

Coombe Parents' handbook

Year 7
2017/18



Letter from Mr Smith

Dear Parents/Carers,

I am delighted to welcome you and your son to Coombe. I hope you will find this information booklet very helpful as you prepare for the next phase of your son's education.

Joining a new school is an exciting step for your son and he will be joining a highly successful school with a record of outstanding achievement. Apart from his academic study, I hope he will make full use of all the opportunities to be involved in our wide extra-curricular programme – music, sport, visits, school productions, clubs, public-speaking and so on.

Above all, I hope your son will work hard and be both happy and successful.

I would like to draw your attention to the Home: School Partnership agreement in this booklet, which you have also received separately. It is important that both you and your son work in partnership with us to make the most of his time at Coombe.

I look forward to meeting you again in the near future.



Mr D Smith

A handwritten signature in black ink, appearing to read 'D. Smith', written in a cursive style.

Headteacher

Letter from Miss Pomeroy

Dear Parents/Carers,

The move to secondary school is an exciting and important step in the life of every young man. Here at Coombe, we understand this transition can be a worrying and anxious time. As a community we are here to support the boys in every part of their journey.

This journey starts well before September, as the pupils are visited in their Primary schools by a member of Coombe staff or invited to an organised visit to see us here at Coombe. The boys will then have the opportunity to spend a whole day with us at an induction day on Wednesday 1st July at an. This day is designed for pupils to get to know each other, staff, and familiarize themselves with their new learning environment.

On this day, pupil will find out what house they will be in, other pupils in their tutor group, and their form tutor. They will experience a taste of what lessons are like at Coombe and also have a full tour of the school. We hope to reassure, enthuse and inspire pupils so they feel confident about joining us in September and welcomed into our school community.

At Coombe we believe that every pupil is an important individual and we strive to ensure that every boy is happy and able to achieve success. It gives me great pleasure to be able to support your son in his pastoral and academic needs and I am certain with the support of staff and yourselves, your son will have a successful first year at Coombe and take advantage of the all the opportunities available to him.



Miss Pomeroy

Head of Year 7

Pastoral Structure and Form Tutors

Deputy Head (Pastoral)	Mr G Rogers
Assistant Head Teacher	Mrs J Morris
Head of Year	Miss C Pomeroy
Deputy Head of Year	Mrs C Sothinathan

Form Tutors

BRUNEL	Ms J Besidone
FARADAY	Mr D Lambourne
SHAFTESBURY	Ms A McGinty
STEPHENSON	Mrs H Lucas
WILBERFORCE	Mrs J Burnett

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Your son's school day

Pupil Checklist – please share this with your son

Uniform

Trousers	Plain black school trousers. No other styles to be worn
Shirt	Plain white shirt
Tie	Coombe Boys' tie only
Jumper	Optional; bottle green V neck with logo. No other jumpers (cardigans, sweatshirts, hooded tops) are allowed
Blazer	Black green blazer with logo. No other jackets/ blazers are allowed
House Badge	A badge of your House colour will be provided by the school in September. The cost of a replacement will be £1.
Socks	Plain black or grey
Shoes	Black. Traditional shoe. NO TRAINERS OR BOOTS ARE TO BE WORN IN SCHOOL
Coat	Plain black, dark grey, navy, brown or bottle green. No excessive writing/logos.
PE uniform	Compulsory PE Kit: Green polo shirt with logo Black/reversible rugby shirt Plain black shorts Long black football socks Trainers Optional, recommended PE kit: Black tracksuit with logo Football boots Shin pads and a gum shield Towel Dark woollen hat and gloves in very cold winter weather Water in a plastic bottle

It is impossible to detail every fashion variable in a uniform policy. We therefore ask that parents and students work with us on the spirit of the uniform policy which is, that dress, haircut and shoes should all be conservative in their appearance.

Pupil planner

Your son will be given a diary at the start of the year. This is used to record details of IST set, timetables, information, and comments from staff, PARS points and detentions. Boys should carry it with them at all times in school. Parents are asked to read it regularly and to **sign it once a week**. Similarly, it will be checked in school by the Tutor and signed.

We look upon this as a vital means of communication between home and school. If a pupil loses his diary he will have to pay £3.00 to buy a new one.

Useful daily checklist for your son

Before school:

1. Wake up early (use an alarm clock)
2. Are you having breakfast at home or at school?
3. Have you left enough time to catch the bus?
4. Have you got your planner?
5. Lunch – packed lunch / does your account have money on it?
6. Don't forget your bag, with pencil case, calculator
7. Books for the day and your planner
8. PE kit (if necessary)
9. Oyster card (if necessary)
10. Are you attending an after school club – tell your parents.
11. Leave home in plenty of time to get to school for 8.30am

After school:

1. Change and hang up your uniform
2. Have a 30 minute rest with a snack and a drink
3. Check planner for IST and notes
4. Complete IST set
5. Give letters, notes, messages to parents
6. Parents should check IST
7. Parents should sign diary
8. Check timetable for the next day
9. Empty school bag and organise and pack bag for the next day
10. Relax!

Your son's school day

Uniform and Equipment

Uniform

Coombe Boys' School has a strict uniform policy, the details of which can be found in Rules and expectations on page 27 and we expect all parents and pupils to support this. We feel that the uniform fosters the strong and inclusive sense of community cohesion which we value.

We expect the boys to maintain a high standard of dress and appearance at all times. Uniform should be complete, kept tidy and fresh. We expect all pupils to be correctly dressed before they enter the building. It is not possible to predict fashion trends so we do expect parents to support us by ensuring that the spirit of Coombe's uniform code is upheld.

Equipment

Your son needs a well-stocked pencil case and his own pocket dictionary for all lessons. We very much encourage private reading and we ask that the boys carry a reading book with them.

The Year 7 Curriculum booklet details any specialist equipment needed for any subjects and at the beginning of term the boys will be given advice by staff on writing implements and specialised equipment, such as a calculator. We expect pupils to take particular care of textbooks issued to them, returning them to staff promptly when requested.

A variety of basic stationery and Mathematics equipment is sold in the Learning Resources Centre stationery shop.

The School Day

Key points:

The school day starts at 8.40 am and ends at 2.55 pm.

Lessons are 50 minutes long.

School is open to pupils from 8am.

Pupils need to leave the school by 3.10 pm every day unless they are studying in the LRC or have a commitment in school that day.

Details:

The daily timetable consists of 6 x 50 minute lessons. Please note there is no movement time between lessons. Pupils move directly to from one lesson to their next lesson.

Pupils may come into school from 8.00 am onwards. Between 8am and 8.15 am, pupils should go to the Learning Resources Centre (LRC), the Canteen or meet friends around the school site. They go to their Tutor room at 8.35am when the bell rings for Registration.

Your son's school day

The School day

Breakfast items are on sale in the canteen from 8.00 am – 8.35 am each morning.

Pupils should leave the building by 3.15 pm unless they are studying in the LRC, involved in a club, an activity or have a detention. Pupils must inform their parents if they intend to stay after school for an activity.

	Start	Finish	Length in minutes
Tutor Time/Assembly	8.40	9.00	20
Period 1	9.00	9.50	50
Period 2	9.50	10.40	50
BREAK	10.40	11.00	20
Period 3	11.00	11.50	50
Period 4	11.50	12.30	50
LUNCH	12.30	1.10	40
Period 5	1.15	2.05	50
Period 6	2.05	2.55	50

All pupils will operate on a two week timetable which will be indicated clearly in their diary.

Lunch arrangements

Key points:

All pupils stay in school for lunchtime and have three choices for their lunch:

There is a self-service counter in the canteen where the boys can purchase a range of hot food.

There is a healthy eating menu available at the Quad Café.

They can bring a packed lunch from home, which is eaten in the canteen or outside in good weather.

Food is paid for using a biometric system (finger scanning) and parent pay for this using ParentPay, online payment service: www.parentpay.com

Pupils may use the MUGA (Multi Use Games Area), the Field (in good weather), the Basketball courts and the table Tennis tables at break time and lunchtime. Some lunchtime clubs will also be available to pupils.

Details:

Any drinks brought to school should be only in plastic containers. We advise boys to drink water during the day. Water only is permitted in lessons.

Boys are not allowed off the premises unless they have a note signed by their parent/carer that has been approved by their tutor and Head of Year. Boys leaving in these circumstances must sign out and present their note. There is a team of staff on duty during lunchtime.

Your son's school day

Lunch arrangements

We use a system that reduces the need for pupils to bring money to school; it speeds up the lunch queues and means Pupils who receive free school meals get their lunch in the same way as other pupils. A significant number of schools have used biometric technology to do this. A company called Vericool (www.vericool.co.uk/cashless) runs our biometric system. Pupils will pay for their food using a finger scan which will link their purchase to their account.

Parentpay

By now you will have received your son's log in details for ParentPay. This is a secure online system for making payments for school meals, trips and other items your son may need during his time at Coombe Boys' School. Should you have any queries regarding this please contact the Finance Department or telephone 020 8949 1537.

Parentmail

In order to communicate with parents, we use Parentmail. This system allows us to send you information that is relevant to your son. We are able to send emails and text messages that are specific to any trips or activities he may be going on. In September you will receive an email from Parentmail asking you to verify your account, please follow the instructions and keep your login details safe and secure.

Free School Meals

Information regarding eligibility can be found in on page 32, or go to www.gov.uk/apply-free-school-meals.

Your son's school day

2016-2017 Academic Year

Autumn Term 1

Monday 5th September	All day	INSED Day – School Closed
Tuesday 6th September	10.00am	Year 7 Pupils start
Wednesday 7th September	8.40pm	All other Pupils start
Friday 21st October	3.30pm	End of Autumn 1 Half Term

Autumn Term 2

Monday 31 st October	9.00am	All Pupils start
Friday 16 th December	All day	Academic Mentoring day
Wednesday 21 st December	1.00pm	End of Autumn 2 Half Term

Spring Term 1

Tuesday 3 rd January	9.00am	All Pupils start
Friday 10th February	3.30pm	End of Spring 1 Half Term

Spring Term 2

Monday 20th February	9.00am	All Pupils start
Friday 17th March	All day	Academic Mentoring day
Friday 31st March	1.00pm	End of Spring 2 Half Term

Summer Term 1

Tuesday 18th April	9.00am	All Pupils start
Friday 26th May	3.30pm	End of Summer 1 Half Term

Summer Term 2

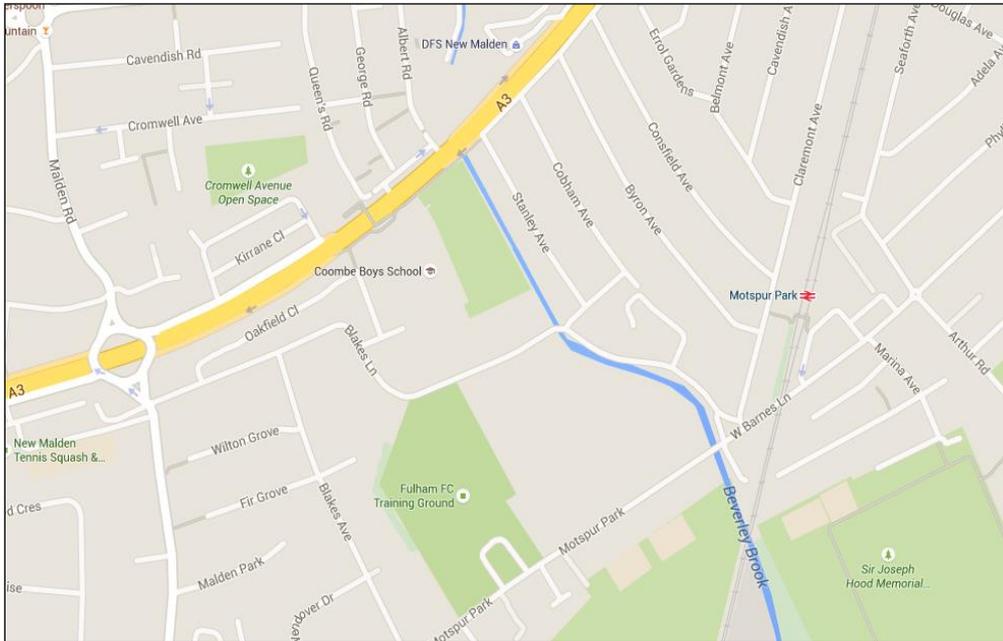
Monday 5th June	9.00am	All Pupils start
Friday 21st July	1.00pm	End of Summer 2 Half Term

Your son's school day

Getting to school

Key points:

Coombe Boys' School is situated in College Gardens, Blakes Lane, New Malden



Bus

The school is situated on the 213 bus to Kingston (Kingston, New Malden, Worcester Park, Cheam, Sutton)

- From Richmond Road/Tudor areas – 65 into Kingston then 213
- From Chessington – 71 into Kingston then 213
- From Robin Hood/Kingston Vale – 265 to the Fountain, New Malden or K3 to Kingston Hospital then the 213
- From the Bushey area – 131 from Burlington Road to Fountain, New Malden then 213
- From Tolworth – 281 into Kingston then the 213

Cycling

Pupils may cycle to school provided:

- they wear a helmet
- the bicycle is in a roadworthy condition.
- the bicycle is brought into school entirely at own risk.
- boys should provide a lock to secure their cycles.

We advise parents to obtain adequate insurance cover, to have their post code stamped on the bicycle and encourage pupils to take the Cycling Proficiency Test.

Your son's school day

Around school

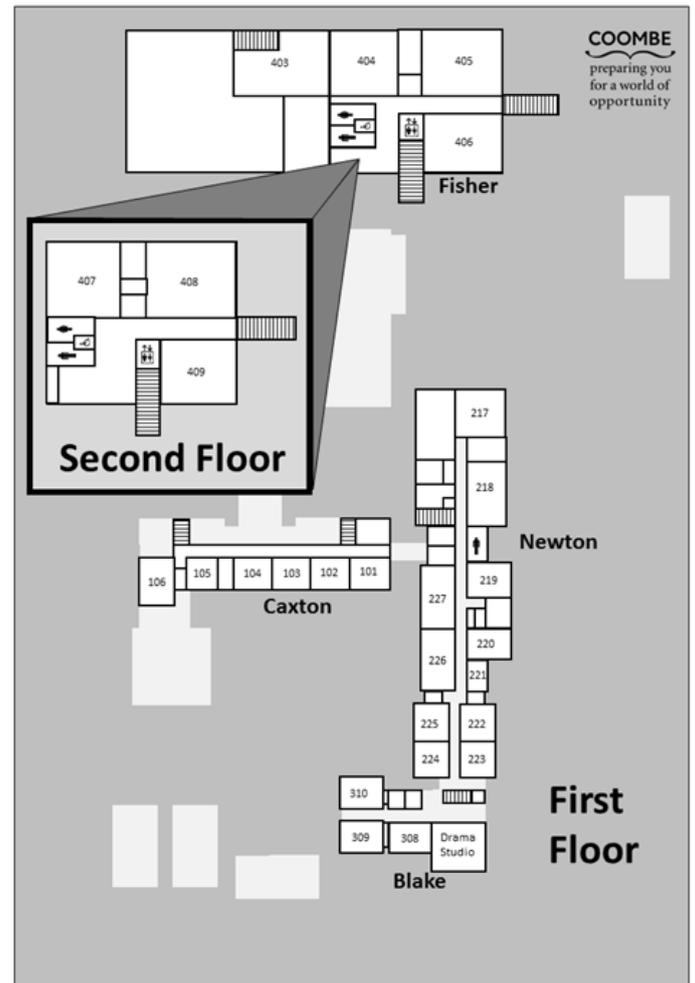
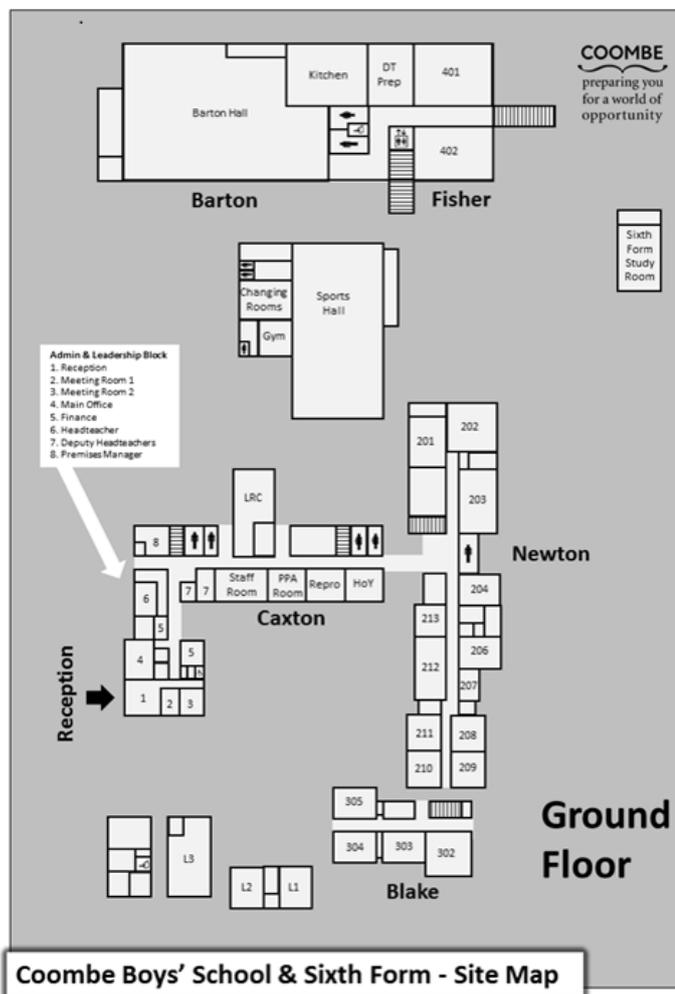
Key points:

The school has a large number of classrooms and specialist areas.

Classrooms used by the same subject are usually grouped together in the same part of the school.

New Pupils will probably get lost initially, but staff and pupils are very happy to help.

School Map



Support for your son

Pastoral care

Pastoral care is very important at Coombe. If you have any concerns about your son's well-being, you should discuss it with his Form tutor, in the first instance, followed by Miss Pomeroy, Head of Year 7.

Contact details: 020 8949 1537 or enquiries@coombeboysschool.org

Mr Rogers, Deputy Head Centre is responsible for Pastoral Care at Coombe Boys' School and Mrs Morris the Assistant Head is responsible for Key Stage 3.

The Head of Year can refer any learning, behavioural or medical problems to either the Special Educational Needs Coordinator (SENCo), Education Welfare Officer, the School Nurse and others relevant outside agencies.

PHSE, which is part of the curriculum, provides help, guidance and opportunities for the boys to develop academically, socially and individually.

Tutorial system

Every pupil is in a tutor group. These are named after the Houses in the school.

The tutor group of around 25 pupils is led by a tutor, who is a teacher in the school. Tutors work hard to get to know the boys in their group in order to support them effectively.

You should contact your son's tutor first if you have any concerns about your son's well-being (020 8949 1537 enquiries@coombeboysschool.org).

Details

The welfare of all pupils is of vital importance and is monitored closely throughout the tutorial system which is well established at Coombe. When they join the school, each boy is placed in one of six Houses named after famous Britons: Brunel, Burns, Faraday, Shaftesbury, Stephenson, and Wilberforce. He will stay in the same house throughout his time at Coombe. Registration is taken in this group by the Tutor who is responsible for the boys' well-being. This tutor group helps the boys to know that they matter as individuals. When possible, we try to keep the same teacher with the same tutor group throughout a boy's time at Coombe. The Head of Year, Deputy Head of Year and Tutor have a personal knowledge of each boy and are on hand to provide help and guidance in all aspects of school life. They communicate with parents and with external welfare agencies which provide support for the home and the school.

Support for your son

Behaviour

The preferred behavioural approach at Coombe Boys' School is centred on a positive assertive approach. At Coombe we believe that good behaviour needs to be modelled and taught. We require high standards of behaviour, punctuality, attendance and dress. As a staff, we use a secure, web based programme called PARS to record information about pupils' behaviour. Staff use individual passwords to access PARS and the records stored by the programme are encrypted. Parents can request to see information about their son in the usual way.

If a pupil misbehaves he may be given a detention of 10 minutes after school without notice or longer during lunchtime on the day of the misbehaviour.

If the pupil is to be delayed for a longer period – up to an hour and a half after school – parents will be informed via the pupil planner or letter and twenty four hours' notice is given. These procedures are fully explained to the pupils. If a pupil's behaviour is giving cause for concern, parents will be invited to the school at the first opportunity in an effort to resolve the situation and to arrive at a satisfactory decision about the pupil's future.

Safeguarding

Coombe Boys' School has the welfare and safety of each pupil at the heart of all of its work. In every case where we have concerns of this nature, we follow the Local Authority guidelines regarding Child Protection. All staff receive regular training to ensure that cases are dealt with sensitively and appropriately. Our Child Protection Officer is Mr Cullen, Assistant Head teacher in charge of Key Stage 4.

SEN Department

Information regarding a child's Special Educational Needs will usually be passed on by their primary school.

The SEN Department offers a "Transition Group" in Year 7 (Autumn and Spring terms) for a small group of boys (identified in handover meetings with Year 6 teachers, and in consultation with parents) who require a high level of literacy support in a "nurture group" environment. Other support offered by the SEN Department includes emotional literacy support and social skills groups.

Pupils with an identified need for personalised support will be placed on the SEN register; they will be placed on the register according to their need as identified by The Code of Practice; for example: SEN support, Statement or EHCP.

All other pupils who have an identified need which can be met by differentiation through Quality First Teaching in the classroom will be placed on our "Monitoring List" and their progress monitored regularly by the Head of Year and SENCo.

If your child has a statement of Special Educational Needs or Education Health and Care Plan, transition information and meetings should already have taken place.

Please contact Mrs T Newman, SENCo if you would like to discuss your child's Special Educational Needs.

Support for your Son

Use of Pupils' Images

At Coombe Boys' School we look to promote the excellent curricular and extra - curricular work that pupils produce. We believe that the use of a pupil's image in an article, newsletter or video often has a motivational effect on the pupil.

It is recognised that care must also be taken when using a pupil's image. Every care is taken to ensure that the image is only viewed by the intended audience and that pupils remain unidentifiable and therefore not able to contact when these images are used. Guidelines for the use of images are outlined in our 'Use of Pupil Images' Policy.

Your son's lessons

Teaching arrangements

We want all pupils to fulfil their potential at Coombe.

Pupils are taught their lessons in either mixed ability tutor groups or in foundation teaching groups with other children of a similar ability.

Children are in placed teaching groups according to their results in their Key Stage 2 SATs, which are all externally marked and Cognitive Ability Tests, which boys sit before they join us in September of Year 7. Some primary schools have entered pupils for level 6 papers in English and/or Maths. Most of these papers have been teacher assessed although some primary schools have had papers externally moderated. Since not all level 6 papers are externally marked and not all eligible Pupils have had the opportunity to take the level 6 papers, we cannot use this data to set pupils in teaching groups. If Pupils have not taken Key Stage 2 SATs papers, we will place them according to information given from their primary school.

All pupils study French in Year 7, 8 and 9 with the addition of German in Years 8 and 9.

Maths is set and taught according to mathematical ability. Performance is reviewed half-termly.

We aim to stretch and challenge all our pupils, whatever group they are taught in.

The school operates a two week timetable comprising of a 'Week A' and a 'Week B'. This means that pupils will often not have the same lessons on the same days each week. Pupils will receive a timetable at the beginning of Year 7. In order to assist pupils and parents understand which week they are currently in both the IST diaries and the school website will clearly display whether this it is week A or week B.

Details

We expect all Coombe pupils to strive for excellence. We recognise that this can be achieved in many different ways, at different speeds and at different levels.

Physical Education and Design Technology are also taught in mixed ability groups.

Most other subjects, taught in foundation teaching groups. With the exception of PSHEE, Religious Education, History and Geography, our teaching groups comprise of the following mixed ability bands (Galileo, Hilbert, Pascal and Fields). There are typically two 'express streams' (DaVinci and Archimedes).

The four mixed ability teaching groups are equal and follow the same curriculum as the other two teaching groups.

Once placed in their teaching groups, subject teachers, Curriculum Leaders and Heads of Year closely monitor the boys so that movement can be considered, particularly at the end of the academic year.

For further information, please refer to the Curriculum booklet, which will be available in September through the website.

Your son's lessons

Homework

At Coombe we plan and set tasks for out of school learning that not only extend the work that has happened in class but also to develop a wide range of learning skills. Your son will receive up to one hour and twenty minutes of homework per subject per fortnight, according to the homework timetable. You can help your son by making sure he has a suitable space for his to complete his homework. For full details, please see the homework policy on the school's website.

General Aims of Homework

- To encourage greater independent learning;
- To develop self-discipline;
- To develop student/pupil/parent/carer/teacher partnerships;
- To assist in the completion of work assignments;
- To consolidate and extend the work in lessons;
- To develop research, time-management and organisational skills;
- To prepare for future learning opportunities;
- To complete work more suited to outside the classroom situation.

Monitoring your son's progress

School reports

Your son will receive a full school report once a year. Subject teachers write a comment and award a National Curriculum level. Tutors, the Head of Year or Deputy Head of Year and the Head teacher or one of the Leadership Team also add their comments regarding your son's overall progress. You and your son will also be invited to attend two Academic Mentoring days each year, one at the end of the Autumn Term and one at the end of the Spring Term, where his progress and targets will be set with his tutor.

Progress reporting

Progress data is collected during the year and reported to parents/carers in a number of ways:

1. By individual teachers throughout the year through postcards, emails and phone contact;
2. Through grade reports that are produced for use on Academic Mentoring Days (December and March) when you and your son are invited in to meet with his tutor to discuss progress and formulate targets for improvement/development;
3. Through parent/carer progress evenings – in September ('Meet the tutor') and March ('Progress evening');
4. Through a full report that is issued at the end of the academic year (July).

Rewards

Pupils can get positive PARS, house points for good work, effort and behaviour. Outstanding achievement or effort is recognised by a phone call home and postcards and letters sent home.

Details

At Coombe, we reward positive actions by our pupils. The reward system has been discussed and agreed by the Student Council. The procedures are regularly reviewed. Pupils will be rewarded for activities during lessons and as part of the extra-curricular and enrichment programme.

Good work, effort and conduct are awarded positive PARS or house points; these are recorded on our monitoring system PARS. All rewards contribute towards the House competition.

Pupils' house points are totalled at the end of each term. These are celebrated alongside attendance and effort prizes and House points are awarded.

INSIGHT

You can look at your son's attendance and grades by using INSIGHT. You will be given a username and password for this secure web based service in the autumn term. There is a link to the INSIGHT website: www.coombeboysschool.org/menu/parents

Using INSIGHT you will be able to view your son's attendance to morning registrations together with the most recent attainment data collection which takes place approximately half way through each term. Additionally the most recent annual report will also be available to view.

The Coombe Community

House system

Every pupil in the school is in one of the five Houses. Through the House system, there are opportunities to take part in competitions, fundraise for charities and get to know boys in other year groups who are in the same House.

Details

Every pupil in the school is in one of the five Houses and each House has pupils in it from every year group. The Houses are named after famous Britons: Brunel, Faraday, Shaftesbury, Stephenson, and Wilberforce. In their Houses the boys have many opportunities to develop their personalities and extend their skills in extra-curricular activities, which are organised by the House Coordinator, members of staff and senior pupils. House-based activities can include: sports and others competitions, music competitions, activities in lessons and events to raise money for House charities.

Through these events the boys gain a great deal socially and personally. We find that Pupils develop a sense of loyalty and commitment to their House. To show which House they belong to, Pupils can wear a House badge in the House colour, which will be provided by the school in September: Brunel: purple; Burns: blue; Faraday: yellow; Shaftesbury: orange; Stephenson: red; Wilberforce: green.

Year Council and Student Council

Each year group has its own Year Council. The Student Council has representatives on it from every year group. Both councils discuss matters which are important to the pupils and the school.

Details

Each year group has its own Year Council run by the Deputy Head of Year. The Student Council is run by Mrs Morris, Assistant Head teacher. Representatives for both councils are chosen by the tutor group. Staff and pupil representatives in each year meet regularly to discuss matters of interest to pupils and to decide on how best to spend the School Fund. Ideas generated from this meeting are fed back to the Student Council. This provides the boys with opportunities for debate, initiative and responsibility. A number of the Council's recommendations have been adopted, such as changes to the school behaviour policy, improving the school's rewards system: The Student Council even influences some staff appointments as the council members often conduct their own panel interview.

Coombe Boys' School Parents and Friends Association

Key points

All parents automatically become members of the Coombe Boys' School Parents and Friends Association (PFA).

The PFA raises money for additional equipment needed by the school. The PFA runs regular fundraising events and your support of the events is very welcome. All offers of help are warmly appreciated.

The Coombe Community

Coombe Boys' School Parents and Friends Association

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Details

All parents automatically become members of the Coombe Boys' School Parents and Friends Association (PFA). This organisation was created to promote the well-being of the school and to raise funds for additional equipment needed by the school. In recent years, for example, the PFA has paid for a new school minibus, new football kits for the PE department and equipment for the Maths department. The Association welcomes parents to participate actively in its events, which include, for example, Craft Fairs, Quiz Evenings, Comedy Nights and Raffles.

Coombe Boys' School Parents and Friends Association make an invaluable contribution to the running of the school and all offers of help from parents are warmly appreciated. If you feel you would like to help in any way, please contact the Chairperson via the school office. Parents are welcome at any of the meetings (dates are indicated in the school calendar and website) which start at 6.30pm in the school's Meeting Room.

Coombe Secondary Schools' Governing Body

The full Governing Body, including the Head teacher, meets once in each school term. The Deputy Head teachers also attend, acting as advisors. Copies of the agenda and minutes are available upon request. Committees have been established to deal with the various work of the school. These include:

- Curriculum
- Finance and Resources
- Personnel
- Health and Safety
- Pastoral

If you would like to contact the Governors you may do so in writing via Mrs L Kidd (Clerk to the Governors) who is based at Coombe Girls' School, Clarence Avenue, New Malden, KT3 3TU. Alternatively, you may send letters to our school office which will be passed on.

Chair of Governors	Mrs Marion Webb
Parent Governor	Mrs Tracey Podger
Parent Governor	Mrs Helen Vickers
Parent Governor	Mrs Shelley Mills

The Coombe Community

Working with Parents Policy

Mission Statement

The desire to develop the full potential of every Pupil is central to the ethos of Coombe. A vital part of this process is an active working relationship between home and school, whereby this is a reciprocal appreciation of the value of these roles. Coombe sees this relationship as a partnership and encourages the regular sharing of information between school and home. We have outlined below the main ways in which Coombe aims to achieve this.

What You Can Expect From Coombe

- An **annual written report** on your child's academic and pastoral progress.
- An **annual Parents'/Carers' Evening** to discuss your child's progress with both his tutor and subject teachers.
- **Two academic mentoring days** a year. As a result of this you will receive information regarding the targets that your child has been set. These will inform you of the targets your son's tutor and teachers perceive as being important for his to achieve and to ensure continued progression.
- A **curriculum booklet** outlining the curriculum, Key Stage attainment levels and IST requirements for your son's academic year.
- For Year 7 there is a **Tutor Evening** in the Autumn Term at which the tutor will provide feedback on how your child has settled in.
- **A letter of introduction from the Head of Year** at the beginning of each academic year.
- **A termly newsletter** informing you of the latest developments in different areas of Coombe life, forthcoming events and news of the achievements of members of the Coombe community.
- **Access to the minutes** of Governing Body meetings.
- **Access and opportunity to contribute** to all school policies, for example on Health and Safety, Visits and Journeys, Behaviour and Equal Opportunities.
- **Open days** are held to provide prospective Pupils and parents/carers the opportunity of seeing the school in action during a normal working day. Pupils are available to take you on a tour of the school and answer any questions you may have.
- The **Year 9 Parents'/Carers' Opportunities Evening** allows you to gain a deeper insight into KS4 pathways and subjects. Teachers will be available to answer any questions about the courses offered (GCSE, BTEC and others).
- A **Work Experience Evening** in Year 10 to inform you about the two weeks your son will spend in his work placement and future careers opportunities.

The Coombe Community

- The **Sixth Form Opportunities Evening** is held in the Summer term, aimed at Year 10 and 11 Pupils, highlighting the courses and opportunities available on both sites of our sixth form centre.
- You will receive **invitations** to attend important annual school events - award ceremonies, Carols by Candlelight, school productions, exhibitions, Sports Day and others.
- There are Parents'/Carers' **information evenings** to receive information regarding school visits and journeys where appropriate.
- An opportunity to contribute to school life through the **Parents and Friends Association (PFA)** or by becoming a **parent governor**.
- Opportunities to **work in the school**, for example as exam invigilators, outside speakers or members of staff.
- You can also follow the school on Twitter: @CoombeBoysNews

- Finally, the school launched its Parents' Council in 2014. The Parents' Council at Coombe is intended to:

Be a learning forum, enabling parents and carers to share experience and ideas.

Build on the range of opportunities the school has created for parent voice.

Consult parents and carers on developing policy according to need.

Develop learning conversations between different community groups belonging to the school.

The Parents' Council meets each half-term to discuss current issues and ideas. If you are interested in joining the group please contact Mrs Morris via email enquiries@coombeboysschool.org or by contacting her at the school by telephone: 0208 949 1537.

Parents' Council at Coombe Boys' School

At Coombe we value the input from parents and believe that by working together we can achieve the best for pupils in our community.

The Coombe Boys' School Parents' Council meet throughout the academic year providing an opportunity for parents and carers to share ideas and experiences and to assist the school in its self-evaluation.

Mrs Morris, Assistant Headteacher, chairs the meetings and parents enjoy a range of learning conversations; consider a range of published research on a variety of topics and issues; review new educational changes and discuss thoughts and opinions about all aspects of the school's work.

We would like to invite Year 7 parents to attend the following parent council meetings, this will give you a chance to meet certain members of staff and other parents.

Dates of Parent Council meetings throughout the academic year:

- **Thursday 13th October 2016 - 7pm**
Welcome to new members and opportunity to meet David Smith
- **Thursday 8th December 2016**
Joint Parents' Council
- **Thursday 2nd March 2017**
- **Thursday 29th June 2017**

The Coombe Community

What Do We Expect From Parents/Carers?

Coombe recognises that children achieve and grow to their maximum potential through the joint, united effort of both their parents/carers and their school. The value of this working partnership is of utmost importance to us. The steps you could take to help your child to succeed at Coombe have been outlined below:

- **Signing your son's Homework diary every week.** This is often the first point of communication between subject teachers regarding homework tasks, merits for achievement, any uncompleted work or detentions given. Tutors and other staff will also note any special achievements or minor concerns in the diary for your information. It is essential you look through the diary and sign it weekly to show that you have seen it and are aware of your child's homework requirements. The tutor will also check and sign pupils' diaries every week to monitor progress.
- **Providing a suitable space for your son to complete their homework.** Homework is a vital part of a pupil's education. The ideal conditions for promoting learning at home are:
 - A desk or table to work at.
 - Access to a computer and the Internet (this need not be at home; you could take your child to a public library to use a computer there).
 - A quiet space to work that is free from distractions.
- **Ensuring your son is dressed appropriately for school.** Pupils should be dressed respectfully and appropriately for the academic environment. Separate guidelines are issued in the sixth form induction pack. For all other year groups there is a strict uniform code. Coombe believes it is essential to uphold this code to maintain high expectations of appearance, self-discipline and the ethos of Coombe.
- **Ensuring that your child achieves a good level of attendance and arrives punctually every day.** It is useful to arrive by 8.30 am so that they can prepare themselves for the day ahead.
- **Showing a regular interest in the work being completed by your child at school.** This may involve reading project work, asking about your son's day and being generally supportive and encouraging.

Home/School Contact

The first point of contact is your son's tutor. The tutor is a member of the teaching staff who looks after the well-being of a group of about 30 pupils who are all in the same year group. This communication could take the form of a note in his diary, a letter or a telephone call. Your son's tutor will contact you as soon as possible within the constraints of their teaching timetable. We expect all parents/carers to ensure they notify the school with updated or new contact details.

If the issue is subject related, contact should be made with either the subject teacher or Curriculum Leader. If you have a more serious pastoral concern (namely, one that is not concerned with your child's academic progress in lessons) you should contact their Head of Year. These names are given at the front of this booklet, in the curriculum booklet and can be found on our website.

The Coombe Community

Home/School Contact

Other than in very urgent circumstances we ask that you **make an appointment** before coming into school, as we cannot always guarantee that the person you wish to see will be available.

Parents/carers are able to request a consultation with a parent governor. This can be done so in writing via the school office.

When We Will Contact You

We will contact you at the earliest opportunity if we have any concerns regarding the welfare and progress of your son. You can expect staff to contact you regarding any of the following areas:

- Health concerns and accidents - please ensure that we always have accurate and up to date contact numbers for this purpose
- Special achievements
- Attendance (Governors take an active interest and hold panel meetings to support school attendance)
- Behaviour
- Punctuality
- Academic progress
- Special educational/behavioural needs
- Additional language support for those for whom English is an additional language
- Alternative educational provision (if appropriate)

Detentions: DfE Key points

School staff have a statutory power to put pupils aged under 18 in detention after school sessions, and on some weekend and non-teaching days. Detentions are lawful if:

- Pupils and parents have been informed that the school uses detentions as a sanction; this is part of our behaviour policy.
- The school gives parents 24 hours' notice of detentions outside school sessions. Parents will be informed of detentions after school. Please note that staff do not need to seek parent approval or permission.

The Coombe Community

Who Will Contact You?

Regarding a subject issue, either the subject teacher or the Curriculum Leader may contact you, depending on the level of concern.

Similarly, a member of the Pastoral team would contact you regarding issues relating to the welfare or behaviour of your child. Depending on the level of concern this could be either the tutor, Deputy Head of Year, Head of Year or a member of the Leadership Team. Additionally, staff from external agencies involved in supporting the school may also contact you, for example, the School Nurse or Educational Welfare Officer.

A member of the Learning Development Department, Language Support Team or Pastoral Team may contact you regarding possible extra support that is available for your child. This could be in the form of curriculum support lessons, booster classes, language support groups or one-to-one support in a learning, emotional or behavioural capacity.

Procedures When Visiting the School

Coombe welcomes many visitors each day, for example parents/carers, members of the Local Authority and outside speakers. It is therefore important that we have clear procedures for visitors to the school in order to maintain a calm, safe environment for everyone.

With this in mind we ask that when visiting the school you:

Use the main entrance. Please remember that Coombe is in a residential area and therefore we ask that if you have travelled by car, you park with consideration for our neighbours.

Report your arrival to the receptionist.

Sign in at reception where you will receive a visitor's badge.

Wait at reception until a member of staff or designated pupil meets you. You will see a seating area next to the reception desk where you can wait comfortably.

When leaving the school we ask that you return to the reception desk and sign out (this is so that we can monitor who is in the building at any time in order to adhere to Fire and Health and Safety regulations).

As you can see from this policy, we see working in partnership with parents/carers through open communication as being of key importance to the successful development of our pupils. We also need to ensure that the environment at Coombe for our staff and pupils is a calm and safe one. We therefore need to make it clear that **if our safe environment were to be undermined by a visitor to the school through, for example, verbal or physical aggression towards a member of staff or pupil, then the school would treat this very seriously** and deal with the issue by following the guidelines set down by the Local Authority; if necessary we will contact the police. **A visitor may be asked to leave the premises and return by appointment only.**

Rules and Expectations

Uniform

Coombe Boys' School has a strict uniform policy and we expect all parents and pupils to support this. We feel that the uniform fosters the strong and inclusive sense of community cohesion which we value.

We expect the boys to maintain a high standard of dress and appearance at all times. Uniform should be complete, kept tidy and fresh. We expect all pupils to be correctly dressed before they enter the building. It is not possible to predict fashion trends so we do expect parents to support us by ensuring that the spirit of Coombe's uniform code is upheld.

If pupils are not dressed in correct school uniform they must produce a dated note from their parents/carer explaining why. This note should be presented to their form tutor who will issue them with a green uniform slip. If a pupil arrives without this note from their parent/carer, uniform will be loaned to them from the Head of Year room. Refusal to co-operate in wearing uniform will result in a pupil being withdrawn from the school community and parents/carer contacted. Some items of second hand uniform can be purchased through Anne Roche, Attendance Officer and Head of Year Support, in the Heads of Year room.

All garments must be clearly named and watches could be engraved. All pupils should have a sturdy, waterproof bag – not a plastic carrier – which is suitable for carrying books, PE kit and other equipment. For practical subjects, long hair should be tied back. Before pupils are allowed to take part in practical subjects, protective clothing is required.

Parents are asked to work with us by ensuring that the boys do not wear any jewellery except watches. Haircuts and hairstyles must be of a conservative style and cut to a uniform and moderate length, without creating a crop, Mohican or layered effect. There should be no lines or patterns cut into the hair. Long hair which is over the collar must be tied back. Naturally curly or similar types of hair must also be of moderate length. Hair must not be dyed.

All uniform can be purchased from our official supplier: School Zone Ltd, Third Floor Bentalls Centre, Kingston (020) 8546 1001, ext. 6127

Rules and Expectations

Punctuality

Key points

All pupils need to arrive at school by 8.30 am to allow them to get to their tutor room for 8.40am.

Your son is late if he arrives after 8.40 am. Pupils arriving late, up to 9.00am, should sign in at reception, thiseafter they must sign in, in the main school office.

Detentions for lateness are set by tutors and Heads of Year.

Details

We expect all pupils to arrive on time to school and to lessons each day.

We follow this pattern:

1 late a week - 10 minute tutor detention

2 lates in a week – text message and 30 minute Deputy Head of Year late detention

3 lates in a week – letter sent home 1 hour School Detention (Thursdays)

After this your son’s tutor will contact home to discuss his punctuality

When necessary the Education Welfare Officer will become involved. If there is a definite and specific reason for lateness, a note should be brought from home.

Absence

Key points

If your son is ill, you should contact the school on the school absence line (0208 329 2587) before 8.30am on the first day of absence and subsequent days thereafter, until your son returns to school. Mrs A Roche (Attendance Officer and Head of Year support) monitors this.

When your son returns to school, he must bring in a letter from you on a separate piece of paper explaining his absence from school.

Please make all dentist and medical appointments outside of school hours.

You can inform the school of your son’s absence by phone, text message or in writing. However, if you are informing us of an absence via text message, you can only do this if the message is sent from the phone that is registered with the school. Please do not send an email to cover your son’s absence as we cannot be sure who has sent it.

On return to school, all absences must be covered by a letter from home on a separate piece of paper to be retained by the school.

Rules and Expectations

Absence

If we do not receive any communication from you on each day of absence, the Mrs A Roche (attendance officer and Head of Year support) will send a text message to your mobile phone. Please respond as soon as possible to explain your son's absence from school. Should the illness extend beyond **three** days, you must provide a medical certificate.

The Head of Year, Deputy Head of Year and Tutors, together with the Attendance Officer and Education Welfare Officer, monitor absences closely. If parents experience any difficulties regarding their son's attendance at school, please contact the Head of Year. We find that when parents and staff work together, problems can be resolved more quickly.

We would ask that dental and medical appointments, whether at the school clinic or privately, be made out of school hours. Boys who need, because of emergency, to be allowed out of school during the school day should bring the medical card or letter from home stating the time of the appointment and show this to their tutor and the receptionist. When leaving and returning from an appointment, boys must report to the Reception Desk, where we keep a record of all absences.

Please note: we do not authorise holidays during the school term.

Illness

Key points

The school has a medical room, where there is seating for boys who are unwell. If your son feels ill during a lesson, his teacher will send him to the medical room.

If your son is not well enough to stay in school, we will contact you and ask that you take him home.

Any medicines need to be kept in the medical room, next to the main school office. If your son is asthmatic and uses an inhaler, please ensure he always carries it with him. A second spare inhaler should be left in the medical room for use in emergencies. Both inhalers must be clearly named.

Details

No tablets or medicines are given by the school unless the appropriate medicine form has been completed which your son can obtain from the Pupil Welfare Assistant. These should be clearly labelled with the pupil's name, the name of the drug, the dosage and the expiry date of the drug. All medication must be supplied by the parent and must be in the original packaging. On each occasion when a pupil needs to bring medicine into school, we will need a separate medicine form from the parent with full details of the needs of the child.

Parents are contacted immediately if illness necessitates a pupil going home or if an accident has occurred. ***It is important, therefore, that the school has details of parents' home and emergency telephone numbers.*** It is very important that we know of any medical situations which arise during a school day, so if your son feels unwell, he should tell his teacher and report to Reception in the first instance.

Rules and Expectations

Illness

All boys who become ill or who have an accident will be assessed by First Aid staff. These staff will make a decision about contacting home and giving any treatment. In an emergency, we will make a decision about seeking further medical advice but in the majority of circumstances, this decision will need to be made by the parents. We would ask you to support us in this matter and only make arrangements for your son to leave school via the office staff.

Parents are asked to inform the Head of Year of any matters which might affect their son's learning performance in school and of any medical difficulties, for example, allergies or asthma.

Lockers

Your son will be able to rent a locker for the duration of his time at Coombe Boys'. The total cost will be £25; this is a non-refundable payment. Lockers will not be available for use without this fee. All rented lockers will be available from the start of the academic year. Each locker is secured with a key. There is a charge of £5 for additional keys.

Valuables

The boys are responsible for their own belongings in school. If money is brought to school we strongly recommend that it is carried in a wallet. Boys should only bring what they need for the day. If, for a special reason, a large amount has to be brought into school, it should be handed in to the Tutor, Head of Year or Office for safe-keeping. Pupils should **not** to leave valuables in the changing room during PE or extra-curricular clubs. The PE Department have the facility to take in valuables and lock them away safely.

Mobile Telephones and Electronic Devices

All mobile phones and electronic devices must be switched off during the school day and any devices seen by staff will be confiscated.

Details

While we understand that mobile phones may be seen as necessary for personal safety, we do not expect to see or hear phones, personal music systems or headphones at all whilst on school premises. During the school day pupils should keep these items in their lockers. We cannot take responsibility for them if they are lost, stolen or damaged and we strongly recommend that valuable items should not be brought into school.

We ask that if you need to contact your son urgently, please telephone the School.

Rules and Expectations

Messages

If you need to get a very urgent message to your son, you should contact the school office on 020 8949 1537.

Please do not contact your son on his mobile during the day. Pupils are not allowed to use their mobile phones during the school day. If mobiles are seen out in a lesson, they will be confiscated until the end of the week, unless a Parent comes to collect it. If your son leaves something at home, such as his packed lunch, you can leave it for his to collect at reception.

Charging Policy

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, trips. In these circumstances no pupil will be prevented from participating because his parents/carers cannot or will not make a contribution. If insufficient funds are available, it may be necessary to curtail or cancel the activity.

Charges will be made for teaching an individual pupil or groups of up to four pupils to play a musical instrument; this can be arranged through Kingston Music Service.

Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

School Fund

A further way in which parents support the school is by contributing to the School Fund. The suggested level of payment is £60 per family per year. We are grateful if you would like to contribute more. This supplements the school's needs, mainly as resources for activities, clubs, events and equipment. The You can pay your School Fund contribution via ParentPay, as with other payments.

Cycling

Pupils may cycle to school provided their bicycle is in a roadworthy condition and we ask that you ensure you son wears a helmet to cycle to and from school. Any pupil who brings a bicycle to school does so entirely at his own risk. The cycle sheds are open and boys should bring their own padlocks to secure their cycles. For security, we advise parents to obtain adequate insurance cover and to have their postcode engraved on the bicycle. All boys who wish to cycle are encouraged to take the Cycling Proficiency Test to ensure their knowledge of cycling on the road.

Rules and Expectations

Free School Meals

A child is eligible for a free school meal every day if the child's parent/carer is in receipt of any of the following:

- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that you are not entitled to any Working Tax Credit, and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.
- Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Families can check eligibility for free school meals at www.gov.uk/apply-free-school-meals and can apply online at:

www.kingston.gov.uk/info/200130/education_schools_and_nurseries/364/form_apply_for_free_school_meals

Equal Opportunities Charter

All members of Coombe Boys' School community have rights and responsibilities:

- **I have a right:**
 - To be valued and respected;
 - To have the opportunity to learn, and to do the best I can;
 - To receive help when I am in difficulty;
 - To be treated fairly. This means that no-one will treat me unfairly;
 - To be, and to feel safe;
 - To be able to offer my feelings, experiences, talents and opinions when appropriate;
 - To work in a safe, healthy and clean environment.
 - To have access to all aspects of the learning environment where appropriate.
- **I have a responsibility:**
 - To value and respect all members of the school community and its visitors;
 - To learn, and allow others to learn;
 - To treat everyone as individuals. This means I will treat no-one unfairly;
 - To allow other people to express their feelings, experiences, talents and opinions when appropriate;
 - To care for the school environment.
 - These Rights and Responsibilities mean that careful consideration will need to be given to all aspects of our school life.

Rules and Expectations

Home-School Partnership Agreement

This agreement is designed to foster a true partnership between home and school

Parents/Carers

I/we will:

- ensure that my son attends school and is punctual
- contact the school from 7.30 – 8.30 am on the first day of my son's absence
- provide his with an explanatory note on his return
- avoid booking holidays and appointments for my son during the school day
- support my son's learning by encouraging his to complete IST and by attending parents' evenings
- provide the school with current contact details
- support the school's policies and guidelines for behaviour
- ensure that my son wears the correct uniform and is fully equipped for school
- work with the school to ensure equal opportunities and stop bullying
- work with the school to prevent smoking
- support the school in working with the police to ensure the well-being of the whole community
- support the school's policy on the use of mobile phones and ensure my son does not operate his or receive calls or text messages between 8.40 am – 2.55 pm

.....
Signature of parent/carer(s)

The School

The school will:

- provide the opportunities and environment for each pupil to achieve fully
- provide an appropriate and balanced curriculum for each pupil
- monitor each pupil's attendance, punctuality, progress and behaviour – we will contact home as soon as we have any concern
- keep parents and carers informed about school events and provide opportunities for involvement in school life
- strive to achieve high standards of work and behaviour
- support each pupil in developing a sense of responsibility both for himself and the community
- work with the police and involve them when necessary to ensure the well-being of the whole community

Head teacher: **Tutor:**

The Pupil

I will:

- make the most of the opportunities available to me
- attend school punctually with the equipment I need
- do my best to complete the work set by teacher and hand it in on time
- wear the correct uniform
- be polite and respectful to other and be responsible for my own behaviour
- look after the school environment and avoid dropping litter
- follow the school's anti-drugs and anti-smoking policies
- not encourage or allow any non-Coombe Pupils onto the school site
- follow the school's policy on the use of mobile phones and make sure mine is switched off between 8.40 am – 3.30 pm so I cannot receive calls or text messages
- present a positive image of Coombe at all times
- abide by the ICT agreement I have signed

Pupil Signature:

(Please print your name clearly)

Tutor group:

Rules and Expectations

Responsible Internet and Network System Use

Rules for Pupils

The computer system is owned by the school. This Responsible Internet and Network System Use statement helps to protect Pupils, staff and the school by clearly stating what use of the network is acceptable and what is not. All Pupils should have read the Responsible Internet and System Network statement.

- Irresponsible use may result in the loss of Internet and system network access.
- Network and VLE access must be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the Pupil's education.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made; school e-mail accounts are to be used for educational purposes only.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school ICT systems may not be used for private purposes.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it may be a criminal offence to use a computer for a purpose not permitted by the system owner. (Computer Misuse Act 1990)
- Drinking and eating next to a computer is not allowed.
- All Pupils should have a USB drive for saving or transferring files where necessary.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery, sound and video.

All Pupils entering Coombe Boys' School are governed by the above set of ICT rules

Rules and Expectations

Helping your son deal with bullying

- The Student Council believes that all Pupils must show respect for others and be responsible for their actions. **Bullying will not be tolerated.**
- Pupils, staff and parents work together to ensure everyone feels safe and happy at school.
- Tell someone if you see, hear or are involved in any incidents at school. If no-one knows, no-one can help. **Don't be afraid.**
- Tell your parents, they will help you tell the school.
- Staff and peer mentors will listen to you and give you advice. You can contact peer mentors, prefects and school officials during any lunch time via reception.
- Staff take all incidents seriously and will take action immediately. Records are kept by the Heads of Year.

Bullying is a crime.

This topic is discussed regularly at Student Council meetings.

What is bullying?

- Bullying is the use of actions or words intended to hurt someone. This is usually over a period of time.
- We welcome your help to continue to reduce the incidents of bullying at Coombe.
- What will the school do if my child is being bullied?
- Listen to you and your child
- Provide support for your child
- Ask your child for a statement
- Discuss with the bully
- We will contact parents of the bully
- The bully will be given a clear warning to stop
- We will take other action against the bully
- Remember: We all fall out with our friends - one argument is not bullying. However, nobody should have to put up with persistent unkindness - this is bullying. Please help your child talk to us

What should I do if my child is being bullied?

- Calmly talk to your child
- Make a note of your child says
- Reassure your child that telling you was the right thing to do
- Explain that any incidents should be reported to a teacher or their tutor immediately
- Inform the school via your child's tutor or Head of Year
- Discuss with your child's tutor or Head of Year how you can help your child and ask the school to keep you informed

What do I need to tell the school?

- Explain what happened to your child
- When and how often?
- Where?
- Who was it?
- Who else saw it?
- Explain what guidance you have given your child

Why do children bully others?

- They don't know it is wrong
- They are copying the negative behaviour of someone else
- They haven't learned there are better ways of mixing with their classmates
- Their friends encourage them to bully
- They are going through a difficult time and are acting out their aggressive emotions
- They are very insecure. They display this as confidence and wanting to be in control

How do I stop my child bullying others?

- Talk to your child, explaining bullying is unacceptable and makes others unhappy
- Discourage them from using aggression or force to get what they want
- Show your child how to join in with other children without bullying
- Make an appointment to see your child's tutor or Head of Year to discuss the problems your child is experiencing
- Keep in regular contact with the school
- Give your child lots of praise and encourage kindness and co-operation

Bullying can be:

- Ignoring someone
- Spreading rumours
- Threatening someone
- Pushing or physical violence
- Verbal abuse about a person's appearance, intelligence, work, race, nationality, religion, culture or sexuality
- Taking or damaging someone's personal property or money
- Upsetting someone using a phone call, text message, or the Internet. This includes pictures, photographs and videos

Bullies can:

- Act alone
- Be part of a group
- Get others to bully