



The **Stanway** School



September 2023 Information Booklet

Year 7

1. Introduction

As the Summer holidays draw to a close and we look ahead to the start of the new academic year we wanted to produce a September Opening Booklet for parents and carers. This one is tailored for your child's particular year group and we recommend that you go through the booklet with them during the first week of September as there are a few changes for the new academic year. It is always worth going through the uniform expectations with them, especially around jewellery, to prevent any issues on the return to school over piercings and nails. This booklet contains key information that will be relevant for your child, both regarding the general day-to-day elements of school life and specific details to help them navigate the year successfully.

We are committed to building positive working relationships between home and school, to this end this booklet contains the contact details of different members of staff and the table below also indicates the areas of responsibility that each member of the Senior Leadership Team holds. If you have any questions, we would be happy to help you!

The main contact for your child will be their form tutor and you will receive an email from them later this week to introduce themselves. Please feel free to contact them should you have any consents, queries or just want to share some achievements that your child has made, especially over the summer.

Mr J Bland	Executive Headteacher	Strategic direction & School Improvement jonathan.bland@stanway.school
Mr J Player	Head of School	Strategic Direction & School Organisation john.player@stanway.school
Mrs R Braniff	Deputy Headteacher	Quality of Education rachel.braniff@stanway.school
Mrs C Wadsworth	Deputy Headteacher	Pastoral crystal.wadsworth@stanway.school
Mrs L Allen	Assistant Headteacher	Staff Development & Admissions lizzie.allen@stanway.school
Mr N Baidoo	Assistant Headteacher	Pastoral nik.baidoo@stanway.school
Ms L Doherty	Assistant Headteacher	Student Development louise.doherty@stanway.school
Mrs S Jaggard	Assistant Headteacher	SENDCo sarah.jaggard@stanway.school
Mrs M Lamb	Assistant Headteacher	Timetable & Data Management melanie.lamb@stanway.school
Mr A James	Senior Progress Leader	Key Stage 3 anthony.james@stanway.school

Mrs K Adams	Senior Progress Leader	English & Literacy katherine.adams@stanway.school
Mr A MacPhail	Senior Progress Leader	Key Stage 4 alex.macphail@stanway.school
Mrs R Reilly	Senior Progress Leader	Student Wellbeing rebecca.reilly@stanway.school
Mrs C Saunders	Senior Progress Leader	Mathematics & Numeracy cora.saunders@stanway.school
Mrs C Spurr	Senior Progress Leader	Teaching & Learning charlotte.spurr@stanway.school
Mr R Stuart	Senior Progress Leader	Assessment & Reporting richard.stuart@stanway.school

2. Our school culture

The Stanway School is a member of Sigma Trust. The Sigma Trust is a partnership of schools located in North East Essex covering both Colchester and Tendring. It incorporates schools that share the same mission, vision and values and have a strong history of working collaboratively.

Together, the staff and students formed the 5 elements of the Stanway Standard that run through and underpin all that we do and say in our school community. At The Stanway School, we are:

Considerate: we are a community where each member is valued and success is celebrated

Responsible: we are each responsible for our words and actions towards each other and our environment

Proud: we are proud to be part of the Stanway community and take pride in the quality of our work, our achievements and our uniform

Respectful: we treat every member of our community with the respect we wish to be shown to ourselves

Determined: we show resilience through challenges and aspire to be the best we can be



Alongside the Stanway Standard, we run a RESPECT agenda to ensure that all members of our school community are treated in the way that we would expect. This agenda was designed through a collaboration between the students and staff and is a fundamental principle we uphold.

Collectively, these embody the community's culture we expect at the Stanway School. Our rewards structure and behaviour and consequence system are built around these principles.

A big focus for us currently is ensuring all students show the 'Stanway Manners' which is built on the foundation of RESPECT. These work alongside our 'Stanway Standards' and ensure that all students and staff are treated respectfully and show consideration and kindness to each other.

All students are expected to show these in all their interactions, within lessons and outside of them.

Responsible - *accepting consequences for what we do and say*

- At Stanway we are responsible for the language we use when talking to adults
- At Stanway, we are responsible for the language we use when talking to students.
- At Stanway we are responsible for the way we move about the site

Engaged - *being actively involved in something*

- At Stanway, we are engaged in learning
- At Stanway, we are engaged when talking to others
- At Stanway we are engaged when being talked to by adults

Sensible - *having good sense and reason*

- At Stanway we are sensible when moving around the school site
- At Stanway, we are sensible in queues
- At Stanway we are sensible in lessons

Polite - *showing behaviour that is respectful and courteous*

- At Stanway, we are polite in conversations and comments
- At Stanway, we are polite in the way we interact with each other
- At Stanway, we are polite to visitors to the school

Empathic - *sensing others' emotions and trying to imagine how others' feel*

- At Stanway, we show empathy by considering how other people feel
- At Stanway, we show empathy by considering words we use to describe other people
- At Stanway, we show empathy by considering comments we make, even if they are intended as jokes

Co-operative - *working towards a common goal*

- At Stanway, we are co-operative by working well with other students
- At Stanway, we are co-operative by working well with adults
- At Stanway, we are co-operative by helping each other through difficult times

Thoughtful - *taking thought for the comfort and good of others*

- At Stanway, we are thoughtful in our words towards others
- At Stanway, we are thoughtful in our actions towards others
- At Stanway, we are thoughtful in the way we conduct ourselves on social media



3. The School Year and key dates

The Stanway School Dates Term dates 2023-2024

September 2023							October 2023							November 2023							December 2023						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
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							30	31																			
January 2024							February 2024							March 2024							April 2024						
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May 2024							June 2024							July 2024							August 2024						
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27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	



= School days



= School holidays



= Bank holidays



= Inset days

The Sigma set days are highlighted in green and schools are to set a further two days out of the school days indicated, or the equivalent in disaggregated twilight sessions.

Autumn Term:	Friday 1st September 2023 – Friday 22 December 2023 Half Term 23 October – 27 October	76 Days
Spring Term:	Monday 8 January 2024 – Thursday 28 March 2024 Half Term 19 February – 23 February	54 Days
Summer Term:	Monday 15 April 2024 – Monday 22 July 2024 Half Term 27 May – 2 June, and May Bank Holiday – 6 May	65 days TOTAL 195 Days

Important dates for Autumn Term in Year 7:

Date	Event
11th Sept	Inter House Week - Maths
13th Sept	Road Safety Performance (AM Reg & P1)
5th Oct	Road Safety Performance

9th Oct	NGRT Assessments (2 weeks)
16th Oct	G4S Settling in reports (1 week)
9th Nov	Meet the Tutor Evening (4pm - 7pm)
12th Dec	Flu Vaccinations
13th Dec	Student Christmas Lunch
7th Mar	World Book Day
2nd May	Parents Evening (4pm - 8pm)
7th May	NGRT Tests (2 weeks)
1st July	Danbury Camp (1 Week)

4. Uniform

School uniforms play a key role in promoting pride, self-confidence and a feeling of belonging within the student community. We want our students to look smart and feel proud to be a student at The Stanway School; wearing their uniform correctly is vital in achieving this.

<u>Uniform</u>	<u>PE Kit</u>
<ul style="list-style-type: none"> • Stanway School Navy Blazer * • Mid Grey, formal style trousers, or • Stanway School navy blue tartan skirt, knee length * • Stanway School clip on tie * • Stanway School navy V-neck jumper (optional) * • White shirt, traditional short or long sleeved • Plain black ankle socks or • Plain black tights • Plain flat formal black shoes 	<ul style="list-style-type: none"> • Stanway School navy shirt* • Stanway School navy shorts * • Stanway School sports socks * • Stanway School long sleeves sports jersey * • Training shoes • Football boots (optional) • Footwear for 3G pitch – moulded studs, plastic studs or astro turf trainers

* These items of uniform are embroidered with the school logo and can only be purchased on-line from www.yourschoolwear.co.uk. Other items of school uniform, i.e. trousers/shirts, can be purchased from any uniform supplier.

School uniforms must be worn correctly at all times. All clothing should be clean, smart and marked with the student's name.

Important notices - Please see the School Uniform Guidance Sheet for full information.

- TROUSERS - must be mid-grey and formal style with a standard waistband that includes belt-loops and a standard hook and eye or button closure. Fashion trousers such as denim jeans, jean style trousers, narrow fitted trousers, corduroy, moleskin or other heavy-duty materials (as used in utility clothing) are not acceptable. Additional pockets or zips are not permitted.
- SKIRTS - must be worn at or below the knee (approximately 5cm from the kneecap as a reference).

- SHIRTS - must have a standard collar and white buttons and must be buttoned to the neck and tucked into trousers or skirts at all times. Epaulettes (or other non-formal attachments), blouse style shirts, t-shirts or sports shirts are not acceptable.
- JUMPER - Only the optional school jumper is permitted to be worn. Other garments, e.g. cardigans, sweatshirts, hooded tops, coloured jumpers are not acceptable.
- SOCKS - (when wearing a skirt) knee high socks are not permitted.
- SHOES - must be entirely leather, faux leather or patent leather. Brogues, Oxfords, Loafers and Monk Straps are recommended. Trainer-style shoes, high heels or boots are not acceptable, nor are shoes which display logos or other adornments.
- HAIR - extreme hair-cuts and colours are not allowed, including extreme highlighting. Hair should be a natural colour with no extremes in style such as shaved heads (no less than 'grade 2') or shaved patterns. All hair adornments must be discreet. Caps or beanie hats may not be worn in school.
- JEWELLERY - for health and safety reasons, jewellery is limited to a wristwatch, a medical bracelet or medical necklace (if needed) and one spherical gold or silver small stud in each ear, and a wristwatch. No chains, tongue studs or visible body piercings/tattoos are permitted including any type of retainer. All jewellery, including earrings, must be removed for PE.
- MAKE UP - make-up should be very discreet. Nail varnish, acrylic nails and false eye lashes are not acceptable.

Reasonable adjustments to uniform may be made for religious or (upon presentation of medical evidence) medical reasons and only then, following discussion with the Executive Headteacher / Head of School.

Trainers are not permitted other than in PE lessons. We understand that there are occasions when there is a short term need to wear alternative shoes and in these instances please contact the year team who will be able to provide the student with a permission card to show when challenged. Students in trainers without a card will have a consequence set.

We know that some families can struggle financially with school uniform and we want to help where we can. We have stock of second hand uniform that can be used to help if you are struggling to purchase what is needed, this includes school shoes should students break theirs and you are unable to purchase new ones. **We would welcome any donations of old uniform and PE kits that you no longer require so that they can go to help another family.** Please contact your child tutor if you have any concerns over uniform.

Students who do not meet the uniform expectations will have their standards card signed. The purpose of this card is to prevent students from gaining negative behaviour points on each occasion where they are not meeting the uniform standards. Instead, their card will be signed and a consequence will only be given when they receive an allocated number of signatures. We believe this will give students the opportunity to get back into the habit of wearing the uniform correctly before any consequences are issued.

5. The School Day

Each day has 5 lessons that are each 1 hour long. Alongside this, students have AM and PM registration sessions every day. In these registration sessions, students have a range of activities across the week, including a year group Assembly, PSHE sessions, Votes for Schools and Literacy programmes. We also operate a "split lunch" system where students in Years 7,8 and 10 have a different lunch schedule to Years 9 & 11.

8.40am - 9.05am	Morning Registration/Assembly	
9.05am - 10.05am	Lesson 1	
10.05am - 11.05am	Lesson 2	
11.05am - 11.30am	BREAK	
11.30am - 12.30pm	Lesson 3	
12.30 - 1.05pm	LUNCH	<u>Year 9 and 11</u> Lesson 4
1.05 - 1.30pm	<u>Year 7, 8 and 10</u> Lesson 4 1.05 – 2.05pm	12.30 – 1.30pm
1.30 - 2.05 pm		LUNCH
2.05 - 2.15pm	Afternoon Registration	
2.15pm - 3.15pm	Lesson 5	

Mobile Phones

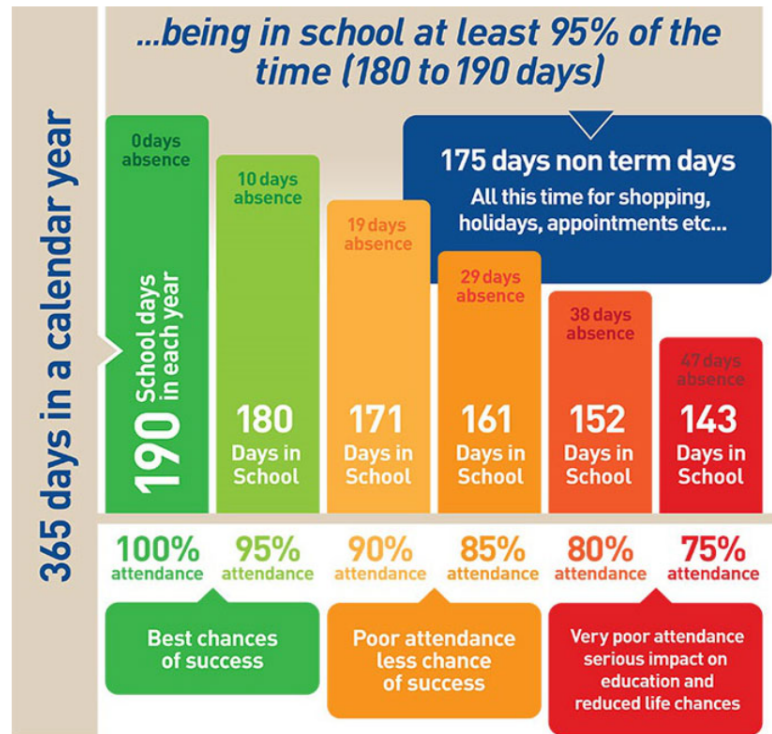
As a quick reminder, students are not allowed to use their mobile phones during the school day (8:40am - 3.15pm). During these times, it should be switched off and kept safely away in blazers or school bags. If a student's phone is seen or heard during these hours, it will be confiscated and given to their Head of Year for collection at the end of the school day.

6. Student Absence

The importance of good attendance

Good attendance is critical to student success and wellbeing and students should be aiming for a **target attendance of 97%** over the academic year. Nationally, Year 11 students who missed less than 1% of school achieved nearly a full grade higher than the average student per GCSE last year. Those students whose attendance was below 90% achieved on average a third grade per GCSE lower than the average student.

Although 90% sounds like a high number but in attendance terms it is not. It means that a student misses a day of school every two weeks or 20 days of school (100 hours). Students with an attendance below 90% are classified as persistently absent.



How To Report An Absence

All absences should be reported to school as early as possible on the first day of absence either by telephoning the school absence line on 01206 245059 or via email to student.absence@stanway.school. If only one day's absence has occurred, then a phone call/email is sufficient. However, if your child is likely to be absent for more than one day, then a phone call/email to the school should be made on the first day informing us of the expected return to school date. If we do not receive a call from you, one of our office staff will message you to gain an update during the school day. Authorised absence is granted entirely at the headteacher's discretion and absences will be unauthorised if the school is not satisfied that the reason given is an authorised absence. Medical evidence may be requested.

There is no entitlement to parents to take their child out of school during term time. However, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

7. Medical Matters

We have a number of staff trained as first aiders who supervise the school Medical Room during school hours. If your child has an accident or is unwell during school, they will be seen by a trained first aider. We cannot "treat" injuries or illness. First aiders are not able to diagnose any illness or ailments and you should see your GP for any diagnosis of any medical condition. Our role is to take

reasonable care of all students and you will be contacted if we feel a student cannot remain in school. In the event of an emergency, an ambulance may be called.

Students should not use their mobile phones to contact a parent or carer directly to ask them to come into school to pick them up. Whilst this is understandable, it is also very damaging, as it can undermine the ability of the school to effectively care for students during the school day, and can also put students at risk as the school must know where students are at all times.

Medication

If your child has any medical condition of which we are unaware, please ensure that we are informed via your child's Year team / school admin. Small quantities of their medication may be brought into school as necessary. If parents require us to administer medication they must hand it in, in person at Reception in order that the necessary paperwork may be completed. Prescribed medication should be in the box it has been issued in from the pharmacist clearly stating name and dosage. Any other medication e.g. paracetamol must be in the original packaging. The school cannot take responsibility for 'out of date' medication.

8. Personal Details

It is important that we have up to date contact details for your child and for the emergency contacts that you have provided. If you would like to make any updates or changes please use the link below or contact the school office:

https://docs.google.com/forms/d/e/1FAIpQLSf_lmqf47gkgWtc_VcS5ZghjkcQ8YEE4ZNBolMzVM3FdOECTg/viewform?usp=pp_url

9. Free School Meals

Your child could be entitled to Free School Meals. This allows your child to spend an allocated amount in the dinner hall each day.

Who is eligible for free school meals?

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

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

Will my child have a choice of foods?

There will be daily hot and cold meal deals available as well as free choice on other items to the allocated value.

Will my child stand out from their friends?

No, there is no visible exchange of token or voucher that takes place. As we use biometrics for purchasing through Parent Pay the purchase of food items will be done in the same way. The Free School Meal balance will be added to your child's Parent Pay account daily. You will be able to see what your child is eating through Parent Pay.

How do I find out if my child is eligible for Free School Meals?

It is a simple and easy process. Use this link to find out if you are eligible for Free School Meals:

[Apply for free school meals - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-free-school-meals)

10. Toilets Use

To ensure that lessons go uninterrupted we do not, as a general rule, allow students to use the toilets during lesson times. Students are encouraged to use the toilet before registration, break, lunch and in the transition time between lessons. Students who have a medical need to use the toilet more regularly may be issued with a toilet pass, however this will need to be requested via your child's Head of Year or Assistant Head of Year.

For safeguarding reasons there should never be more than one person in a toilet cubicle, if this is seen to occur a consequence will be set.

11. Vapes

There is a nationwide increase in the number of teenagers using vapes. Like many schools we have found that some have begun to bring these into school as they are easily concealed. We have a comprehensive PSHE curriculum that educates about the dangers of vaping and regularly provide information via our safeguarding newsletter. We have also installed vape detectors in student toilets and if a student is caught vaping a consequence will be set.

12. Pastoral Support & Safeguarding

Form tutors should be the first point of contact for all pastoral concerns as they have daily contact with your child.

For serious safeguarding concerns please inform the year team directly. Mr Buckman is the Head of Year 7 and can be contacted via email on guy.buckman@stanway.school. Miss Collins is the assistant head of year 7 and her email address is laura.collins@stanway.school. The year 7 office is based in C Block.

The pastoral team is led by Mrs Wadsworth, Deputy Headteacher and Designated Safeguarding Lead and supported by the deputy safeguarding leads; Mr Baidoo (Assistant Headteacher), Mr MacPhail (Senior Progress Leader KS4) /Mr James (Senior Progress Leader KS3) and Mrs Reilly (Mental health and Wellbeing lead).

We send home a safeguarding and online safety newsletter each half term and would encourage you to read this as it often contains updates on new trends, concerns and specific information regarding current safeguarding concerns in the area.

Form Group	Tutor	Room	Email
7G-DGO	Mr Goldsmith	B213	daniel.goldsmith@stanway.school
7G-SRE	Mrs Reid/Dr Luther	B108	stephanie.reid@stanway.school
7N-JHN	Mrs Higgon / Mrs Saiz	B201	joanne.higgon@stanway.school
7N-SWI	Mr Wilkinson	C004	stuart.wilkinson@stanway.school
7R-MWR	Mrs Wright / Miss Hibben	B209	millie.wright@stanway.school
7R-GJO	Mt Johnson	B006	george.johnson1@stanway.school
7S-JHP	Mr Halford-Pollard	B005	james.pollard@stanway.school
7S-KBL	Miss Black	C103	katie.black@stanway.school
7W-JBO	Miss Box	B109	jasmine.box@stanway.school
7W-JDE	Mr Deighton	B211	james.deighton@stanway.school

Mental Health is one of the most common safeguarding concerns we currently find among students and due to the increasing demand nationally, external support such as CAMHS (Children and Adolescent Mental Health Service) and counselling can have long waiting times. We encourage those that have concerns about mental health to talk to their tutor and more practical support can be found via the school website wellbeing page, [LINK HERE](#).

13. The Curriculum

Curriculum Maps and Topics being studied

A full breakdown of our curriculum is available on our website at the following location: [The Stanway School - Curriculum](#). This page will be updated to reflect any changes that occur during the year, but does give you a good overview of what your child will be studying.

Homework

Subject teachers will set regular homework in a way that best suits their subject. In some cases, this may be through the use of online applications, such as Sparx Maths or Google Classroom. At other times, this could be reading material, practice examination questions or research tasks. All homework is recorded on Arbor and will therefore be visible to parents to help track and encourage your child with their studies.

14. Assessments and Reporting

Assessments

Throughout the year, our teachers will assess the progress students are making in all of their subjects to ensure that they are making at least the expected progress needed at each point on their learning journey. To help our students make progress, teachers will provide clear feedback on the specific skills, knowledge and concepts that they have demonstrated, as well as what areas specifically they need to focus on next to make further progress. Every term, teachers will also assess the students' attitude to learning in all the subjects they are studying. This information is available in Go4schools.

What should I do if I am concerned about my son's/daughter's progress in a particular subject?

Talk to your son/daughter to check that they are aware of what they need to do to make progress in the subject. Are they following the guidance from their teacher on how they need to improve? Have they spoken to the teacher to help them set a realistic target to improve? If you have further concerns please speak to the relevant Subject Lead / Head of Department (contact details are available on our website through the Contact Us page).

15. Reading

The Importance of reading

At The Stanway School, we believe in the power of reading. We understand that becoming a confident reader unlocks all subjects in our curriculum and helps students to succeed beyond school. Regular reading has a number of benefits:

1 minute a day: Students will encounter 180 words per school year.

5 minutes a day: 282,000 words per school year.

20 minutes a day: 1,800,000 words per school year and likely to score in the top 90% of standardised tests.

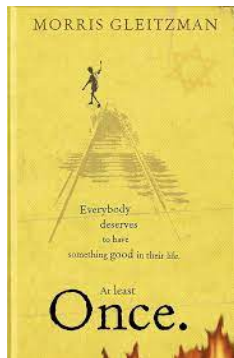
All students from Year 7 to Year 10 will be expected to complete reading homework. This will be set via the Sparx Reader platform. Sparx Reader is a reading, comprehension and vocabulary programme that gets all young people reading regularly to help improve their literacy. It also aims to motivate students to read for pleasure.

Form Time Novels

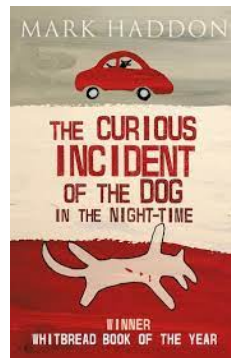
Reading is prioritised at The Stanway School through form time. Years 7-10 enjoy dedicated reading time with their tutor with a form time novel. Each text is carefully selected to encourage curious and confident readers. Whilst each text is different, they are united by common themes of tolerance and diversity.



Year 7



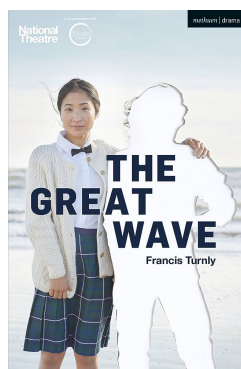
Year 8



Year 9



Year 10



Year 10

The LRC

We believe there is no such thing as a student who doesn't like reading - they just haven't found the right book yet! The Stanway School has a very well-stocked library to cater for all our students, including great series, graphic novels, magazines and 'You Choose' stories. We want to inspire our students to read widely and develop their imaginations by getting lost in a great book. As part of their English lessons, all students in years 7-9 will have a lesson in the LRC and access during breaks and lunches.

Building Confident Readers

To support all students to be able to read at age related expectations, we run a number of reading interventions. This includes small group fluency sessions and more targeted 1:1 reading support. Our academic prefects are trained to 'buddy' with a younger student and read together to build confidence and develop comprehension skills.

16. SEND Support

Key People & How To Contact Them

If you have any SEN related queries throughout the year, the SEND department can be contacted via senteam@stanway.school. The department endeavours to respond to all queries within 48 hours.

SENCO - Mrs Jaggard (Whole school responsibility and oversight of year 11)

Deputy SENCO Mr Hazell (oversight of year 7 & 8)

Sepurt SENCO Mrs Keliher (oversight of year 9 & 10)

Our Vision

The School is committed to providing all students with full access to a common, balanced and differentiated curriculum regardless of ability or need. As part of this commitment, the SEN Team aims to accurately identify, assess students with special educational needs and provide support strategies to enable staff to meet the needs of these students across the curriculum.

The School accepts the notion that meeting special needs is a whole school responsibility. This means that whilst the Learning Support Team identifies, assesses and provides additional help and support for children with special educational needs, the provision for them is the responsibility of all staff and they are expected to make provision for the learning of all students within their lessons. We are focused on raising the aspirations of and expectations for all pupils with SEN, and we focus on outcomes for children and young people and not just hours of provision/support.

Range of Provisions

As a school we have spent a lot of time training our teachers on how to best adapt their teaching to support SEND students so that they have quality first teaching every lesson. In addition, the SEND department provides LSA support in some lessons and runs a series of interventions. We use Provision Mapping software to track all of our interventions and their impact. Students on the SEN register have a keyworker who will be responsible for completing One Plans and updating student passports as required.

17. Student Hubs

We are lucky enough to have 3 dedicated student hubs that offer additional support to students and the school with;

1. Academic, social and mental health interventions
2. A safe space for some of our more vulnerable students
3. Reintegration work
4. Removal from circulation

There is one for Yr 7 & 8, Yr 9 & 10 and Yr 11 have their own hub. During pastoral interventions and removal from circulation, students may be working in any of the year hubs.

18. Behaviour & Standards

Following feedback from students and staff we undertook a full review of our behaviour management system. We involved students and staff in developing the new plans and have outlined some of the changes below (full details can be found in our Expectations and Behaviour Policy via the school website and we would encourage you to have a look at this).

We no longer have the 3R's in lessons. We have introduced a new consequence system with levels of behaviour. Students will still be given a reminder but we have replaced the 'reset' outside the class with a teacher intervention so that the needs of the student, teacher and class can be met better.

Consequence level in lessons	Points on Arbor
C0 - Informal warning & Information	0
C1 - Formal Warning	-1
C2 - Intervention to prevent further behaviour concerns	-2
C3 - Removal from lesson	-3
C4 - Removal from lessons for Dangerous Behaviour	-4

Following a removal from the classroom (C3), the student will have an hour's detention the following day. During this time, their teacher will have a restorative conversation with them to discuss what caused their removal from the classroom and to ensure a fresh start for the following lesson. Where it is not possible for the staff member to meet with them, they will at the earliest opportunity before the next lesson.

All whole school after school detentions will now be one hour. Parents will usually be given 24 hours' notice, either by email or telephone if their child is required to attend an after school detention. Parental consent is not required for detentions. If a student fails to attend their detention, they will be automatically placed in a 90 minute detention with SLT the following school day. We appreciate that there are times when a student cannot make their detention day, eg due to medical appointments. We want to work with you and be as flexible as we can, we just ask that you contact the year team to discuss this so that we can set an alternative day as if we are not made aware and they do not attend the extended detention will be set.

19. Positive behaviour & Celebration

We are always looking to reward and award our students and this year we will be focusing on this area. Students can achieve positive points for demonstrating our stanway standards and these will be used qualify them to gain the 'Stanway Standard Badges,' swapping for a range of things from stationary, treats and uniform in our new 'Rewards Shop' and as a basis for our half termly and yearly celebration presentations. Details of these presentation evenings will be given closer to the time. Letters, certificates and postcards celebrating success will also be sent out to individuals throughout the year to recognise achievements.

'Stanway Standard Badges

The Triple Stripe Award

Typically Awarded during Year 9

Continued commitment and the same qualities required for the royal ribbon are necessary for an application Yellow award to be considered.



The Double Stripe Award

Typically Awarded during Year 8

Continued commitment and the same qualities required for the Royal ribbon are necessary for an application Yellow award to be considered.



The Single Stripe Award

Typically Awarded during Year 7 - Applications are also considered from Year 8 and 9 Students).



20. Student Voice

We value student views and seek to include them in many areas of the school. Each half term, departments conduct student voice activities, these are in addition to the wholeschool surveys that take place. We have a proactive school council and student leadership team at Stanway and every student can feed their views, ideas or concerns via their form representatives or directly to the head student team, who will bring this to the attention of the school's senior leadership team. In the summer term, we have our Annual Student Conference. During these weeks, student voice activities take place across the school, with staff and with the Student Leadership Team who run the event. From this we have made significant changes over the last few years as our students have come up with some brilliant ideas of how to improve things.

The focus for 2021-22 was 'Sexual Harassment and Lessons' and last years theme was focused on 'Behaviour'.

21. How to contact us

At The Stanway School, we understand that it is your children; our students who will be the beneficiaries of a cooperative and trusting relationship between our staff and parents/carers. We fully abide by the values of our Stanway Standard – **Considerate, Determined, Proud, Respectful and Responsible** – as such, we ask that before you make contact with a member of staff that your are respectful during your meeting, conversation or email and considerate of the person receiving your communication.

To email a class teacher at The Stanway school, please use our standard formula:

forename.surname@stanway.school (For example, to contact Mr A Teacher, the email address would be:- any.teacher@stanway.school)

We always try to work with parents and the vast majority of concerns, queries and complaints are resolved through the above channels of communication however if this does not happen then a member of the Senior Leadership Team will seek to resolve the issue. There is a summary table below which may be useful in terms of whom to address concerns and complaints in what order:

Issue/Concern	Who to Contact
<ul style="list-style-type: none"> - Concerns about a lesson - Learning in a subject - Pupil progress in a subject 	Subject teacher
<ul style="list-style-type: none"> - Subject area Policy - Set changes - Exam specific questions - Persistent subject concerns 	Head of Department
<ul style="list-style-type: none"> - Tutor group issues - Concerns about relationships - Uniform 	Form Tutor
<ul style="list-style-type: none"> - Persistent Absence - Concerns at home - Persistent concerns outside of lessons 	Head of Year
<ul style="list-style-type: none"> - SEN support or inclusion - One plans and EHCPs 	SENCO
<ul style="list-style-type: none"> - Lunch Cards - Bus Passes - ParentPay Accounts - Free School Meals - Attendance concerns - Lost property 	Student Services

To report forms of bullying, racial, sexual, religious or any other type of intolerance, please fill in the form linked [here](#).

22. Summary

We always try to work with parents and the vast majority of concerns, queries and complaints are resolved through the above channels of communication however if this does not happen then a member of the Senior Leadership Team will seek to resolve the issue.

We hope you and your child have a fantastic start to the school year, but if there are any questions that you still have, please get in contact with us.

Jonathan Bland



Executive Headteacher

John Player



Head of School