

# Shaftesbury School

*Aspiration Action Achievement*

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**Information for parents**  
of children joining shaftesbury school



*Dear Parents*

*This Information booklet has been designed to answer any questions that you or your child may have when joining Shaftesbury School. It has been produced in consultation with parents who have already had children go through this process and provides what we consider to be the essentials to a positive start.*

## **Pastoral Organisation**

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Shaftesbury School has just over 1,000 students including sixth form and has a strong reputation for the quality of the pastoral care it provides.

Your child will be assigned to one of four Houses. If your child has a sibling who already attends Shaftesbury School, they will be placed in the same House. They will also be assigned tutor that they will meet with everyday and who will be the first point of contact for yourselves. Tutor time generally has a relaxed atmosphere and the students quickly value the support from other students in the tutor group.

Students go to tutor groups first thing in the morning to register. Tutor time is from 8.35 until 9.00am, and during this time the group may be involved in group activities, guided reading or attending their weekly assembly.

## The School Day

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The school operates a two week timetable comprising of 50 periods. Lessons are one hour long and are spread over the school day as follows:

<b>8.35 – 9.00am</b>	Tutor Time/Registration/Assembly
<b>9.00 – 10.00am</b>	Lesson 1
<b>10.00 – 11.00am</b>	Lesson 2
<b>11.00 – 11.20am</b>	Break Time
<b>11.20 – 12.20pm</b>	Lesson 3
<b>12.20 – 1.00pm</b>	Lunchtime (Years 7-9)
<b>1.00 – 2.00pm</b>	Lesson 4 (Years 7-9)
<b>12.20 – 1.20pm</b>	Lesson 4 (Years 10-13)
<b>1.20 – 2.00pm</b>	Lunchtime (Years 10-13)
<b>2.00 – 3.00pm</b>	Lesson 5

## A Typical Timetable

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Every student's timetable runs over a two-week cycle. The following timetable is an example. Each student will be given a personalised printed timetable on their first day. We recommend that they transfer the details of this to their planners and that parents keep a copy of the timetable somewhere handy at home so that they can support their child by ensuring they have the correct equipment each day (particularly over the first few weeks).

	<b>1 Mon</b>	<b>1 Tues</b>	<b>1 Wed</b>	<b>1 Thur</b>	<b>1 Fri</b>	<b>2 Mon</b>	<b>2 Tues</b>	<b>2 Wed</b>	<b>2 Thur</b>	<b>2 Fri</b>
<b>1</b>	D Tech	Music	English	Drama	PE	Drama	English	PE	Art	ICT
<b>2</b>	D Tech	English	Maths	Geog	Maths	History	Maths	PE	Science	Science
<b>3</b>	PE	Literacy	Science	ICT	French	ICT	Music	Maths	D Tech	Science
<b>4</b>	English	Maths	Science	French	History	D Tech	RE	Geog	English	French
<b>5</b>	RE	French	Maths	Art	Maths	History	French	Science	English	Geog

## Year 7 Home study: The Knowledge Organiser

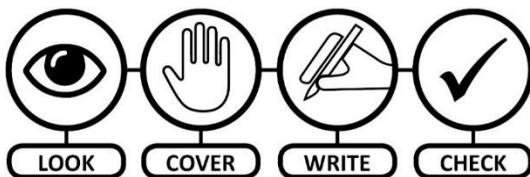
At Shaftesbury School, all our subject departments create knowledge organisers to support each unit of learning across Key Stage 3. These are then compiled into a booklet for each student to use. Knowledge Organisers are a simple tool that provides the necessary knowledge required for each unit of work taught.

Students are expected to spend 30 minutes per subject (2 subjects per night) which total 1 hour. Students are given a clear timetable at the front of their Knowledge Organiser which tells them the two subjects they are expected to work on per night. This is in addition to reading for 35 minutes – see below for more detail.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	English Language & PE	History & Drama	Languages & Computing	Maths & Geography	Science & DT (Resistant Materials or Food Technology*)
Week 2	English Literature & Music (**Psychology)	History & Science	RE & Languages	Maths & Geography	Science & Art & Design (Art, Textiles or Graphics*)
Daily	35 mins reading of your own book (record on Reading Log)	35 mins reading of your own book (record on Reading Log)	35 mins reading of your own book (record on Reading Log)	35 mins reading of your own book (record on Reading Log)	35 mins reading of your own book (record on Reading Log)

Home-study expectations: Students are expected to Look, Cover, Write, Check.

**Note: simple copying out is NOT effective.** They should cover up part of their knowledge organiser, write it out from memory (in a black or blue pen), in their purple exercise book, then self-check and correct any spelling mistakes, missing bits or mistakes (in a different coloured pen). They will be tested on this in lessons and I will be checked by their tutor. This way, they will learn the most valuable knowledge in every subject by heart and free up space in their brain, as well as time in class, to develop their skills.



With the students learning the important facts and concepts for their home-study, the knowledge organiser should be used as the basis for retrieval practice. Retrieval practice requires a prompt – usually a question or key word – to test previously learned material. This act of recalling knowledge from memory, increases the likelihood that it will be stored in students’ long-term memory, and the easier it is to recall this knowledge, the more powerful the effect. Therefore, parents can further support by quizzing and prompting.

Studies show that the best way to revise is to be tested regularly; a more active learning style is a far more powerful method than re-reading or restudying the material alone - alongside quizzing, multiple-choice questions and flashcards there are several suggestions on page 3 of each Knowledge Organiser.

Parents will also note that there is a Reading Log on page 4. Our expectations are that students should be reading a minimum of 35 minutes per school night to help them to grow more confident with their reading, develop better comprehension skills, as well as develop stronger vocabulary and writing skills.

**Reading Log**  
Complete this each week

My reading target is: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
All days should be signed by 28 <sup>th</sup> Feb	Read: _____ For: _____ minutes Signed: _____				
All days should be signed by 01 <sup>st</sup> March	Read: _____ For: _____ minutes Signed: _____				
All days should be signed by 15 <sup>th</sup> March	Read: _____ For: _____ minutes Signed: _____				
All days should be signed by 20 <sup>th</sup> March	Read: _____ For: _____ minutes Signed: _____				
All days should be signed by 27 <sup>th</sup> March	Read: _____ For: _____ minutes Signed: _____				
All days should be signed by 3 <sup>rd</sup> April	Read: _____ For: _____ minutes Signed: _____				

4

It is also a great way for students to learn about the world around them and process more complex ideas they may not ordinarily come across. We then ask that parents sign this Reading Log each night to confirm that they have read. Students’ should quiz on each book that they read either at home or at school in the Library:

<https://ukhosted51.renlearn.co.uk/1896460/default.aspx>

There will also be a digital copy of the ‘Knowledge Organiser’ on the school’s website for parents and students to access.

If students would like to complete their home study in school the library and its facilities are available until 4pm every day and 3.30 on a Friday. There will be a librarian on hand to help students locate the correct resources. Taxis can be arranged for students who normally travel home by bus.

## Communication and monitoring your child's progress

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You will receive a full report for your child every year. You will also be invited to attend a parents' consultation evening with your child, where you will have the opportunity to meet with teachers and discuss your child's progress. In year 7 you will also have the opportunity to meet your child's tutor.

In addition, we have introduced an online system called 'Insight'. This is a secure service which allows parents to view data relating to their child's performance in school, including attendance information, behaviour and achievement.

Most importantly, this is also the means by which you can check your child's academic progress, including grades, forecasts and attitude to learning. Insight is available 24 hours a day via PC, laptop and some mobile devices. You will be sent a username and password shortly after your child joins the school.



## Expectations

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High standards are expected in school to ensure that students are achieving their best. A system of incentives is in place to encourage achievements. For example, house points are awarded for good work, organisation, being helpful etc. In addition there are regular opportunities that recognise and reward those students displaying outstanding Attitude to Learning. Students' achievements are celebrated in special ATL assemblies. They will be given achievement points by any members of staff and these can be exchanged for rewards in the Reward shop.

Shaftesbury School has an anti-bullying policy and if you have any concerns please contact the tutor via the student planner, email or telephone the school.

Detailed policies regarding school behaviour and expectations are available for parents on the website.

## Lunch Arrangements

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Shaftesbury School is a healthy school offering a wide range of healthy lunches and the canteen is run by an external caterer. All of the food on sale is made by the catering staff the morning before it goes on sale. A typical healthy lunch costs approximately £2.00. Students may pay in cash at the point of purchase or you may wish them to make use of our cashless catering system.

If you choose to provide your child with a packed lunch these are to be consumed either in the canteen, outside in the 'picnic area', on the field or under the canopy. Please ensure that it is in a sturdy container. Students are not allowed to leave the premises at lunchtimes UNLESS they have written permission from a parent/carer, which has been approved by their House Progress Leader. They must then sign out at student reception.

## Cashless catering

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Each student is issued with a personalised Mifare card onto which money can be loaded online once you've registered by logging into the ipayimpact website.



The advantages of this system are many:

- Students do not need to carry cash in school.
- If the card is lost it can be cancelled quickly, and any remaining balance is transferred to a replacement card (£3 will be charged for any replacements).
- Students spend less time queuing at lunch and break times.
- Recipients of free school meals have their card automatically topped up on a daily basis with the daily allowance (currently £2.00). They are also able to load extra money on to their card if they wish to. The cards are identical to all other student cards, making them indistinguishable. Please note, unused FSM money doesn't 'roll-over' to the next day.
- Students are only able to use their cards to buy food in the canteen.

Mifare cards are smart cards that hold electronic money. Students will be issued with their cards on the 4<sup>th</sup> September and in the summer the Finance department will send out information on how to load/top up the card before students start school. They will need to bring cash in for lunches until the card has been activated.

## School Uniform

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**School Uniform** for all students in years 7 to 9 is as follows:

- Grey Blazer with Shaftesbury School logo\*
- White shirt • House tie\*
- Smart black leather shoes\* (no canvas or trainers)
- Boys: Black trousers (no jeans) Girls: Black trousers or a knee length pleated skirt (no lycra, leggings or jeans)

\*Please be aware, some retailers will describe a leather trainer as a suitable school shoe. This is not the case. If in doubt, please ask.

**PE Uniform** Compulsory for all students

- Black PE polo shirt with School logo in house colours\*
- Black PE shorts, skirt or skort, plain or with School logo\*
- Sports socks in house colours
- Trainers
- Football boots

Please **no** hoodies.

**Additional equipment required for PE**

- Shin guards
- Gum shield

**Optional**

- Black V neck jumper with Shaftesbury School logo\*
- Black tracksuit, plain or with School logo\*
- Rugby top in house colours\*

\*To be ordered from PMG Schoolwear although ties may also be purchased from school reception. Click on the link on our website at [www.shaftesburyschool.co.uk/may-uniform-fitting-and-ordering](http://www.shaftesburyschool.co.uk/may-uniform-fitting-and-ordering) or directly through [www.pmg-schoolwear.co.uk](http://www.pmg-schoolwear.co.uk). If you do not have internet access, please contact School Reception for more information.

**Outer Garments**

- A plain black coat suitable for school wear, no leather jackets and coloured hooded tops
- Extremes of hairstyle and dress are not acceptable
- Jewellery is both unsuitable and potentially dangerous and must not be worn in school. One pair only of small plain studs is permitted in pierced ears. (Students will be expected to remove these for PE). Other piercings are not acceptable. Nose studs are not permitted.
- All personal property and clothing should be clearly and permanently named

Students found wearing items of clothing which are not school uniform will be provided temporarily with the correct uniform.

**Additional Equipment** that should be brought to school every day

**Essential:** A pencil case containing 3 blue/black biro's, 3 pencils, coloured pencils, rubber, 30cm ruler, Maths set, calculator. Dictionaries as advised by the English and MFL departments.

**Useful but not essential:** glue stick, coloured biro's or gel pens.

## Lost Property

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If your child loses anything, they can ask at Student Reception to look in the Lost Property area. However, the simplest way to avoid losing things is to make sure everything is labelled – that way it will be returned to your child by reception staff.

## Student Planners

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All students are issued with a student planner on their first day. Each student **MUST** have one, and if they are lost they must be replaced at a cost of £2.50. The planner has useful pages containing maps, science tables, term dates etc as well as all the essential information on timetables and home study.

**It is also used as a communication tool between school and home. The best way to make contact with any of your child's teachers or tutor is to write a note in the planner.**

## Mobile phones and electronic items

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The school encourages students not to bring in expensive items and accepts no liability for their loss or damage unless caused directly by the actions of school staff. If students bring such items to school then they should keep them with them during the day and remain responsible for them.

All personal electronic devices must remain switched off during the school day, unless permission is granted by a teacher to use the device for the purpose of supporting learning. Items may not be used for photographic, video or sound recording purposes.

Due to significant changes in the law, items will be confiscated by the school where they are not used in line with this policy.

## Travelling to school and arriving at school

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If you have any enquiries about bus travel to school, contact

**Simon White on 01225 713311 for Wiltshire**

**Dorset County Council on 01305 251000 (ask for Passenger Transport/Travel department) if you live in Dorset**

Students being brought to school by car should be dropped off in the coach park to avoid congestion on Salisbury Road and the access road to the Health Centre.

## Reception

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The school reception desk is open between the following hours:

Monday to Thursday	8am to 4.00pm
Friday	8am to 3.30pm

An answerphone service is available outside of these hours.

If students need to make urgent calls they should go to Student Reception. If you need to get an urgent message to your child, call the school receptionists and they will send a message to them.

## Attendance

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We expect all students to aim for 100% attendance throughout the year.

**If your child is unwell and not able to attend school, please call 01747 854498 and leave a message on the absence line before 8.30am.** The reason for the absence should then be noted in the Student Planner and shown to the tutor when they return to school.

If your child has been vomiting they should not return to school until 48 hours afterwards.

Unreported absences will be followed up with phone calls or a text message.

## Illness during the school day

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If your child feels unwell or has any medical problem during the school day, they should inform their class teacher. The child should then go to reception for help and advice and then to the medical room if necessary. A First Aid trained member of staff will look after your child. The school reception staff will contact parents to collect them if they are not well enough to return to lessons.

## Medical Appointments during the school day

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If your child has a doctor/dentist appointment in school time, please make a note in the Student Planner. Students will need to show this to their teacher and reception staff when they sign out. Parents collecting students for appointments should meet them in reception.

## **Medicines**

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If your child requires a short course of medication this should be handed in at reception by a parent before registration with clear instructions of administration and it should be collected at the end of the day. Under NO circumstances is your child allowed to carry any medication around school with them.

If your child is taking long term medication, please discuss this with your child's House Progress Leader or Erika Crossley the Trust Health & Wellbeing Manager.

## **Educational Trips and Visits**

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Sometimes outings away from school are organised by staff to complement learning and your child will come home with details. You need to be aware that sometimes places are limited and the consent form will need to be sent back to school quickly to secure a place.

When your child starts school in September, you will receive a ParentPay activation letter containing full instructions and details. If you already have a ParentPay account for another child at Shaftesbury School you can simply log in to that account and add your other children via the "Add a child" tab on your home page. You will, however, need the username and password from your activation letter to do this.

If you are new to ParentPay a secure online account will be created for you, activated using the unique username and password provided in your activation letter; you will be prompted to change these the first time you login and to keep them safe and secure for future logins. Please note that if you previously had a ParentPay account at a Primary School, your child would have been removed from that school, and the account deactivated, therefore please follow the steps of a new parent.

Please contact the school Finance Office you need any assistance using ParentPay ([finance@shaftesburyschool.co.uk](mailto:finance@shaftesburyschool.co.uk)).

## **After School Clubs**

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There are numerous lunchtime and after school clubs to choose from. These change on a termly basis according to the weather and staff availability, but there is always something for everyone. The extra-curricular timetable is available on the website, displayed in tutor rooms, or can be picked up from reception.



### **Contact Details**

Telephone: 01747 854498

Barton Hill House (Boarding): 01747 852469

E-mail: [office@shaftesburyschool.co.uk](mailto:office@shaftesburyschool.co.uk)

Website: [www.shaftesburyschool.co.uk](http://www.shaftesburyschool.co.uk)

Principal: Tim Farrer

Admissions Officer: Claire Cooper

E-mail: [claire.cooper@shaftesburyschool.co.uk](mailto:claire.cooper@shaftesburyschool.co.uk)

Further Transition Information can be found on our website  
under Admissions/Joining Year 7

