athletics. In key Stage 4 students adopt specific activity pathways that suit their needs and preferences allowing them to look further into the tactical aspects of each game or event.

Students are actively encouraged to join extra-curricular clubs at either a recreational or competitive level and Copleston has a long tradition of success in a range of sports at local, County, regional National level.

Your support in ensuring that your child has the appropriate equipment for lessons is paramount. Organisation is often the key to accelerated learning. Your attention is drawn to the items that are **compulsory**, including appropriate indoor and outdoor clothing, trainers and football boots. Please ensure that all items are clearly labelled with your child’s name.

## IMPORTANT GUIDELINES FOR PE

- The Physical Education staff follow-up disorganisation when students have any missing kit. Persistent disorganisation leads to school detentions. Should your child forget an item of kit they will be given suitable kit to ensure as much practical continuity as possible.
- Please name all items of kit clearly.
- Students will be asked to tie-back long hair
- Aerosol deodorants are **not allowed in School**. Should your child wish to bring in a deodorant, please ensure that it is of roll-on type.
- Students are reminded of the need to wear clean, non-marking trainers when working indoors. Both gymnastic and dance work are taught in bare feet, but students may require a change of socks for outdoor lessons.
- All jewellery should be removed at the start of the lesson. It is worth bearing this in mind should your child be considering having any piercing done during term time. Recently pierced ears will need taping to prevent injury and the onus is on your child to bring suitable plasters/tape. Any other piercing should be removed, even if covered by clothing. Excessively long nails will need to be cut and nail extensions removed.
- Your child takes a risk bringing any valuable item into school. Changing rooms are locked throughout lessons. Whilst every effort is made to ensure the safety of student property, neither the Physical Education Department nor the school can accept liability for any item that may go missing.
- If your child is unable to take an active part in a lesson due to illness or injury, a note of explanation is requested. Please outline the nature of the problem so that an appropriate non-active PE lesson can be delivered.
- The Department runs an extensive extra-curricular programme of activities for all students, with many going on to be selected to represent the school. Most clubs and practices take place between 3.10 and 4.30 p.m. and most local fixtures return students to school before 6.00 p.m. Students are given prior notice of times to be collected. With our growing involvement in National competitions, some fixtures take students further afield and at different times. In these latter instances, parents/carers will be given details in writing and asked to sign an awareness/permission of involvement slip.

## CLASSROOM EQUIPMENT

All students should bring the following basic equipment to lessons:

Pens

Pencils

Ruler

Rubber

Coloured pencils

Compass

Protractor

French/Spanish dictionary – please do not purchase until your child's form has been announced.

Calculator (**scientific**) Students will be asked to use the following functions on a calculator:

Brackets

Memory

Percentage

Square

Cube

Square root

Cube root

Powers

Fractions

Decimal time to minutes and seconds

Trig functions (sin, cos, tan)

We recommend the Casio FX-83GTX and FX-85GTX which are widely available at a reasonable price and will be more than adequate right up to GCSE in Year 11.

## WEBSITE

Our website has been designed to provide students and parents/carers with a comprehensive picture of what Copleston is all about. As well as giving important information about the key aspects of the school and school life, it also contains useful tips and advice about a range of topics. These include revision, e-safety and Careers. Advice and guidance about these areas is available for students and parents/carers to access, and we are always happy to add information upon request.

Our website can be found at [www.copleston.suffolk.sch.uk](http://www.copleston.suffolk.sch.uk)

## ATTENDANCE FOR LEARNING AT COPLESTON HIGH SCHOOL

In order to get the most from your time at Copleston High School you must have excellent attendance. Any absence will result in a loss of learning and work will be very hard to catch up on.

### What is excellent attendance?

You might think that 90% attendance is good.

The illustrations below show just how attendance rates impact upon learning and attainment.

**A student has an attendance rate which is always 90% - they think this is pretty good!**

Monday	Tuesday	Wednesday	Thursday	Friday

↑  
Absent half a day every week

90% attendance means the student is:

- missing half a day every week
- missing over four weeks of school in a year
- missing half a year of school over a five year period.
- and is classed as being Persistently Absent (PA) by the Government

You should aim for 100% attendance – it's as simple as that.

### How is high attendance rewarded at Copleston High School

Copleston High School recognises the importance of high attendance and we reward students on a weekly basis for 100% and 95-99% attendance through the automatic issuing of electronic reward points. These reward points help contribute to a student's overall total.

Students who achieve 100% attendance for the term are rewarded by the Principal through the termly Principal's Achievement Assemblies. Students gaining 100% attendance for the whole year are recognised by the Principal and the School Governors.

### Can I take a holiday in term time?

**The school now has a policy of not allowing holidays in term time, unless there are exceptional circumstances surrounding a situation. Where an application is made for a holiday, this will be considered by the Principal and will only be authorised in rare exceptional cases.**

### **Late Procedure.**

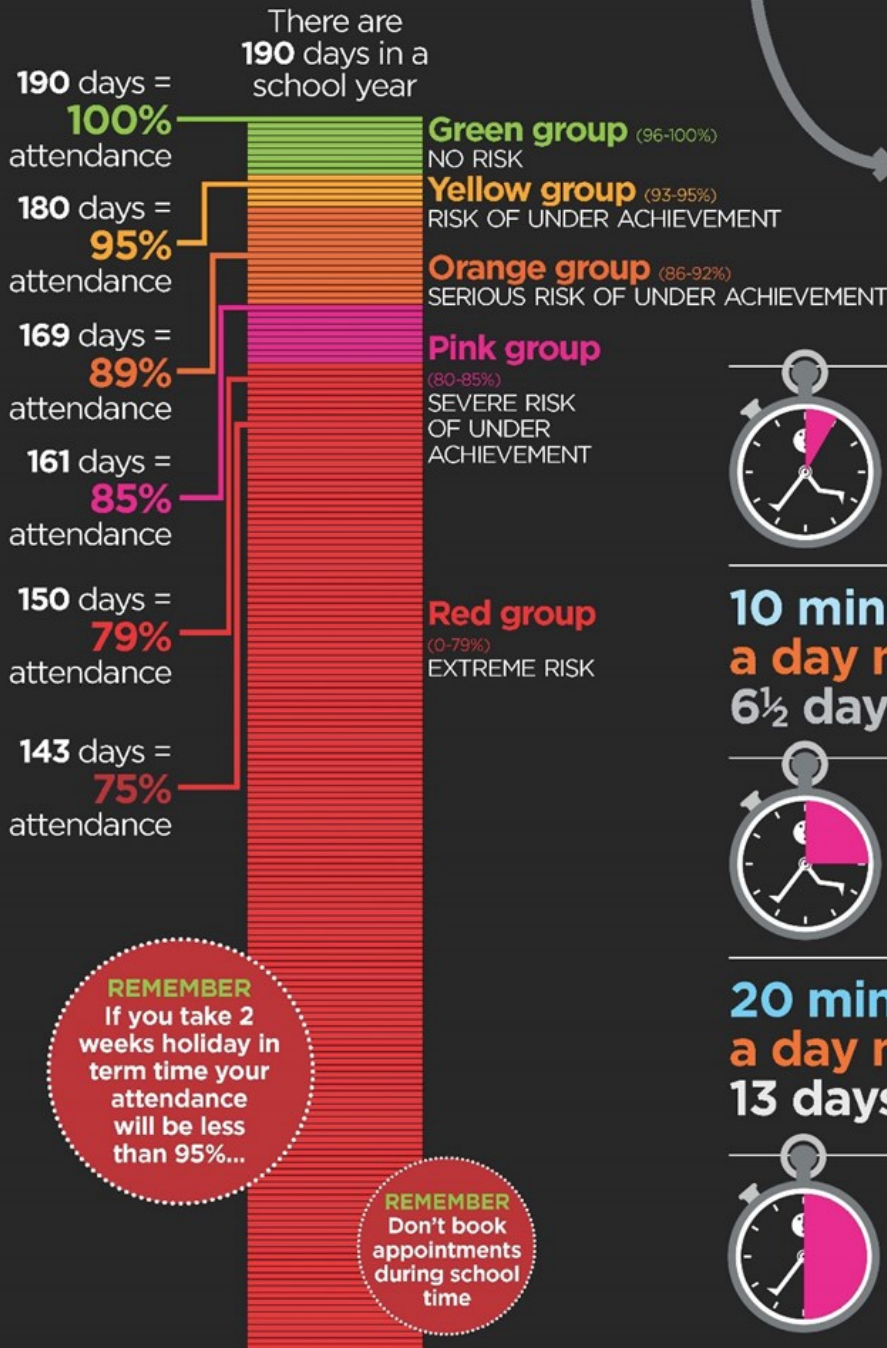
- If you are late but arrive before 8.40 a.m., you should go to your registration group to register in the morning. A late mark will be recorded on Go 4 Schools which is our electronic registration system
- If you have an assembly, and arrive late but before 8.40 a.m., you must go straight to the assembly location where you will be allowed to attend if it is felt that this is appropriate and will not disrupt the assembly.
- If you arrive late **after** 8.40 a.m. you must sign in at Reception. Reception will log this on Go 4 Schools and the class teacher, Form Tutor and Year team will be able to see you have arrived late when they check this on Go 4 Schools.
- Any student that is late for registration will serve a 30 minute same day after school detention with their Year team. The Attendance Office also send home emails or texts on a daily basis to inform parents/carers if their child has been late to registration or lessons.
- If students persistently arrive late after the register has closed, despite appropriate warnings and sanctions, this is likely to result in fines for parents followed by a referral to the Educational Welfare Officer (EWO) who works for the Local Authority (LA).

### Where can I get more information on attendance at Copleston High School?

The attendance policy is available for students and parents/carers via the school website.

# ATTENDANCE

## Every minute counts



**5 minutes late a day means 3 days lost**



**10 minutes late a day means 6½ days lost**



**15 minutes late a day means 10 days lost**



**20 minutes late a day means 13 days lost**



**30 mins late a day means 19 days lost!**

**MISSING SCHOOL MEANS MISSING OUT!**

# Why can't I skip my 20 minutes of reading tonight?



By the end of High School **Student A** will have read the equivalent of 60 whole school days, **Student B** will have read only 12 school days.

Which student would you expect to have a better vocabulary?

Which student would you expect to be more successful in school... and in life?



**Student A**  
reads **20 minutes**  
each day.  
**3600 minutes**  
in a school year.  
**1,800,000 words**

**Student B**  
reads **5 minutes**  
each day.  
**900 minutes**  
in a school year.  
**282,000 words**

**Student C**  
reads **1 minute**  
each day.  
**180 minutes**  
in a school year.  
**8,000 words**

*"Books were my personal pass to freedom. I learnt to read at age three, and soon discovered there was a whole world to conquer that went beyond our farm in Mississippi"* OPRAH WINFREY





## BEHAVIOUR FOR LEARNING AT COPLESTON HIGH SCHOOL

### What is behaviour for learning?

There is a strong link between good behaviour and good learning. Students have a right to expect that the school is an orderly, safe environment where they can enjoy and achieve in their learning.

### What do we do as a school to promote behaviour for learning?

At Copleston High School we aim to create an ethos which promotes:

- mutual respect and encourages students to develop responsibility for their own behaviour
- a purposeful atmosphere within lessons where excellent attitudes to learning are displayed
- a system of rewards and sanctions which are understood and applied consistently by everyone
- stimulating and attractive learning environments which help students reach their full potential
- socially responsible behaviour both inside lessons and within the wider community
- strict and warm approach with regards to behaviour and conduct at Copleston

### How does the school deal with poor behaviour?

We believe it is totally unacceptable for the learning of others to be disrupted. A range of strategies is used to deal with poor behaviour which depends on the seriousness of the incident. These can range from being spoken to, through to a formal exclusion from school. All incidents of poor behaviour are logged electronically using the school's e-behaviour system.

### How will Students be rewarded for good behaviour?

The school offers a huge number of awards including student of the week in each form, and certificates for achievement such as excellent learning profiles and attendance. Students are also awarded satchel badges daily by subjects for outstanding work or impressive attitude and effort. Rewarding students is something we aim to do routinely.

Form Tutors will discuss current badge totals with students on a regular basis. The satchel badges are totalled up at the end of each term and allow students to gain further awards depending on how many badges a student has collected. These awards are given out at Achievement Assemblies at the end of each term with associated prizes. Potential prizes are on display in cabinets both in the Main School and in the Sixth Form.

Our new I Aspire programme is a big part of our reward system where students have the opportunity to work towards completing 10 challenges over the course of an academic year. Students will achieve a Satchel badge for each challenge they achieve. Students can then achieve further badges and prizes based on the number of challenges they complete.

- Bronze – Successfully complete 3 I Aspire challenges
- Silver – Successfully complete 5 I Aspire challenges
- Gold – Successfully complete 7 I Aspire challenges
- Platinum – Successfully complete 10 I Aspire challenges

The way in which the school judges the behaviour of its students and the school reward system can be seen on the next page.

1

- I consider and act upon all expectations of layer 2
- I take responsibility for my own progress towards lesson objectives and longer term development
- I take full advantage of all opportunities offered
- I go above and beyond expectations



2

- I never need reminding about the BASE SIX
- I always put 100% effort into all aspects of the learning including homework
- I make positive contributions to groupwork and class discussion
- I ask for help when I need it in a constructive manner
- When the learning gets harder, I work harder
- I act on verbal and written feedback with maturity and use it to change my approach



3

- I arrive on time for lessons and registration
- I arrive with the correct equipment and correct uniform
- I treat others politely and with respect at all times
- I follow instructions the first time
- I follow the SLANT rules throughout all lessons
- I have my phone turned off and in my bag whenever I am inside the building

**THE BASE SIX**  
 These are the non-negotiable expectations from all students at all times

# The Beacon of Brilliance

## RESILIENCE

The work gets harder, I try harder

## RESOURCEFULNESS

I'm struggling; I will use the classroom displays, resources, and my peers (when appropriate) to support my learning

## GROWTH MINDSET

I view a mistake as a first attempt in learning

Copleston High School

## GOLDEN TICKET

- Take responsibility of my own progress towards learning objectives
- I take full advantage of all opportunities offered
- I go above and beyond all expectations
- When the learning gets harder, I work harder
- Random act of Kindness

*Students at Copleston  
always adopt the right*

**SLANT**

*on behaviour*

**S**it up straight  
and pay  
attention

**L**isten  
carefully to  
instructions

**A**sk or answer  
questions at every  
opportunity but....

**N**ever interrupt  
anyone when  
they are talking

**T**rack the teacher  
when they are  
talking to the class

1

- I monitor my own learning strategies and evaluate how successful they have been
- I make changes and improvements to these strategies when needed, becoming more independent in my work
- I read widely around my subjects and complete additional research, including Super-Curriculum projects

2

- I monitor my own learning and progress through self-assessment
- When we check work or use model answers, I will identify the parts of the topic I am struggling with and work even harder to make sure I understand them clearly
- I review my work regularly to help me remember and ask appropriately for help or clarification when needed

3

- I arrive on time for every lesson and am prepared with the correct equipment. I challenge myself in every lesson and stick at it when things are difficult, showing determination and resilience
- I behave in a courteous and polite way, following the school policy. I treat others with respect at all times
- I listen carefully to instructions, tracking the teacher, and follow them promptly
- I always give my best effort when completing tasks in lessons. I want all my work, including my homework, to be the best that it can be
- I answer questions thoughtfully when asked. When others give answers I listen carefully and consider whether I can add anything to develop the answer further
- I seek feedback to help me with my learning, from my teacher or peers when appropriate. I always act on my teacher's feedback to improve my work

**THE BASE SIX**

Strategies that should be used in every lesson when appropriate

# The Beacon of Brilliance

**RESILIENCE**

The work gets harder; I try harder

**RESOURCEFULNESS**

I'm struggling; I will use the classroom displays, resources, and my peers (when appropriate) to support my learning

**GROWTH MINDSET**

I view a mistake as a first attempt in learning



## PASTORAL CARE

### ORGANISATION

Parents/carers and school inspectors have commented regularly over the years about the high quality of pastoral care for students in the school.

The Leader of Learning is responsible for the academic progress, discipline, welfare, guidance and general oversight of your child. In Years 7 and 8, each Leader of Learning is static. In Year 9 your son/daughter will then stay with the same Leader of Learning until the end of Year 11, whenever possible. This enables each Leader of Learning to focus on a particular stage of each student's education to ensure that your son/daughter is supported in the best way possible. The role of each Year team is to guide and support each student through the academic and pastoral demands and expectations of their education, and having a team of specialists to do this aims to enable every young person to maximise their success throughout their time with us.

The Form Tutor has a special caring relationship and becomes well acquainted with the child and is able to assess a child's all round performance.

When a student is assigned to a form, he or she becomes the immediate responsibility of the Form Tutor who endeavours to ensure that the student's attendance, appearance, general progress and well-being are of a good standard.

The Leader of Learning for Year 7 works with Mr Pheasant who continues to work with Year 7 as part of his Primary to Secondary Transition role. There are Pastoral Support Workers in school and they work with students from all year groups.

In PE, Art and Technology smaller groups are formed. Students are generally grouped according to ability in Maths and Science. Students needing extra support in class may be helped by Classroom Learning Assistants. A specially selected class of students needing extra help will be taught separately so that their needs can be met. You will be informed if your son/daughter is to join this selected class.

### SAFEGUARDING

At Copleston the welfare and safety of our students is paramount. We firmly believe that all young people have a right to be safe and healthy, and our everyday practices support this principle.

All of our staff are fully trained on a regular basis to identify when a young person may be in need of help. We have clear procedures that we all follow to ensure that any concerns are passed on and dealt with appropriately. In line with government policy, we have rigorous recruitment procedures for all staff. All visitors to the school are made aware of our procedures and are expected to follow them whilst they are on our site or working with our students.

In addition, all of our students are educated about how they can keep themselves safe and the responsibility that the school and its staff have in relation to safeguarding young people. PSHE and Assemblies are the main ways that we communicate key messages about safeguarding, but there are lots of posters around the school in order to promote personal safety and to help students know what to do if they are concerned about themselves or someone else.

The school's Safeguarding Officer is Mr Palmer. He has various deputies. The School Governor responsible for Safeguarding is Mrs Sarah Anderson. They work closely together to ensure that the school's procedures and practices are robust and in line with changes in government policy.

If you are concerned about the welfare and safety of a young person, please contact the school and we will follow it up using the appropriate procedures.

Our Safeguarding Policy can be accessed on the School Website.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## ANTI-BULLYING STANCE

Copleston High School is a friendly and caring school with a positive atmosphere. The school will not tolerate any form of bullying. It is wrong and is treated very seriously. The school has a very clear policy on how incidents of bullying should be dealt with. Students are given the opportunity in Personal and Social Education to discuss their views on this subject. If a student feels that s/he is being bullied in any way s/he should speak to his/her Form Tutor, a Pastoral Support Worker or Leader of Learning. S/He may also wish to speak to his/her friends or to his/her parents/carers. Positive steps will be taken by the school to ensure that s/he is supported and that there are no further incidents of bullying.

## MEDICATION

Students requiring prescribed medication should take the medication to Main reception where it will be kept securely, with the completed Form 'Request for the School to Administer Medication'. All medication must be clearly labelled with the student's name, form and dosage. The school does not administer over the counter medication, i.e. paracetamol.

## ABSENCE FROM SCHOOL

On the first day that a student is absent, the parent/carer must contact the school as early as possible stating the reason. The preferred method to report an absence or medical appointment is via parentmail 'Absences'. Alternatively an email can be sent to [attendance@copleston.suffolk.sch.uk](mailto:attendance@copleston.suffolk.sch.uk) or a voicemail message may be left on 01473 277266. The Attendance Team will contact the parent/carer of any students who are marked absent in the register and for whom the school has not received a message, this will be via parentmail/email as soon as possible.

Dental/medical appointments should be made as far as possible out of school time. It is appreciated that this is not always possible and students will always be released if a note from the parent/carer is brought giving date, time and place of appointment.

## HOLIDAY ABSENCE/LEAVE OF ABSENCE REQUEST

The Principal is not able to authorise family holidays in term time unless there are exceptional circumstances. The student must request an 'Absence Request Form' from the Main Reception Office, or download from the school website. The parent/carer must complete the form and return it to our Attendance Team. These forms should **not** be returned to the Leader of Learning.

The Local Authority issues fixed penalty notices to parents/carers who take their children out of school for holidays during term time without authorisation. This is likely to result in a fine if a family holiday is taken during term time.

Once a student attendance falls below 92% the school may request medical evidence which can be supplied in the form of either:-

Copy of prescription

Hospital discharge letter

Note from GP or Practice Nurse

Medicine packaging with name and date

Medical appointment cards

Screen shot of text confirmation

## COMMUNICATION WITH PARENTS

### ParentMail

Parents/Carers need to sign up to Parentmailpmx only if they were not registered for ParentMail via their child's Primary School. In August, those who are already signed up will be automatically connected to Copleston. The majority of forms/emails/letters will be sent via ParentMail, therefore, it is necessary for at least one parent/carer to provide an up to date email address, for a link to be provided. All payments for lunches/trips/music tuition can be made through ParentMail. This is the preferred method.



We encourage all parents/carers to access up-to-date information about their children's attendance and behaviour via the **Go 4 Schools** website.

Using the **Go 4 Schools** site you will be able to see the following "live" data

- Your child's timetable
- Results of the formal termly assessments that your child completes
- Summary information about your child's attendance
- Rewards that your child has earned
- Sanctions that have been given
- Copies of all Copleston school reports issued to your child

Access to Go 4 Schools information for your child is only available by personal email login to the **Go 4 Schools** website, and you will therefore need to provide us with your email address. Please note that you will not be able to access **Go 4 Schools** information if **Go 4 Schools** are unable to confirm your email address with us.

### REPORTS AT COPLESTON

We currently report twice per year for all year groups. Dates for the release of reports on **Go 4 Schools**, our assessment and reporting system, are published on the website and in the calendar issued at the beginning of each academic year.

Reports include information on your child's target level and how well your child is progressing towards that target; how well your child learns; the quality of his/her classwork and homework and one or two action targets per subject which indicate what your child needs to work on to make more rapid and sustained progress.

There will also be a Parents'/Carers' Consultation Evening for each year group which all parents/carers are encouraged to attend.

Please note that we do not provide paper copies of school reports. You will be able to access your child's reports by logging in to **Go 4 Schools**.

Further details about reports will be provided through ParentMail when your child's report is released.

## HELPING STUDENTS TO STUDY

Parents/carers can best help their children by providing a suitable working environment and by taking an interest in their work. Ask questions, encourage them to explain what they are doing. Check that they establish a regular pattern of homework and use their time effectively in order to meet deadlines.

Obviously, this will have to fit in with family needs and circumstances but, if it is at all possible, students should be given a place where they can work quietly and undisturbed for a length of time. Ideally, they should have a table where they can spread their work out, in a good light. Most students are well equipped but you might like to check that your children have all the pens, pencils, rulers etc. that they need!

## HOMEWORK

Copleston's Homework Policy is available on the School's Website. Homework is an important element of high school. It develops independent learning skills, enhances subject knowledge and encourages students to be well organised. The amount of homework a student gets will gradually increase as they progress through the school. We expect homework to be completed to a high standard and on time. The school uses an online system called Satchel One to manage home learning, your child will be trained to use this when they arrive in Year 7, and details of how you can use the system to help your child will follow in September.

## CYCLE ACCOMMODATION

All cycle access to the school is via the cycle lane on Heath Lane. There is limited cycle accommodation for students. All those who live within the radius of approximately one mile are asked to walk or make alternative arrangements for the care of their bicycle during the day. Special circumstances are always given individual consideration. Students bringing cycles to school must be able to lock them and it is advisable to remove all possible equipment from them. Any loss or damage to bicycles is investigated, but neither the school nor the Authority can be held responsible for loss or damage howsoever caused.

## CHILDREN BROUGHT TO SCHOOL BY CAR

There is only one vehicular entrance to the school which is via Foxhall Road. Immediately before and after school sessions, with 1500 students plus 300 sixth formers and over 100 staff in daily attendance, the congestion can be considerable. There is a barrier in use on the Foxhall Road entrance which restricts access. The school operates a 'Park and Stride' Policy and if children need to be brought to school by car, parents/carers are asked to drop them off within walking distance of school to avoid congestion.

## SEVERE WEATHER ARRANGEMENTS AND CLOSURE OF THE SCHOOL

The decision to close the school in the event of severe weather conditions will be taken by the Principal. Situations which develop during school hours can be dealt with as appropriate but when conditions deteriorate overnight, the school's 'Task Force' will convene and take decisions under the control of the Principal.

A message regarding severe weather will be communicated to parents/carers via Parentmail.

Our School website ([www.copleston.suffolk.sch.uk](http://www.copleston.suffolk.sch.uk)) will also be kept up to date and should be checked for the latest information.



## LUNCHTIME ARRANGEMENTS

Copleston High School operates a cashless catering system which provides a more efficient, faster and ultimately better quality of service through the use of a pin number eliminating the need for students to carry cash throughout the day.

Any amount of money can be paid into a student's account on-line via ParentMail. Any money spent on food and drink is deducted on a daily basis.

We have many service areas for all students.: Main Canteen, Diner, Coffee Shop and The Shack which offer a range of hot and cold dishes including vegetarian and snack meals. The Coffee Shop (accepts cash), the Diner and Snack Shack also provide a variety of meals.

Any student who goes home for lunch must have written permission from their parents/carers and have obtained a "lunch pass" from the Leader of Learning Year 7.

Those students staying for school or packed lunch must remain on the premises for the whole of the lunch period.

Please note that parents/carers are expected to make adequate alternative arrangements for proper supervision if students do not remain on the school premises for lunch. These students should not return to school before 12.45 p.m.

Parents/carers requiring information about the provision of free school meals should apply to the Southern Area Education Office in Endeavour House, 4<sup>th</sup> Floor, Russell Road, Ipswich, IP1 2BX or telephone 01473 260989.

## LEARNING RESOURCE CENTRE

The Learning Resource Centre is available for students to use throughout the school day including before and after school. It holds a wide range of resources to help and support student study, reading for pleasure, as well as providing a welcoming and friendly learning environment. Students are responsible for any books/resources when they are borrowed from the Learning Resource Centre. These must be returned to the Learning Resource Centre by the due date which can be found stamped in the front of each book. If a book/resource is lost or damaged, it is expected that students will be responsible for replacing it. If the Learning Resource Centre is closed, books can be placed in the book returns box located at the entrance to the Learning Resource Centre.

## MUSIC TUITION

There will a questionnaire on the Parents/Year 6 Transitions area of the Copleston Website to indicate if your child is currently receiving tuition and what their previous musical experience has been. This will go live on the website during our Induction Process.

## WEDNESDAY AFTERNOON ENRICHMENT ACTIVITIES

On Wednesday afternoons at Copleston, school finishes at 2.05 p.m. We offer a range of extra-curricular activities between 2.05 p.m. and 3.10 p.m. known as 'What's on Wednesday' (WOW).

Students can participate in a variety of activities which change every half term. The students opt for the choice they prefer so it gives an opportunity to try things they haven't tried before.

Your son/daughter will attend an introductory session on a Wednesday in September (2.05 p.m.) when the option system and activity choices will be explained. They will pick their options for the winter term in this lesson. They will choose an activity up to October half term and then another one from October to December. The options will usually be chosen during Form time at the beginning of each term. You can opt your child out of WOW each term, a form will be sent to you in September to explain how this will work.

We have many activities which we rotate throughout the year, and always value your comments to help us improve.

## Use of Mobile phones and Digital Devices

The school recognises that mobile phones and digital devices are now an integral part of young peoples' culture and way of life and can have considerable value, particularly in relation to individual safety. It is recognised that such technology will play an increasing part in future learning practices, but, akin to existing ICT use, this should follow agreed rules and guidelines to prevent disruption and inculcate good learning habits. The school, therefore, accept that pupils are permitted to bring mobile and digital devices to school, but that their use is subject to the following guidelines.

The school aims to educate pupils in the responsible use of technology.

**Note:** The term 'phone' in this policy denotes mobile phones, Ipods, MP3, MP4 players, earphones and any similar portable electronic devices.

Mobile phones/digital devices do present a number of problems:

They are valuable items that can be stolen.

Their use can render pupils subject to potential bullying or inappropriate contacts.

They can disrupt the learning environment.

Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.

### Responsible Use

Pupils are required to use phones etc responsibly at all times.

Pupils must ensure that files stored on their phones/digital devices do not contain violent, degrading or offensive images. The transmission of some images/information can be a criminal offence and will be dealt with as such by the school. Cyber-bullying is completely unacceptable, and will be followed up by the school as serious misbehaviour.

The school is a workplace, and phones can interfere with the atmosphere and good order of the workplace, even when in silent mode. Copleston High School expects that phones will be switched off and kept in bags during and between lessons, unless permission is given by the Teacher as part of a learning experience.

### Rules

Responsibility for the phone/digital devices rests with the pupil and the school accepts no financial responsibility for damage, loss or theft of mobile devices.

Pupils must not use phones during or between lessons. Mobile phones/headphones etc must not be visible anywhere inside the school buildings and equipment must be switched off and stored in the pupil's bag. **We operate an "on-site, out of sight" policy.**

Headphones/ear pods must not be worn or be visible during or between lessons inside the buildings, for reasons of safety and courtesy.

Pupils must not use phones or MP3 players to broadcast music, or transfer inappropriate material.

No device should be used in the school to photograph or video pupils or staff without the authority of the Principal.

If there is an emergency which requires communication with home, pupils must speak to a member of staff who deals with the matter. Parents/carers should only phone pupils at breaktime or lunchtime. In an emergency, parents/carers should phone reception and a message will be taken to the pupil. This ensures that a pupil is given support and privacy in dealing with a potentially difficult situation. Pupils who feel unwell must always contact home via the school office and not use their mobile phone. This allows support and supervision and also avoids pupils leaving the school without a record being made.

Mobile phones/digital devices cannot, under any circumstances, be taken into examination rooms. Breach of this rule will lead to invalidation of that examination and potentially other examinations.

Pupils need to acknowledge that it is a privilege to be permitted to bring mobile phones/digital devices to school and abuse of this policy may lead to a curtailment of this privilege.

Mobile phones/digital devices can be used outside teaching hours, ie during breaks and lunchtime but only in designated social spaces.

## **Consequences**

If a member of staff is aware that a pupil is using a mobile phone or digital devices during teaching hours or inside the school buildings, then the phone may be confiscated, taken by a member of staff to the school office until the end of the school day, when the pupil may retrieve it from reception.

If a phone/digital device is confiscated for a second time from the same pupil, the teacher will confiscate the phone/digital device and pass it to the school office. The appropriate Leader of Learning will record the event and the parent will be contacted by letter and informed of the continuing infringement. The phone/digital device can be collected by the pupil on the day of confiscation from the appropriate Leader of Learning.

Should a third infringement occur, the phone/digital device will be collected by the parent and the persistent misuse will be dealt with as a discipline issue by the appropriate Leader of Learning. In this situation, the mobile phone/digital devices will normally be collected by the parent. It is also likely that the School will choose to instruct the student to no longer bring the device to School.

If a child uses a mobile phone or digital device for any inappropriate use of social media e.g. online bullying, the parent will be written to and invited into school with the child to commit to appropriate behaviour in the future via a contract.

The school policy on the use of Digital Devices can be seen within the Poster on the next page.

## **Wearable technology**

Wearable technology is difficult to manage due to the nature of it always being on the wrist and could easily cause distraction within lessons. As such we have decided to not ban the technology however we strongly advise against bringing it in to the school because of the distractions it can cause. If wearable technology is worn the following points must be adhered to:

- If wearable technology is worn it must be kept in a Do Not Disturb mode to prevent distraction.
- Wearable technology is strictly prohibited during exams. Exam regulations do not allow this type of device and will result in disqualification if worn.

If these points are ignored and the wearable technology is causing a distraction the device can be confiscated until the end of the school day.

# Policy on digital devices at Copleston



✗ Phones must not be used during or between lessons unless it is a legitimate learning related purpose and the teacher has given permission

✗ Phones must not be used for making calls or checking the time

✗ No phones or headphones in corridors

✗ Phones must not be left on, even in silent mode

✗ Headphones and mobile phones should not be in sight and should be stored in a bag, apart from at break time, lunch time or outside of school

✗ Phones must not be used to take photos or videos during class time

✓ Phones may be used outside of the building at break time, lunch time or on the way to and from school, and inside the building within social spaces at lunchtime and break time