



Higham Lane School
Helping Learners Succeed

New Student Handbook 2022-2023



A warm welcome to Higham Lane School!



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Welcome from the Headteacher

Dear Parent/Carer,

I would like to take this opportunity to formally welcome you all to Higham Lane School.

At Higham Lane, we are keen to ensure every student achieves a real sense of fulfilment alongside being happy and successful throughout their time with us. There are specific ways in which parents/carers can support us in ensuring the very best for every student:

- Please read this booklet to familiarise yourself with the way we do things: our arrangements, policies, and expectations.
- Please continue to take a keen interest in what your child is doing at School by signing their Student Organiser every week. In addition to this, regularly looking through their school books.
- Please download the School's smartphone app **My Ed** to ensure that you are able to view students' attendance, achievements, behaviour and progress reports. This will allow you to share in students' successes and provide support when required.
- Please share with the School, any concerns you have about your child's health, education and behaviour.
- Please actively support the School's policies on attendance, uniform, behaviour, homework and reading and be seen to support them by your child.
- Please encourage your child to become involved in school life beyond lessons by, for example, joining our many clubs, representing the school in a sports team, putting themselves forward as Form Captain or Year Ambassador and taking part in music concerts and the annual school drama production.
- Please get involved with the School by attending the Student Progress Evenings (our name for Parents' Evenings) and supporting the many events that occur during the school year. You may also like to stand as a Parent Governor when a vacancy arises.

We appreciate that the move to secondary school represents a significant change for students, consequently if you have any questions about anything connected with the School, please don't hesitate to get in touch with Mr Morris, Progress Leader for Year 7, who will be pleased to assist.

We are really looking forward to working with you.

Yours faithfully,



Nick Haddon, Headteacher

The First Day

Wednesday 7th September 2022

All Year 7 students should arrive by 8.35am on the first day and assemble in Chine Hall. Here they will be met by their form tutors and Mr Morris, Progress Leader for Year 7.

After the assembly, students will have plenty of time with their tutor where they will be given their timetable and other important information.

Normal school lessons will begin after break for all students.

Initially, students will be met by their subject teachers in the halls at the beginning of each new lesson.

On the first day, school will end at **3.15pm** and it is important that parents/carers know which exit their son/daughter will use (Shanklin Drive, Brookdale Road or Higham Lane). School will end at 3.15pm on every day from September - except for Student Progress Evenings when school will finish at 2.15pm. You will be notified in advance of when these Student Progress Evenings are.

Equipment Required

All students need to bring a suitable bag and have a fully-equipped pencil case containing at least two black or blue pens, a purple pen, at least one highlighter, pencils, a ruler, a rubber, pencil sharpener, a glue stick, a pair of compasses, a protractor, calculator and headphones for use in the ICT suites (please note that these should be corded headphones, not wireless or Bluetooth headphones such as AirPods). It is also useful to have some coloured pencils.

For safety reasons, students with long hair will need to bring a hair bobble or rubber band to secure their hair during Science and Design and Technology practicals.

Please note that Tippex or other correction fluid is not allowed in school.

School Term Dates 2022-2023

Autumn Term

INSET Days: Monday 5th September, Tuesday 6th September, Friday 21st October 2022

Students return to school: Wednesday 7th September 2022

Half Term: Monday 24th October - Friday 28th October 2022

End of Term: Friday 16th December 2022

Spring Term

Students return to school: Tuesday 3rd January 2023

Half Term: Monday 20th February – Friday 24th February 2023

End of Term: Friday 31st March 2023

Summer Term

INSET Day: Monday 17th April 2023

Students return to school: Tuesday 18th April 2023

May Day Bank Holiday: Monday 1st May 2023

Half Term: Monday 29th May to Friday 2nd June 2023

End of Term: Friday 21st July 2023

INSET Days: Monday 24th July, Tuesday 25th July 2023

The School Day

There are twenty five periods each week. Each lesson lasts for sixty minutes (except lessons on Student Progress Evenings when they are shorter - 45-50 minutes). School finishes each day at 3.15pm; on Student Progress Evenings* school finishes at 2.15pm. Students must be on site by 8.40am every day and start moving to Registration when the first bell rings at 8.43am.

The School is currently consulting parents/carers over the operation of a split lunch from September. Further details about timings of lessons, break, and lunch will appear on the School website once this consultation has been completed.

*Student Progress Evening is how we refer to Parents' Evenings. These evenings begin at 3pm, so school finishes at 2.15pm.

Travelling to and from School

If students walk to school, they must use the Higham Lane gate or the Brookdale Road gate to enter the School site (not the Shanklin Drive gate). Only students on bicycles should exit via the Brookdale Road gate. All other students should exit via the Shanklin Drive or Higham Lane gates.

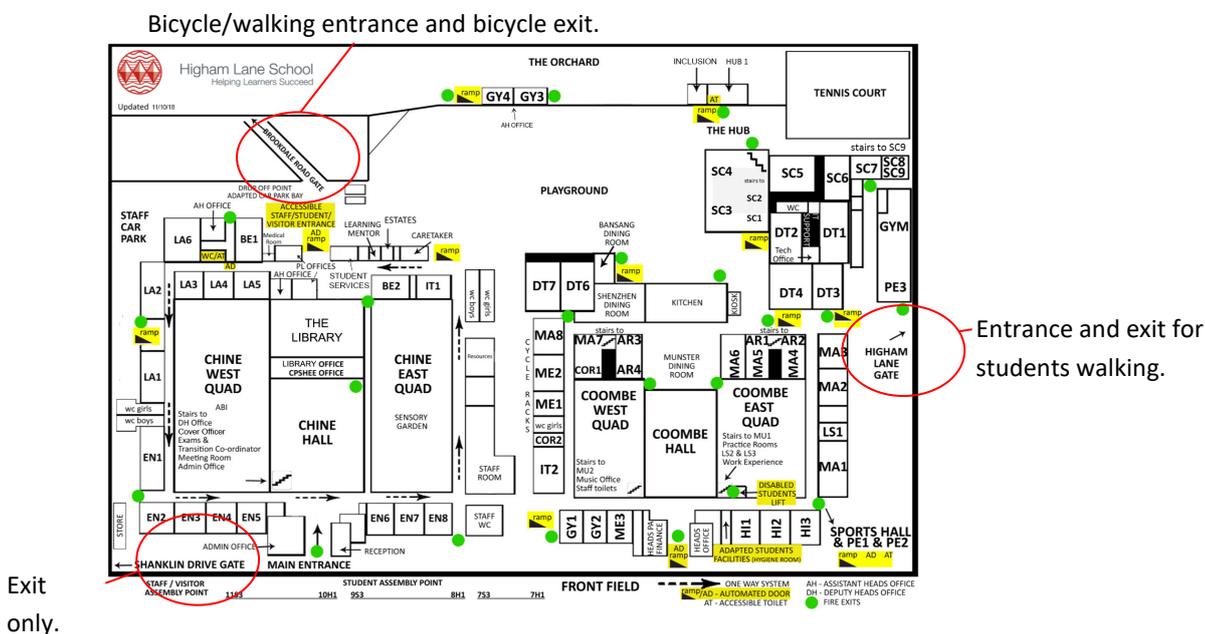
If students want to cycle to school, parents/carers need to kindly complete a Cycle Permit Application Form (available from Student Services and also included in the induction pack) for students to bring with them on the tutor interview day/first day. Students are expected to wear cycle helmets when cycling to and from school. Students also need to remember to bring a strong bicycle lock and ensure bikes are locked whilst stored on site. Cyclists should use the Brookdale Road gate only and always walk with their bike inside the school grounds.

All bicycles are stored in our Cycle Shelter and only students leaving or collecting bicycles are allowed to enter this area.

Where students travel by car, **they should be dropped off or picked up well away from the school gates.** For health and safety reasons, parents/carers should not drive onto the school site, please.

If a student wishes to travel by bus, then details can be obtained from the local bus companies.

No student should enter the School site through the Shanklin Drive gate, please, as this is for cars and other vehicles only.



Absence from School

Wherever possible, medical or dental appointments should be arranged out of school hours. However, if this is not possible, then parents/carers should put a note in their son/daughter's Student Organiser which must be shown to Student Services and their Form Tutor.

If students are absent from school through ill health, parents/carers need to email contactus@highamlaneschool.co.uk. Alternatively, parents/carers can send a message via MyEd or call the absence line on 02476388123 (option 3) and leave a clear message on the answering machine. It is a legal requirement that parents/carers provide written confirmation of the absence. Students need to hand this to their tutor on the day they return, please.

A student's absence should be reported by 8.30am. If your child is absent, and we have not been notified about this, we will automatically text you. We would be grateful for a prompt reply to this text so we know that your child is safe.

As you are aware, there is a strong correlation between attendance and academic achievement.

The School attendance target is 97% and we monitor each child's attendance carefully. The School follows a staged policy.

Stage 1:

If your child's attendance falls below 95% and is a concern, we will inform you by letter. Given the obvious importance of good attendance we feel you would want to know what your child's attendance is, especially if it is becoming a concern. Students will also be informed regularly of their attendance by their Form Tutor and will record this in their Student Organiser.

Stage 2:

If the student's attendance continues to be a concern, we will place them on Stage 2 of our policy. This means that we will only authorise absence if it is accompanied by medical evidence.

Stage 3:

If the attendance fails to improve following Stage 2, students may be referred to the Warwickshire Attendance Service (WAS).

There are obviously occasions when absence cannot be helped, such as illness. If the absence is known in advance i.e. medical appointments, please send a letter with your child to school before the day of absence.

If you have concerns about your child's attendance, possibly because of a recurrent illness, please contact your child's Progress Leader to discuss how we can support you.

Ensuring that we know the reason for your child's absence is vital. By informing us, we know the reason for absence is genuine, that you are aware of your child's whereabouts and that they are safe. If we are not contacted, we do not know this.

Why does lateness, non-attendance or truancy matter?

The child's education suffers. Missed lessons = missed learning.

Lessons and extra-curricular activities are missed; continuity to work is lost.

The child's future aspirations may become limited. The class is generally disrupted; other students suffer as a result. Relationships with peers may become challenging and they may start to feel alienated. There are social implications.

Attendance during one school year	Equals days absent	Which is approximately weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	45 lessons
90%	19 days	4 weeks	95 lessons
85%	29 days	6 weeks	145 lessons
80%	38 days	8 weeks	190 lessons
75%	48 days	10 weeks	240 lessons
70%	57 days	11.5 weeks	285 lessons
65%	67 days	13.5 weeks	335 lessons

How does your child's attendance compare with these figures?

Punctuality

Good punctuality to both lessons and to school leads to higher levels of achievement within the classroom.

We know that employers set great store by punctuality and attendance and it is something we have to comment on when writing references for your child when they leave school. We have a duty to ensure that every student in our school understands the importance of punctuality. If a student is 5 minutes late 3 times a week, this equates to almost 10 hours of education missed in a year, 50 hours over a school lifetime.

We recognise that parents/carers play a vital role, and have a legal responsibility to ensure good punctuality and we aim to identify, investigate and work in partnership with parents/carers, children and other agencies to resolve punctuality problems. All students need to arrive on time at school and at lessons to ensure that they:-

- Gain the full benefit of their education
- Avoid disrupting the learning of others
- Develop good habits which will be expected by employers and others later in life.

Students who arrive to school between 8.43am and 9.30am without a valid reason such as a medical appointment, will be given an L code (L means late for the morning session) and a text will be sent home. Students who arrive after 9.30am, again without a valid reason, will be recorded as U and will also get a text home. This means that they arrived after the register has closed and therefore that session will be recorded as an unauthorised absence. Students who receive U marks can be referred to WAS as these absences are unauthorised.

Key Points:

Students are to be on school site by 8.40am each morning and ensure they are lining up with their form on time. Students who arrive after 8.43am must go to Student Services where they will sign in and receive a late mark. If they arrive after 9.30am they will receive a U mark.

There are **2 bells** at the start of the day at the following times:

8.43am – students must start moving to line up with their form on the playground.

8.45am – all students need to be lined up with their form ready to be addressed by their Progress Leader.

The school gates are locked at 8.43am. Students arriving after 8.43am need to enter school by the door at Student Services (closest to the Brookdale Road entrance) where they need to sign in. Students who arrive between 8.43am and 9.30am without a valid reason will be marked as late and receive an L mark as well as a sanction if they are late without a genuine reason. Those who arrive after 9.30am (without a valid reason) will receive a U mark (session is recorded as an unauthorised absence).

Students are to be on time and remain in their lessons for all five periods during the day. Tutors/class teachers will take the register as a first priority. Students are required to be in lessons on time. Staff will record lateness to lessons on the register. Students who are late to lessons without a genuine reason will also receive a sanction. Persistent lateness (L code) may also lead to a meeting with their Progress Leader and/or a member of the Senior Leadership Team.

Students who arrive at school after 9.30am on several occasions and receive a U code may be referred to WAS.

Sanctions:

Punctuality to line ups and form (where students are registered by their tutor) will be monitored carefully by tutors. The following sanctions will apply:

Late in the morning – break time detention which will last 15 minutes.

If students are late twice in a week or three times in a half term (this is to registration) they will be given a 45-minute Pastoral Detention. This will not replace the break time detention which will still apply.

Students who are late to lessons without a genuine reason will also be given a Pastoral Detention by their teachers.

Parents/carers will also be informed when lateness becomes a concern. If punctuality does not improve, and a student has five lates in a term, they will have a same day detention for the remainder of that term, on any days that they are late again. This detention will last for 45 minutes and parents/carers will be informed. In the following term they will be allowed three lates before same day detentions are issued, and in the third term it will be two lates. This applies to all students in Years 7 to 11.

We hope that as parents/carers that you will support us in our efforts to ensure that students are on time to both school and lessons as good punctuality and attendance are essential pre-requisites for when our students eventually enter employment. Forming good habits and establishing expectations will serve them well in later life.

Hopefully this policy will not have to be implemented with the onus being on the student to ensure they are punctual.

Leave of absence:

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.

Head Teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

Parents/carers do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.

Head Teachers will determine how many school days a child may be absent from school if the leave is granted.

The school can only consider applications for Leave of Absence which are made by the resident parent. i.e. the parent with whom the child normally resides. Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent/carer, by way of a Fixed Penalty Notice.

Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent/carer, by way of a Fixed Penalty Notice, if the child is absent from school during that period.

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service (WAS) of Warwickshire County Council.

The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct (a copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).

If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

Breaktime and Lunchtime

At breaktime, students may go to the playground, the Library, Chine Quad or the school dining halls. Eating is only allowed in Chine Quad or the dining halls.

There are three alternatives for students at lunchtime:

- Eating a school lunch in the dining halls
- Eating a packed lunch in Chine or Coombe Hall
- Going home for lunch

If you are considering allowing your son/daughter to go home for lunch, please bear in mind that the lunch break is approximately 35-minutes long. As a result very few Higham Lane students go home for lunch. All students going home for lunch will be issued with lunch passes once parental permission for them to go home has been received by the School.

Students are not allowed to go to friends' houses or local shops/fast food outlets at lunchtimes.

An example menu from our caterers, Chartwells:

THIS WEEK'S Eats

Week Two

FOOD UNION
BY CHARTWELLS

option one		Everyday faves!					
		Jackets	Pizza & Pasta	Hot Snacks	Subs	Salad	Sarnies
MON	American Mac N Cheese topped with BBQ Chicken or Crispy Cauliflower with Sweetcorn	Baked beans Cheese Tuna Mayo Coleslaw	Beef Bolognese Herby Tomato Pasta Margherita Pizza	Delicious, hot range of paninis, toasties and pasties for you to choose from	Delicious, hot range of subs and salads, See daily menu board for you to choose from	Chicken Mayo or Bacon Pasta Salad Cheese and Tomato Salad Tuna/ and Sweetcorn Pasta Salad	Cheese Sandwich Ham Sandwich Chicken Mayo Sandwich BLT Sandwich
TUE	Italian Traditional Lasagne with Garlic and Herb Wedges or Vege Ball Marinara Sub Roll with Rice Served with Peas	Baked beans Cheese Tuna Mayo Coleslaw	Beef Bolognese Herby Tomato Pasta Margherita Pizza	Delicious, hot range of paninis, toasties and pasties for you to choose from	Delicious, hot range of subs and salads, See daily menu board for you to choose from	Chicken Mayo or Bacon Pasta Salad Cheese and Tomato Salad Tuna/ and Sweetcorn Pasta Salad	Cheese Sandwich Ham Sandwich Chicken Mayo Sandwich BLT Sandwich
WED	British Roast Pork with Stuffing and Apple Sauce or Quorn Roast with Roast Potatoes, Peas, Sweetcorn and Gravy	Baked beans Cheese Tuna Mayo Coleslaw	Beef Bolognese Herby Tomato Pasta Margherita Pizza	Delicious, hot range of paninis, toasties and pasties for you to choose from	Delicious, hot range of subs and salads, See daily menu board for you to choose from	Chicken Mayo or Bacon Pasta Salad Cheese and Tomato Salad Tuna/ and Sweetcorn Pasta Salad	Cheese Sandwich Ham Sandwich Chicken Mayo Sandwich BLT Sandwich
THUR	Peruvian Chicken Burger or The Incredible Vegan Burger with Peruvian Sauces with Fajita Wedges and Sweetcorn	Baked beans Cheese Tuna Mayo Coleslaw	Beef Bolognese Herby Tomato Pasta Margherita Pizza	Delicious, hot range of paninis, toasties and pasties for you to choose from	Delicious, hot range of subs and salads, See daily menu board for you to choose from	Chicken Mayo or Bacon Pasta Salad Cheese and Tomato Salad Tuna/ and Sweetcorn Pasta Salad	Cheese Sandwich Ham Sandwich Chicken Mayo Sandwich BLT Sandwich
FRI	British Battered Fish or Breaded Chicken Strips or Vegan Sausage Roll with Chips, Peas and Baked Beans	Baked beans Cheese Tuna Mayo Coleslaw	Beef Bolognese Herby Tomato Pasta Margherita Pizza	Delicious, hot range of paninis, toasties and pasties for you to choose from	Delicious, hot range of subs and salads, See daily menu board for you to choose from	Chicken Mayo or Bacon Pasta Salad Cheese and Tomato Salad Tuna/ and Sweetcorn Pasta Salad	Cheese Sandwich Ham Sandwich Chicken Mayo Sandwich BLT Sandwich

Homework

In Year 7, students can expect to spend 45 minutes per night on homework. This increases as students move through the school. In Year 11, students can expect to spend 2 – 2 1/2 hours per night on homework.

Students should write all homework details in their **Student Organiser** and this should be checked at least weekly by parents/carers and tutors please.

A '**Knowledge Organiser**' will also be pre-printed in your child's Student Organiser for subjects studied in Year 7. Some subjects may also issue separate Knowledge Organisers to your son/daughter. A Knowledge Organiser contains all the key facts, information and vocabulary that is required for each topic/unit studied within each subject. Students should be using the 'Look-Cover-Write-Check' method to learn and memorise key learning points and teachers will set homework based on the Knowledge Organisers. Students should keep the Student/Knowledge Organiser with them at all times as these are used in school as well as at home.

In addition to this, students should aim to read for at least 20 minutes each evening. This can be a private reading book, reputable news websites (such as BBC News) or the Knowledge Organisers to develop and deepen knowledge, skills and understanding.

Teachers will also set further reading/writing/research homework that develops knowledge, skills and understanding related to topics being studied in class.



School Uniform, Jewellery and Hairstyles

Higham Lane School is first and foremost, a place of learning. We have a proud tradition and our distinctive uniform is part of that. With that in mind, students are expected to follow the rules below. Parental/carer support is essential in ensuring our focus is on learning and achievement. Your support is anticipated and greatly-appreciated.

The school uniform and PE kit are available from:

The Schoolwear Centre, Newdegate Street, Nuneaton. Tel: 02476341682

Match Fit Kit, Weddington Road, Nuneaton. Tel: 02476350630

1. Uniform – PLEASE MARK EVERY ITEM WITH YOUR CHILD’S FULL NAME

Students must wear full uniform in school and on their way to and from school.

b. Coats

A plain, full-length black coat or anorak, covering the top of trousers/skirts. Unacceptable items include: Coats of any other colours; leather or leather-look jackets or coats; hoodies; tracksuit tops; fleeces; sweatshirts; jackets; denim jackets; coats containing large wording; camouflaged, patterned coats; markings, symbols or stripes; coats with excessive, unnecessary zips; coats from sports teams, any other leisurewear.

Please note that a jacket is an item that fits mid-stomach and tends to be lighter and less insulating than a coat. An example of such an item is the ‘Harrington jacket’ which is defined by its checked lining. Jackets of all types are not allowed.

c. Shirts/Blouses and Ties

Plain red shirt or blouse tucked in please. Higham Lane branded clip-on tie only (old style ties are no longer sold by uniform suppliers as they are not allowed); top button done up on shirt, please.

d. Sweatshirt and Sweater

Optional: Official branded Higham Lane plain, black, V-necked sweatshirt or sweater with embroidered Higham Lane School logo. Unacceptable items include: any other sweater, sweatshirt, jumper or cardigan.

e. Trousers and Skirts

Plain black, polyester trousers in good condition, not fraying. They should be tailored and suitable for business wear.

Unacceptable items include: cords, cotton or denim or flares. Trousers that are skin-tight and also limit the ability to tuck shirts in.

Skirt: Either the official branded plain black pleated HLS skirt with school logo. Or: a plain, black, **pleated** skirt with no logo that is of an appropriate length - that sits just on or above the knee and is not rolled up or worn high above the knee. (Please kindly note: The Years 10 and 11 2022-23 are the last two year groups who can wear straight skirts if they fit appropriately. Younger year groups will not be able to wear these).

f. Belts

Plain black belt only. Unacceptable items include: belts of other colours; large buckles and patterned belts.

g. Socks/Tights

Plain black or grey socks only should be worn with trousers. Plain black opaque or flesh coloured tights or plain black ankle socks should be worn with the skirt. No socks with lace trims or frills are allowed.

h. Shoes and Boots

Flat-heeled, plain, smart black leather or leather-look formal shoes.

Plain, smart, ankle-height, black leather or leather-look formal boots.

Shoes and boots should be worn with trousers covering ankles and have only black laces. Boots cannot be worn with skirts.

Unacceptable items include: trainers - this includes plain black training shoes that look like shoes. Training shoes tend to have a sports logo and/or brand on them such as Adidas, Nike, Puma, Lonsdale, Umbro etc. They also have a rubber sports sole. These types of shoes are not acceptable. Leisure trainers and/or casual shoes such as Vans and Converse are also not acceptable. High-heels, shoes with coloured sections. Suede shoes or boots. Pumps. Canvas shoes or boots. Boots above ankle-height, particularly military-style, construction worker-type, Dr Martens etc. Coloured or multi-coloured laces. Please see School website for further information.

i. Hats

Hats should not be worn on the school site unless we have very cold or very sunny weather. No hats should be worn inside the school buildings.

j. Scarves

Scarves should not be worn inside the school buildings.

Students who attend school in incorrect uniform, including unacceptable footwear, will be lent the correct item from Student Services. Refusal to wear these items will result in the student being placed in the Inclusion Room.

Repeated refusal to cooperate with our expectations may result in the student being given a suspension until they wear the correct uniform. Please note: it is not acceptable for students to be excused from wearing the correct uniform because they are waiting for a repair or for items to be delivered. Alternative footwear for medical reasons may be considered but this is at the School's discretion.

2. Make-up

Years 7 and 8 are not allowed to wear make-up. Years 9, 10 and 11 can wear a discrete amount, but may be asked to remove excessive amounts. Eyeliner flicks are not allowed.

Students refusing to remove make-up will be placed in the Inclusion Room and parents/carers will be contacted. False eye lashes, coloured nail varnish and/or false nails are also not allowed.

3. Jewellery

No jewellery other than a watch, school badges and one, small, plain ear stud per ear may be worn. Other piercings such as spacers, lobes, forward helix and industrial piercings are not allowed. The School decision on this is final. If a student is unsure about the suitability of a piercing, they should check with their Progress Leader before having it done. The wearing of jewellery in PE is not allowed for health and safety reasons. PLEASE NOTE: necklaces and jewellery should not be worn.

PLEASE NOTE: it is not an acceptable excuse for a student to ask to wear unapproved jewellery to prevent a pierced ear or nose from closing up.

Covering piercings with a plaster or other item is not acceptable. In these circumstances, a student refusing to remove an item of jewellery will be placed in the Inclusion Room and parents/carers will be contacted.

4. Hairstyles

Long hair should be tidy, should not cover the eyes and should be tied up for health and safety reasons during certain lessons such as PE, Science and Technology. Hair slides/bands/scrunchies should be plain in colour and design. No other hair accessories such as bandannas, flower garlands or flowers are allowed.

Parents/carers should not allow their children to have hairstyles that break the rules during term time. If these instructions are not followed, students will be placed in the Inclusion Room and parents/carers contacted.

Please bear in mind that hair dyes take several days to wash out and tramlines take several days to grow back. Please save experimentation to the summer holiday.

Not acceptable: Colouring that stands out and is obviously different from the student's natural hair colour (eg pink, blue, green, red etc.); tramlines; shaved areas that leave hair at different lengths; hair shaped into patterns.

Please be aware of recent trends where the sides and back of the head is cut short leaving a distinct line/edge between that area and the rest of the hair (sometimes known as an 'undercut' or 'disconnection'). This type of haircut is not allowed.

Thank you for your assistance in supporting smart appearance in Higham Lane School students. The overwhelming majority of our students meet these expectations and look extremely smart every day. We hope you will agree that these are simple, straight-forward expectations. By encouraging your child to follow these rules, we can all focus on teaching and learning and achievement, not waste time phoning you about inappropriate footwear or hairstyles. Parents/carers have agreed to send their child/children to this school. Adhering to our school uniform, jewellery, make-up and hairstyles expectations is essential.

Inappropriate items will be confiscated from students, where appropriate and students will face further sanctions if they refuse to comply with these rules. We know that this will be a very small number of students as the overwhelming majority of students will meet with our expectations.

Thank you, in anticipation, for your support.

5. PE Kit

The PE kit available from our two current uniform suppliers- The Schoolwear Centre and Matchfit Kit. The kit can also be viewed on the school website.

Girls (compulsory)

- Training shoes, clean and appropriate for indoor use
- Red/black shorts with HLS logo or without HLS logo
- Red/black polo shirt with HLS logo
- Red/black sports socks with HLS lettering or plain black sports socks
- Red/black hoodie with HLS logo

Optional

- Plain, black track suit bottoms
 - Red baselayer
 - Higham Lane sports leggings with logo (no other leggings are allowed)
- (We would recommend all of the above optional items as a lot of the lessons are outside)

Boys (compulsory)

- Training shoes, clean and appropriate for indoor use
- Football boots
- Red/black polo shirt with HLS logo
- Red/black shorts with HLS logo or without HLS logo
- Reversible rugby top
- Red/Black sports socks with HLS lettering or plain black sports socks

Optional

- Plain, black track suit bottoms
- Red/black hoodie with HLS logo
- Red baselayer

(We would recommend all of the above optional items as a lot of the lessons are outside).

Please mark every item with your child's full name. All students are expected to have the compulsory items for the first PE lesson.



*Please refer to the previous page as to which items of the PE kit are compulsory and which are optional.

Rewards and Consequences

At Higham Lane, we believe that students thrive in a positive environment and the most effective way to create this ethos of positivity is through praise, encouragement and rewards. Students should be acknowledged for their positive contributions both inside and outside of the classroom as this will also help motivate them to aspire to be their best.

We have recently launched the Higham Lane House System to further promote this ethos as well as to engender team spirit and all the personal attributes that go hand in hand with being part of a team. These are the Houses at Higham Lane:

Honestas: this is Latin for 'honesty' and also incorporates personal qualities such as kindness, integrity and respect;

Luctamen: Latin for 'effort', this promotes the value of hard work, perseverance, resilience and a Growth Mindset;

Spiritus: meaning 'inspiration', this value is about pushing students to go beyond, to use their initiative and to inspire their creativity.

All students in the 'H' forms (eg 7H1, 8H2, 9H3, etc) are in Honestas, the 'L' forms are Luctamen and the 'S' forms are in Spiritus.

As part of the rewards system, students can earn House Points (HPs) which count towards both their own personal HP total as well as to the total of their House. Based on their personal HP total, students get a choice of prizes when they reach certain thresholds (eg 100 HPs) to keep them motivated.

Here are some of the ways HPs can be earned:

- Kindness and politeness
- Effort in lessons
- Outstanding pieces of work, both in lessons and homework
- Progress
- Personal organisation (eg always having organisers signed, punctuality, attendance, correct equipment, etc)
- Contribution to school (eg assemblies, charity events, etc)
- Extra-curricular
- Competitions, many of which can be found on the Able & Ambitious Google Classroom pages.

HPs can also be earned for Houses through various subject competitions and these will count towards the race for the House Trophy that will be awarded to the winning House at the end of the school year.

As this is still a new system, the actual thresholds and prizes have not been finalised but will be communicated to all students, parents and carers once they have been.



Behaviour Policy - Expectations

The School Behaviour Policy is based on a simple set of rules that students are expected to adhere to.

Classroom Expectations:

We enter our lessons calmly and on time, ready to learn.

We do as we are asked first time.

We try our best at all times.

We are polite and considerate to all; we respect each other.

Outside the Classroom Expectations:

We represent the School and behave accordingly.

We respect the School environment.

We move around the School with consideration for the safety of others.

We are polite and considerate to everyone.

We drink and eat only in designated areas.

Strategies, Sanctions and Consequences

If students exhibit inappropriate behaviour the teacher may use a number of 'informal' approaches.

These informal sanctions may be used as a warning before using the School official procedures (Consequences or C system).

Such informal sanctions include:

- A verbal reprimand.
- Refocusing students with an emphasis on what they should be doing rather than what they are doing wrong.
- Working with an individual student.
- A pause if a student is talking, followed by a look of disapproval or short verbal reprimand.

Procedure for Consequences for Disruption to Learning

C-System

The Consequence or C system is part of the Behaviour for Learning Policy. It is based on choice and allows students the opportunity to correct their behaviour.

Students whose behaviour progresses beyond C1 will receive a C3 Detention.

C1

In lessons where a teacher feels that a student is not behaving in an acceptable manner he/she will be issued with a C1 (the first consequence issued as a direct result of negative behaviour). This will be recorded on SIMS (our School **Information Management** System) at an appropriate moment. Students will be clearly informed that further misbehaviour will result in a C3 detention.

C3

C3 is a detention. C3s will be issued after a C1 has been given and if students have continued to misbehave. A C3 can also be issued for more serious incidents of misbehaviour without giving a C1 before.

Use of 'On Call' – C4

On Call is a last stage in the Behaviour for Learning Sanction System and is only used where:

- There has been a serious incident of misbehaviour, resulting in a C4.
- There is extensive, persistent and malicious disruption of teaching and learning.
- Safety, wellbeing and welfare of students and teachers *is significantly at risk*.

C4 Sanctions

First On Call

- Removal from next lesson.
- Departmental detention.
- Parent/carers telephoned to discuss reasons.
- Meeting with student, Subject Leader and subject teacher.
- Write a letter of apology.

Second On Call

- Inclusion (8.45am until end of lunch).
- Parents/carers telephoned by Subject Leader to discuss reasons.
- Letter sent home.
- Meeting with student, Subject Leader and subject teacher.
- Write a letter of apology.

Third On Call

- Inclusion (8.45am until end of school day).
- Two hour detention after school.
- Placed on report.
- Subject Leader meets parents/carers.
- Letter sent home.
- Meeting with student, Subject Leader and subject teacher.
- Write a letter of apology.

Fourth On Call

- Internal exclusion.

Detention Policy

Higham Lane School policy is to use detentions as a sanction. These include during school hours, break and lunchtime or after school.

Break or lunchtime detentions may be given by staff for a variety of reasons including:

- Lack of effort.
- Receiving Cs on a regular basis.
- Repeated lateness to lessons.
- Poor standard of homework or no homework.
- Poor uniform.
- Failure to bring equipment.

After-school detentions include C3, Subject, Pastoral, School Detentions and Extended Detentions. Students who receive a third C4 in the same subject will receive a two hour detention and a day in Inclusion. Two or three hour detentions may also be issued if students fail to respond to other sanctions or when the School feels that a long detention is the most appropriate sanction. It is not school policy to allow after school detentions to be done at break or lunchtime. If there is a genuine reason why a student cannot attend an after school detention such as a pre-arranged medical appointment, the School should be contacted so that an alternative date can be arranged. Inconvenience to the parent/carer is not considered to be a valid reason for moving a detention.

C3 Detention

These are given for poor behaviour in lessons. They take place on Tuesday and Thursday after School and last from 3.15pm to 4.00pm. Staff will give students 24 hours notice of the detention by writing it in their organiser.

Subject Detention

These are given by subjects for lack of effort, failure to complete or do homework satisfactorily or some behaviour issues such as part of the C3 process. These take place after school on the subject's detention day and notice is again written in the organiser.

Pastoral Detention

These are issued for poor behaviour outside of lessons and other behaviours outside of subject lessons. The detention takes place on Tuesday after school and lasts from 3.15pm to 4.00pm. Students are given 24 hours' notice of the detention by staff who, as with C3s, record it in their Student Organiser.

Extended Detention

Students who receive a third C3 in one subject will be isolated for one day and also receive a two hour detention. Parents/carers will be given advance notice (at least 24 hours) of the detention. Two or three hour detentions may also be issued when there has been a serious incident of misbehaviour and the School feels that a long detention would be the most effective and appropriate sanction.

School Detention

A student will be given a School Detention for missing a C3 Detention, missing a Pastoral Detention, missing a Subject Leader Detention or behaving in any other serious way for which Pastoral Detention, time in Inclusion or Exclusion is not appropriate. School Detentions should be approved by the Subject Leader or Progress Leader depending on the nature of the incident.

Please note these are only examples and the teacher will use their professional judgment in deciding which sanction is appropriate.

Home-School Communication

Communicating with Parents/Carers

At Higham Lane School we use email as our principal form of communication with parents/carers. All school letters are sent via email and in addition, a weekly email information bulletin is sent home to parents/carers.

As part of our ongoing efforts to maximise our communication links with all our stakeholders as well as provide parents/carers with information efficiently and effectively, we also use MyEd, Higham Lane School's smartphone app and one-stop communication tool.

We highly recommend parents/carers download the free MyEd app as it provides parents/carers with the following:

- Personalised information about their son/daughter including attendance, absence, timetable, achievements and behaviour
- General school information e.g. key dates, news, letters, policies
- Links to key external websites e.g. ParentPay, Student Progress Evening Booking System
- Instant messaging from School including a facility for parents/carers to report student absence

The Data Collection Sheet in your induction pack requests you to provide an email address so that we can ensure you receive all communications from the School. Additionally, we will invite you to download the MyEd app.

Please ensure that you keep the School informed of changes to your email address. To help parents/carers inform the School about changes to their email address, we have designed an online data capture form, which is accessible via the MyEd app.

Home-School Communication

The School seeks to work positively in partnership with parents/carers, to support the learning of all students in a number of ways. These include:

The Student Organiser:

This is a valuable means of communication between home and school.

Students use it to record all homework details, house points they have been awarded, targets they are working towards for the year, in addition to targets in subjects.

Members of staff may use the Organiser to write brief comments for parents'/carers' attention.

Parents/carers should check the Student Organiser regularly, at least weekly, and sign the Student Organiser at the end of each week.

The Form Tutor:

The Form Tutor should be the first person a student will turn to for help and advice. Similarly in most cases, the first point of contact for parents/carers should be the Form Tutor.

Student Progress Reports:

Each term you will be sent a concise indicator of your child's Learning Habits, ability to meet deadlines, behaviour, targets and progress towards their targets for every subject.

Student Progress Evenings:

There is at least one Student Progress Evening for each year group during the academic year.

Support for Learning

Special Educational Needs and Disabilities:

We offer a broad, balanced and differentiated curriculum, which aims to enable all students to achieve their full potential and participate fully in the life of the School.

Where students have additional needs, then support is provided, in line with the Special Educational Needs Code of Practice 2015. This includes: in-class support, small group teaching and the involvement of other specialists.

Miss Greenfield, our Special Educational Needs and Disabilities Coordinator (SENDCO), oversees Support for Learning for students with SEND and can be contacted at School for further information.

Individual Support:

From time to time, students may require individual support to overcome barriers to their learning. This may range from mentoring by a tutor/other member of staff, to specialist support provided by the School Health team, a behaviour specialist or professional counsellor. Where we identify a need, the necessary support will be provided unless you have informed us that you do not wish your child to access this support.

Anti-Bullying Initiative:

The Anti-Bullying Ambassadors are Year 9 - 11 students who have received training to enable them to support younger students. They provide peer support.

Counselling:

Debbie Worth is the Counsellor here at Higham Lane School. Counselling sessions will enable students to focus on their concerns, giving them the opportunity to explore specific problems, make choices, cope with difficult situations, work through conflict and improve relationships with others.

Students will have the opportunity to work with and develop new coping strategies, enabling them to move forward with more confidence, building their self-esteem.

There are lots of ways to make an appointment with Debbie - through Form Tutors, Progress Leaders and teachers. A parent/carer can also contact the School by phone to request an appointment for their son/daughter to see the Counsellor.

Student Voice

There are many opportunities for students to express their views about their learning and other aspects of school life. Students take part in self-evaluation activities in subject areas, in addition to providing feedback to the School via questionnaires.

The Student Council, which we call Student Voice, gives students the opportunity to contribute to decision making in the School. Representatives from each year group attend Student Voice meetings, chaired by the members of the Junior Leadership Team (JLT), and are able to raise their concerns.

Every week, the Junior Leadership Team meets to discuss students' ideas for improving the School and forthcoming events to be organised by students.

Each form group also has 2 Form Captains who help the Form Tutor and represent the form.

Extra-Curricular Activities

The School offers students a wide range of extra-curricular activities which take place before school, at lunchtime and after school. The clubs currently available are detailed below:

Sports Activities

Athletics
Badminton
Basketball
Cricket
Boxing
Football



Netball
Rounders
Rugby



There are sports teams and groups formed from a number of the clubs listed previously. These sports teams and groups are involved in numerous matches, competitions and festivals.

A number of clubs are run on a recreational basis, where all students are welcome to attend and participate, even if they are not in the school team.

Music Activities

Keyboard Club
Guitar Workshop
School Choir
School Orchestra
African Drumming



Activities and Clubs

Specifically for Year 7

Year 7 Netball
Year 7 Cricket
Year 7 Football
Year 7 Badminton

There is also a wide range of activities offered by other departments. Keep an eye out for further information in September.

When students reach Years 10 and 11, there are also numerous coursework and revision classes offered to support them in their Key Stage 4 courses.

The Duke of Edinburgh's Award

Once students reach Years 9 and 10 they have the opportunity to participate in the Duke of Edinburgh's Bronze and Silver Awards. These offer a fun adventure, major challenge and a wide range of activities offering endless possibilities, the chance to push personal boundaries and an opportunity to gain new skills. Participants will take part in regular training, at lunch time and after school. They are also required to participate in a number of activities to develop their fitness and skills, as well as to help others within the community. A number of students taking part in D of E participate in and volunteer in the numerous extra-curricular activities on offer in school as well as supporting younger students.

Music Tuition:

Specialist peripatetic teachers from Warwickshire County Music Service visit the School to provide music tuition on a variety of instruments.

These include:

- Voice
- Strings (violin, viola and cello)
- Guitar (acoustic and electric)
- Woodwind (flute, clarinet and saxophone)
- Percussion (mainly drums)
- Piano or keyboard



Lessons take place during lesson time on a rota basis; others take place at break or lunchtime if requested so that disruption to your lessons can be minimised.

Examinations with the Associated Board of the Royal Schools of Music, Trinity College or Rock School can be taken if students wish during this time.

Please note that all instrumental lessons are via direct billing with County Music and not the school.

The Subject Leader for Music, Mrs Davenport, can be contacted at School before the start of the autumn term for further information on how this can be arranged.



Modern Foreign Languages

Students entering Year 7 will be studying French during their five years at Higham Lane School.

In Year 7, 8 and 9, the students will study a variety of topics, such as myself, my family and my friends, my school, etc. Not only will they develop their language skills in French by listening, reading, writing and speaking in the target language, as well as their grammatical skills to construct sentences in French, but they will also develop their cultural understanding of the French-speaking world through cultural research projects and cultural lessons.

Year 7, 8, 9 and 10 students have the opportunity to take part in a three-day trip to France in the last week of the summer term to use their language skills in real life situations.

In Year 10 and 11, students will be preparing for their GCSE in French. They will follow the EdExcel GCSE course. By doing so, they will have the opportunity to develop and deepen all their skills in French. They will study a variety of topics, such as their identity, their free time, their home life, their holiday, their school, their future plans and world-wide issues. They will deepen their understanding of French grammar and their cultural knowledge of French-speaking societies.

Year 9 and 10 students have the opportunity to take part in language events and workshops organised by the School to demonstrate how to use their language skills in the world of work.

Finally, students will have the opportunity to continue studying French at A-Level at Higham Lane Sixth Form, if they wish to do so. They will follow the Eduqas A-Level course which will allow them to deepen their cultural knowledge of the francophone world.



Art



Our scheme of learning will take students through many of the key concepts of Art, Craft and Design, starting with the formal elements. Students will learn, master and apply these throughout a range of different project themes and by using a variety of materials. Students will be encouraged to explore significant art movements throughout history and their impact on the world of art today. Each year students will receive a new sketch book in order to document their progress and building skills.

School Governors

We have an active, committed Governing Body which supports the progress and development of the School. They aim to find that perfect balance between supporting the School and suggesting areas of improvement as critical friends. If you are interested in joining our Governing Body, please contact the Headteacher, using the contactus@highamlaneschool.co.uk email address.

PARENT GOVERNORS

Mr S Bibby- Vice Chair of Governors
Mrs M Ahmedabadi
Mrs F Ahmedabadi-Patel
Mr O Awotunde
Mr S Badhan
Mrs V Biffin
Mr N Darko
Mr J Davenport
Mrs J Elmer
Mr C Emery

Mr N Fussey
Mrs C Holland -Turner
Mrs N Khan
Mr J Nason
Mr C Prees
Mrs E Thornett
Mrs R Treadwell
Mr M Williams
Mr G Wrigley

HEADTEACHER GOVERNOR

Mr P Kelly (until 31st August 2022)
Mr N Haddon (from 1st September 2022)

STAFF GOVERNORS

Mrs K Bowers
Miss R Charles
Miss N Charnell

Mrs H Doyne-Ditmas
Mrs V Reynolds

MEMBER-APPOINTED GOVERNORS

Mr D Buckle-Chair of Governors
Mr K Hobbs
Mrs J Brooks

Mr R Brown
Mr J Littlehales
Mr A Sohal

CLERK TO THE GOVERNORS

Mrs L Bromage

Frequently Asked Questions

What time does my son/daughter need to be at school?

Students are to be on the school site by 8.40am each morning and should ensure they start moving to line up with their form at 8.43am when the first bell rings.

Do they need to bring a packed lunch?

Students can bring sandwiches or purchase lunch from the School's canteen. (Free school meals will be provided for those who qualify). Students should also bring sufficient water in a clear water bottle to last them for the day.

Where can I buy the school uniform?

Match Fit Kit, Weddington Road, Nuneaton, Tel : 02476 350630 or

The Schoolwear Centre, 36 Newdegate Street, Nuneaton, Tel : 02476 341682

Where can I get the PE Kit from?

The PE kit is available from Match Fit Kit or The Schoolwear Centre

Where would my son/daughter go to report lost property?

All students must go to Student Services if they have lost any property. If property has a student's name on it, it will be returned to them via Student Services.

What happens if they feel unwell or hurt themselves in school? Where do they go?

If a student feels unwell or is injured during the school day, they must always go to Student Services as this is run by the School's first aiders.

How do I report that my son/daughter is absent?

A student's absence must be reported via the School's voicemail facility (02476 388123) by 8.30am or via MyEd (the School's messaging system).

How do we pay for lunches?

Lunches are paid for via ParentPay (details of which will be given to parents/carers on Tutor Interview day).

What if my child has any medical issues?

If a student has medical issues, they must report to Student Services which is run by the School's first aiders. This is where medicine can be kept if needed and access allowed to the medical room.

If I have an issue relating to my son/daughter, who should I contact?

Your initial contact should be with your child's Form Tutor. If the matter still cannot be resolved, then it will be referred up to the Progress Leader or a member of the Senior Leadership Team.

