

Dear Parents/Carers

This attachment is long but contains essential information; the information in boxes is particularly important.

## 1. New School Term – September 2018

**Wednesday 5 September** is the start of the autumn term for all students Years 7-13

All students should arrive for registration at **8.35am** in full uniform. This is the first day of term for all students. Students will be directed to form rooms to receive key information regarding timetables, staffing changes, school expectations and procedures. Please make sure that your child is prompt so that he/she is fully prepared for the new academic year.

## 2. Attendance and Punctuality

All students are expected to reach an attendance target of **at least 96%** for the academic year; 95% equates to 9.5 days absence. Regular or persistent absence from school will have a significant negative impact on your child's achievement and progress. Please ensure that your child attends regularly and promptly. As of September 2015, the Department for Education will consider an attendance of **90% or below** as persistent absenteeism and require schools to involve other agencies to support improvements.

**School starts promptly at 8.35am.** All students need to report to form rooms at 8.35am for morning registration. Students who are late to school or morning registration will be issued with **a same day evening detention of half an hour, from 3:00pm – 3:30pm.**

## 3. School uniform

We have a school uniform policy and dress code, which aims to:

- Give students and parents/carers clear guidance
- Ensure that we maintain a uniformed school reflecting the inclusive nature of the Eckington ethos
- Promote sensible, safe and healthy practices
- Promote high standards of personal appearance

Guidance on our school uniform can be found on the school website to assist you in your purchases. Failure to meet our expected standards could lead to your child **being sent home to change or being isolated until appropriate school dress can be obtained.**

## 4. Lunchtime arrangements

For safety reasons, all students are expected to remain on site at lunchtime. Students are supervised throughout the lunch period by senior and support staff. Dining facilities are comfortable, providing accommodation for students eating purchased meals and packed lunches. After eating, students can play or relax in the recreational areas. **Please note that school offers breakfast for all children between 8.00am and 8.30am and snacks at break time.**

- Children whose parents receive the following support payments are entitled to receive free school meals:
- Universal Credit (provided you have an annual net earned income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

In addition, the following students will be protected against losing their free school meals as follows:

- From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time
- In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the Universal Credit rollout period
- Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (ie primary or secondary)

The Universal Credit rollout is currently expected to be complete in March 2023. In this respect, parents/carers may be assured that no child suffers any embarrassment in claiming a free school meal at the school. To apply, **please complete an online application form**

## 5. Change of Details

In order to fully comply with the law, we must ensure that the personal information and permissions we have on file are up to date for each student. Details may change for a variety of reasons and I ask that you notify us of any changes as soon as possible, especially contact telephone numbers. **We will be sending a data collection sheet home during the first few weeks of term to confirm contact and medical details; please ensure that you return the completed form to your child's form tutor.**

It is very important that the school is fully aware of any medical condition that your child has, including medication required during the day. **Please ensure that any medication brought into school is labelled with your child's name, including inhalers.** Any prescription medication should be brought to reception staff who will arrange suitable storage and provision. This will help us to ensure your child's safety at school as well as maximising full access to the whole curriculum.

## 6. Photographs and Promotional Images

The school will regularly celebrate and recognise student achievement and, at times, will be invited to take part in a number of external events and initiatives where photographs or filmed images are required/taken of the students. In addition, such opportunities are often taken to use images of the students and the school for our own promotional or communications materials. All photographs and film taken will always represent individuals and the school in a wholly positive light. We will issue consent forms again during the first week of term, to ensure our records are accurate. **Please notify us of any changes during the school year.**

## 7. Mobile Devices

Students are **not allowed mobile/smart phones, smart watches, iPods/MP3 players or any other mobile device** that is likely to distract them from learning in school. As mobile devices are expensive and very desirable, the school cannot accept liability if they are lost or stolen when brought on site. **In addition, these items if seen during the school day may lead to parental collection only.** The school appreciates your support on this matter.

## 8. Rewards and Sanctions

The school will continue to recognise and celebrate all students' achievements and successes no matter how large or small, regularly during the academic year through positive phone calls, letters home, certificates, assemblies, regular written feedback in books, verbal feedback to students, and parents' evenings.

However, we also recognise that sanctions are required at times and we use those common to most schools: detentions for missed work, report cards, and in severe cases withdrawal from groups. Our levelled consequences policy ensures that when our required high standards of behaviour are not met, these cases are dealt with quickly and firmly. **Parents are reminded that no-notice detentions are now allowed by law but in most cases the school will make contact with parents.** Following behaviour resulting in a C3 detention, all students are to attend detention after school **without exception.** Failure to attend will lead to further sanctions including isolation from lessons and exclusion from school.

## 9. Parent App

At Eckington School, we endeavour to give our parents as much information as possible to assist them in supporting their children. We believe it is important to work closely with parents/carers and we are pleased to offer parents the opportunity to view online information about their child's progress, homework, achievements, and behaviour. Parents can also update their contact details via the app. For further information on how to download this app, please refer to the school website.

## 10. Homework

The school requires all students to complete homework to a good standard. All students will continue to be set homework regularly. To help them organise themselves, each student will be given a Study Planner to record the work that is set.

**Students who regularly complete homework to a good standard are more likely to make expected progress.** Students who regularly fail to complete homework to a good standard will be issued with a one hour evening detention from 3:00pm – 4:00pm. Parents will be asked to meet with key staff if homework is regularly not completed or handed in below the expected standard.

## 11. Daily Equipment

**All students are required to bring a large school bag (preferably a ruck sack)** with equipment needed for lessons.

**PE kit:** Eckington PE top and plain navy shorts/leggings/track-suit bottoms, trainers/plimsolls. Full details are on the school's website.

**Basic equipment:** At least 1 black pen, 1 purple pen, pencil, eraser, ruler, scientific calculator, pencil case, Student Planner (issued in September).

## 12. Student and Parent Voice

The school is keen to involve students and parents in shaping the future direction of the school and intend to consult on future changes and reviews of school policies. All students have the opportunity to contribute to debate and discussion and to make a positive contribution to the school community.

The school believes that working closely with parents/carers is essential if students are to be successful and achieve their full potential. Every child matters in our school. We hope that parents/carers will get to know the school and particularly the staff who work most closely with their son/daughter. We ask you to support your child's learning and to provide a setting at home in which your child can work. There will also be opportunities for you to become more involved in the life of the school.

**We expect parents to attend all parent evenings to receive vital feedback on their child's achievement and progress.**

**A. Burgess  
Principal**