



THE **CORBET** SCHOOL

Parent Handbook 2023/24

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Welcome from the Headteacher

Welcome to The Corbet School, where excellence in learning is our main priority and our students are the most important members of the school community.



It gives me great pleasure to write this introductory message to parents and pupils.

This handbook is intended to be an informative guide in all matters concerning the school; outlining our aims and intentions in guiding your sons or daughters through their school career with us. It also helps to ensure that everyone understands our clear expectations, in order to help support the excellent working atmosphere and attitude shown by our pupils. The academic year ahead offers us, as always, fresh challenges and new opportunities.

All pupils study a broad and balanced curriculum and we use an assessment system which allows pupils to see how they are progressing against their targets, and get some idea of what they might achieve in their final GCSEs. We have plenty of time over the five years your child is with us to get to know them really well and to ensure that we support them to achieve their very best and are fully prepared for their lives post-16.

We will continue to strive for excellence in education to help us to keep a reputation that we are happy to maintain and determined to build upon. This involves a constant drive to maintain our work ethic by expecting everyone to work to their full potential in all areas of the curriculum.

During the time your children are in secondary school they undergo great changes, physically, emotionally and socially, as well as intellectually. There are bound to be questions about all aspects of school life. I hope very much that this information booklet will provide most of the necessary answers and the essential reassurances for you and your son or daughter. If, however, there are other ways in which we can help, we shall be only too pleased to assist you. Please do not hesitate to contact your son's or daughter's Form Tutor in the first instance.

I would like to take the opportunity to wish your son or daughter well for their time at The Corbet School.

Dr Jane Tinker

Term dates 2023/2024

Autumn Term 2023

Tuesday 5 September 2023 – Thursday 21 December 2023

Half Term: Monday 30 October 2023 - Friday 3 November 2023

Christmas Holidays: Friday 22 December 2023 – Friday 5 January 2024

Professional Development Days: Monday 4 September 2023 & Monday 6 November 2023

Spring Term 2024

Tuesday 9 January 2024 - Friday 22 March 2024

Half Term: Monday 12 February 2024 - Friday 16 February 2024

Easter Holiday: Monday 25 March 2024 - Friday 5 April 2024

Professional Development Day: Monday 8 January 2024

Summer Term 2024

Monday 8 April 2024 – Friday 19 July 2024

May Day: Monday 6 May 2024

Half Term: Monday 27 May 2024 - Friday 31 May 2024

All dates inclusive

Professional Development Days: School closed for pupils

How we will care for your child

Form Groups and Houses

Your son/daughter will belong to a Form group of pupils in the same year. They are looked after by a teacher acting as their Form Tutor. The role of Form Tutor involves: providing guidance; dealing with discipline; being a communication link with parents/carers; and administration for the group. Pupils usually remain with the same Form Tutor throughout the whole of their time at The Corbet School.

If you have any queries, you are invited to contact the Form Tutor by telephone or email. Form Tutors will endeavour to make an initial response within 48 hours.

Form groups enjoy many activities together, such as involvement in charity interests, participation in sporting or other whole-school events, and weekly wellbeing activities.

The school is arranged in six Houses: Cedar, Oak, Redwood, Beech, Elm and Teak. Pupils support their House by gaining House Points for good attitude and effort in work, and by participating in House sport, quizzes and competitions.

Safeguarding

The Designated Safeguarding Lead in school is Mr Simms.

Deputy Safeguarding Leads are: Dr Tinker, Mrs Stokes, Mr Hartshorn, Mrs Simms, Ms Hall, and Ms Davies.

All Corbet School staff receive regular Child Protection training.

The school may need to share information and work in partnership with other agencies when there are concerns about a pupil's welfare.

School security

All staff will wear identity badges to indicate that they are authorised personnel. Visitors are issued with a temporary badge which is returned to reception on departure. All staff and pupils are encouraged to report anyone who is on the school premises and not clearly displaying a school badge. We also have an extensive range of CCTV equipment to record activity in key areas of the school grounds and buildings.

E-safety

Parents/carers are permitted to take photos/videos of their own children in school events. They are requested not to share photos/videos from school events on social media. Parents/carers, pupils and staff are required to sign and adhere to the acceptable use policy.

How your child will spend the day

Key Stage 3 (Years 7, 8 and 9)

During their first three years, all pupils follow a similar course, designed to give a sound general education and to provide the base upon which the more specialised studies in Years 10 and 11 can build.

Pupils will study:

Art, Design & Technology, Drama, English, Geography, History, Information & Communication Technology, Mathematics, Modern Foreign Language*, Music Personal, Social, Health & Economic Education, Physical Education, Religious Education, Science.

*All pupils will be allocated a language to study (French or Spanish). They will study this one language for their time at the school, resulting in a GCSE qualification.

Teaching groups

Most lessons in the first two years will be taught in mixed-ability groups. However, the three core subjects; English, maths and science will be taught in ability groups.

Key Stage 4 (Years 10 and 11)

During Years 10 and 11, pupils will pursue a broad and balanced timetable, according to the requirements of the school and the National Curriculum. Most subjects are compulsory but there is some element of choice. The Options process takes place in Year 9 where pupils are asked to select three subjects they would like to study in Years 10 and 11 in addition to their compulsory curriculum. We try to cater for all pupils and their preferences.

Religious Education

Religious Education follows the Shropshire Agreed Syllabus. Parents are allowed by law to withdraw their children from these aspects of the curriculum, but only on the grounds of religious conviction.

Relationship and Sex Education

We have based our school's relationship and sex education policy on the DfE guidance. RSE is part of the personal, social, health and economic education curriculum (PSHEE). There is a full and balanced programme of relationships and sex education that takes place throughout the five years. Parents have a right to withdraw their child from aspects of the relationship and sex education programme..

Daily routines

The school day

8.45 am	Form time / Assembly time
9.10 am	Period 1
10.10 am	Period 2
11.10 am	Break time
11.30am	Period 3
12.30 pm	Period 4
1.30 pm	Lunch time
2.15 pm	Period 5
3.20 pm	End of school day

Lunch time

School meals are served in the school hall and bought on a cafeteria basis. There is a wide variety of meals available, with vegetarian dishes and salads always on the menu.

The school uses a cashless catering system which links to Parent Pay; this is an online payment system that is used to pay for school meals and many other items such as DT aprons, school trips and revision guides. The system enables parents to keep track of the funds in their child's account and monitor their daily food choices.

Transport

Limited cycle rack spaces are available near the sports hall entrance. Parents are asked to ensure that bicycles are in safe working order and when at school are left securely locked.

If pupils use transport other than the school buses, they should not arrive at school before 8.30 am, unless using the library 'Safe Haven' facility.

Most pupils come to school on buses, arrangements for which are made by the Local Authority. Any issues or concerns regarding transport arrangements please contact 0345 678 9008

Safe Haven: The Corbet School offers a safe environment for those pupils who are unable to get to school or return home via normal means, or during normal hours. For pupils, the library is open from 8.00am, it is also available afterschool every evening until 4.30pm. If your child requires these services, please inform the school.

School equipment required

A sensible school bag that can hold A4 size books

School books for the subjects on the day

Other subject equipment e.g., PE kit, cooking ingredients, apron, art folder

Completed relevant homework

Pencil case (see below)

Water bottle

Reading book

Packed lunch / snack for breaktime (if your child is not using the canteen)

Pupils do not need to bring money, as the canteen operates on a cashless system

In a pencil case - Essential for every day:

Pens

Pencils

Eraser

Ruler

In a pencil case – Useful to have:

Glue stick

Pencil sharpener

Calculator

Pair of compasses

Protractor

Coloured pencils

School uniform

We consider the wearing of school uniform to be a contributing factor in the pupils' self-esteem and their adoption of a positive work ethic. When setting out the guidelines about school uniform we expect the co-operation of parents. The school is very keen to maintain high standards of uniform. The Corbet uniform is supplied by School Shop Direct, a leading uniform supplier based in Shrewsbury. This provides an option to shop either by telephone, online or in person at the shop. In addition to items of Corbet uniform other general school clothing such as trousers and skirts are also available. For further details please see page 11.

If you have any queries about any items of uniform please contact the school before purchasing.

Polo shirt	School issue polo shirt (Years 7-10 sky blue, Year 11 white)
Sweatshirt	School issue sweatshirt (Years 7-10 navy, Year 11 burgundy)
Skirt	Dark grey or black standard school skirt to the knee in length
Trousers	Dark grey or black standard trousers
Tights	Grey, black, navy or neutral.
Shoes	Black school style shoes
Socks	Black
Belts	Black with a standard buckle

Prohibited items

Because this list can never be totally exhaustive, we hope that members of the school will use common sense as to the suitability of trends and fashions for school wear: Fashion skirts and no skirts of stretchy material; legging, denim and chino trousers; unauthorised footwear e.g., backless shoes, flimsy sandals or high-heeled shoes, boots, trainers or canvas style footwear; coloured t-shirts worn underneath school polo shirts (white is permitted); fashion belts; denim or leather jackets; hoodies; badges (other than those awarded by the school).

Lost property

Situated in the corridor near the sports hall. Pupils can view at break time or lunch time. Parents can view after school by prior arrangement. Any lost property left at the end of a term may be disposed of.

Physical Education kit

Item	Boys	Girls
*Corbet crested shorts (optional alternative is rugby shorts / skorts)	YES	YES
*Corbet crested polo shirt	NO	YES
*Corbet crested rugby shirt	YES	NO
*Corbet crested performance top	Optional	Optional
*Corbet crested track pants	Optional	Optional
Navy football/rugby socks	YES	YES
Navy base layers (tops and bottoms)	YES (must be navy)	YES (must be navy)
Trainers that offer cushioning, support and grip	YES	YES
Studded boots	YES (for football and rugby)	YES (for football and rugby)
Mouth guard	Optional but highly recommended for rugby	Optional but highly recommended for rugby
Hair bands	Required for pupils with long hair	Required for pupils with long hair

*Corbet crested PE clothing must be purchased from the official supplier (School Shop Direct). All other items can be bought from any retailer.

Please make sure that your son's/daughter's name is clearly marked in all PE kit so that it can be returned to them if mislaid.

If you have any doubt about whether an item of clothing or footwear is allowed, please visit our website for more information or ring the school to speak to a member of the PE Department.

School Shop Direct

The Corbet School uniform and PE kit is supplied by a leading Shropshire supplier with a shop in Sundorne, Shrewsbury.

This service will provide the option of shopping by telephone, online, or in person at the shop.

In addition to providing the bespoke school uniform it is also possible to buy a full range of school clothing including trousers and skirts.

Contact Details: Telephone 01743 440 449

E-Mail: info@schoolshopdirect.co.uk

Website: www.schoolshopdirect.co.uk

Shop Address: Unit 17/18, Sundorne Trade Park
Featherbed Lane, Shrewsbury, SY1 4NS

Opening Hours: Monday to Friday 9am-5pm
Saturday 9am-4pm during term time
Extended hours in Easter & Summer holidays.

Make-up, hair cuts, jewellery, chewing gum

Extreme haircuts e.g., undercuts or lines/patterns in hair for example, or non-natural colours are not permitted

No jewellery is allowed in school, except a watch.

If pupils are planning on having piercings, then this must be done at the start of the summer holiday so that they can be removed prior to starting back to school in September. The school will not allow earrings to be covered with plasters.

The wearing of make-up is not permitted. However, a skin tone foundation / concealer will be accepted, if this is only a light coverage. The following are not permitted to be worn at school; mascara, eyeliner, eye-shadow, blusher, lipstick or lip-gloss, heavily pencilled eyebrows, false nails, nail extensions, nail varnish, false eyelashes, shading/contouring.

Chewing gum is not permitted at any time in school. Any pupils caught chewing gum in school will receive a sanction. Persistent breaking of this rule will result in greater sanctions.

What we ask the pupils to do if...

I am sick:

Tell your teacher or a member of staff on duty who will tell you what to do (if your parents need to be contacted this will be done by the school. Do not phone home yourself).

I am late or miss registration:

Report to Reception and sign in.

I have to leave school early:

Your parents should inform school via phone or email. Let your teacher know at the start of the lesson you will leave from. Sign out at Reception before you leave school. If you return to school the same day, sign in again at Reception.

I have been away from school:

Your parents should phone or email school on your first day of absence to inform us of the reason for your absence. Speak to your teachers and Form Tutor to catch up on anything you have missed.

If I lose something:

Re-trace your steps. Think where the item might be. Check all locations you visit in the day. Check your bag thoroughly. Check with Reception/ PE staff to see if it has been handed in. Report it to your Form Tutor. Check with your bus company. Check at home.

I have other problems:

Talk to / tell someone; your Form Tutor, the Student Support Team, senior pupils, your best friend, your parents.

I have to take medication in school:

Your parents will need to fill in a Parental Agreement Form prior to the medicine being administered. These can be obtained from Reception. Once the form has been filled in it needs to be returned along with the medication and kept in Reception for safe keeping. When you are required to take the medication, excuse yourself from your lesson and come to Reception.

I am unable to do P.E.:

Your parents should inform school via phone, email or a note. You must bring your full PE kit as normal to the lesson. You may be required to change for the lesson.

If I forget my PE kit:

Let a member of the PE staff know as soon as possible. You will be loaned PE kit in order for you to take part in the lesson.

School transport code of behaviour

Before the journey pupils must:

Make sure they have their bus pass or letter from the transport department.
Be at the correct pick up point in good time.

Wait in an orderly manner. Be aware of other pedestrians and members of the public in the 'pick up' area (noise, litter, crowding the footpath).

Be aware of traffic (stay on the footpath).

Board the correct bus, the one that matches your code on your bus pass/letter. You **cannot** use a different bus to go to a friend's house.

Board the bus in an orderly fashion DO NOT PUSH.

Go to the seats immediately and sit down correctly (fasten seat belts).

During the journey pupils must:

Stay properly seated at all times: do not stand up whilst the vehicle is moving (keep seat belts fastened until time to get off).

Not distract the driver in any way.

Never smoke (including electronic cigarettes)

Never throw items around the bus.

Never attempt to misuse doors, windows or emergency exits.

Not damage the vehicle in any way.

Report any concerns to the driver or school.

At the end of the journey pupils must:

Remain seated until the vehicle stops.

Get off the bus in an orderly manner.

Make sure all items of bags / clothing etc. are carried off the bus safely.

Be aware of traffic as you get off the bus.

Never cross in front of or behind the school bus or a car.

Make their way home in a sensible manner being aware of other members of the public.

Misbehaviour on the bus could lead to permanent exclusion from travelling.

Understanding assessment and progress

Assessment is used to provide pupils, teachers and parents with information to target improvements and celebrate success. Assessment is applied consistently throughout the school using standardised grading systems, pupil feedback on progress and in reporting to parents. Staff give grades for Effort/Attitude to Learning; progress grades to indicate whether pupils are on track to meet their target in Key Stage 3; and forecast grades at Key stage 4 .

Reports and parents' evenings

Your child's progress in school will be monitored carefully and you will receive a full 'Report to Parents' once a year and an 'Interim Report' at two other points, during the year. On all reports, Attitude to Learning will be indicated in one of four categories, Excellent, Good, Minor concerns, Major concerns. Attainment will be indicated by a GCSE grade in Key Stage 4 or a progress grade towards targets in Key Stage 3.

There will be one formal parents' evening per year.

Marking and feedback

The frequency of marking depends on lesson allocation to each subject and the types of tasks undertaken, including key assessment tasks.

Core subjects: Twice every half term detailed written comments (tick and target) are recorded on pupils' work, accompanied with at least once every half term a grade for effort (A – D).

Non-core subjects: Once every half term a grade for effort (A – D) and detailed written comments (tick and target) are recorded on pupils' work.

All subjects: Once every term an attainment grade alongside the effort grade, developmental comment and target for improvement is awarded.

Target Setting

Each teacher will set targets for all pupils they teach.

Year 7 and Year 8 are set within target bands as follows:

Grades 1-3 = L

Grades 4 & 5 = D

Grades 6 & 7 = D+

Grades 8 & 9 = M

Years 9, 10 and 11 are set full GCSE target grades.

Targets are intended to be a balance between being motivational and achievable.

Marking and feedback codes

✓	Comments saying what you did well.
⊕	Specific target for improvements or the next step in the learning process.
WDYT	Used at least once every half term on a specific piece of work. Specific question designed to challenge and encourage pupil reflection.
Attainment Grades	Awarded at least once a term. May be given as an overall grade for the term or a grade for a test or piece of work. GCSE grades 1-9. Based on appropriate standards in the particular year group.
Effort Grades	Awarded at least once every half term. Can be awarded for a particular piece of work or for effort over a period of time. It is expected that all pupils achieve a B (Good) as this is the level of effort expected at The Corbet School.
Effort A	Exceptional: Working above and beyond expectations.
Effort B	Good: Working as expected.
Effort C	Room for Improvement: Issues with some aspects of your work.
Effort D	Unsatisfactory: Major improvements needed.
Sp	Spelling mistake.
P	Missing punctuation.
//	New paragraph required.
	A good point/answer.
	An excellent point/answer.
^	Something has been left out/requires more detail.
VF	Verbal Feedback: A pupil may be asked to note down or act on verbal feedback e.g. use a dictionary to check spellings, use the starters and connectives spelling mat, include evidence, justify this opinion.

Additional needs

Special educational needs and disabilities

The school is experienced at providing additional support for pupils with a range of Special Educational Needs and Disabilities. Pupils identified as in need of extra help are placed at SEND Support or have a Graduated Support Plan or an Education Health and Care Plan which is issued by the Local Authority.

Additional help can occur in many ways depending on the pupil's needs - for example:

Smaller teaching groups for English and/or Mathematics lessons

Early morning reading/spelling sessions

Provision of a laptop

Support in lessons from a Teaching Assistant

Access arrangements

Additional help with homework/classwork during lunchtime and in our after school homework club

A supervised area during lunchtime, which is a safe place for pupils who want a quieter space

The Special Educational Needs Department has a designated room from which to operate.

Pupils' progress is monitored closely and parents are kept informed about the additional help their child is receiving.

Pupils with Special Educational Needs and Disabilities are fully integrated into the life of the school taking the fullest part possible in the social and extra curricular activities available to all pupils.

The admission arrangements for pupils with Special Educational Needs and Disabilities at SEN Support are exactly the same as for any other pupil. Pupils with an Education Health and Care Plan/Graduated Support Plan are placed (in school) by the Local Authority.

More able and talented

The Corbet School has high expectations of all individuals and we strive to extend and fulfil the potential of all pupils who arrive through our door. Some pupils are identified as More Able or Talented and each department uses this information to ensure that their course caters for higher abilities, with resources continuing across all departments to allow them to achieve this.

Homework

The school endeavours to work very closely with parents to ensure that pupils undertake homework.

Homework is considered to make an important contribution to pupils' progress and success. Not only does it provide extra time for covering the work laid down, but it helps pupils to take initiative, become independent in their learning and to develop a work routine.

The school uses satchel:one to manage the homework process and measure the efficacy of work set. Satchel:one makes it easy for our school to effectively track and monitor the impact of homework. For our teachers, it provides an easy way to set and communicate homework details. For parents, it will provide visibility and transparency regarding the homework details and deadlines your child has received from the school.

Pupils and parents will receive login details to the child's personal account. By logging in, parents will be presented with a personalised homework calendar for their child.

Time to be spent completing homework

Our school guidelines are as follows:

Year 7 & 8: 45 - 90 minutes per day

Year 9: - 2 hours per day

Year 10 & 11: 1.5 - 2.5 hours per day

Parents can help by

Logging in to your satchel:one parent account and regularly checking tasks set

Providing a quiet place for homework to be completed

Establishing a routine for your child for homework to be completed at a regular time (preferably early in the evening)

Making sure your child spends the right amount of time on each piece of homework

Providing help and support when homework is difficult

Encouraging your child to use the school-based support from subject teachers and Form Tutors

Reminding your child that they can use the school's IT facilities and the to help complete the work

Telling us if you feel not enough homework is being set

Communication with parents

The Corbet School utilises an email and text messaging system as the preferred method of communication with parents, along with news updates on our website and social media. Email is a particularly effective and efficient means of communication for The Corbet School so wherever possible we would ask parents to provide us with correct email addresses and keep us informed of any changes.

Satchel:one will provide parents with details regarding homework, rewards, sanctions and at times opportunities for your child.

The Corbet School produces a termly newsletter, Corbet News. These are automatically e-mailed as an attachment to all parents for whom we have up to date contact details, or you can subscribe by e-mailing SUBSCRIBE in the subject line to:

newsletter@corbetschool.net

If you would like to read recent issues of Corbet News these can be accessed from: <http://www.corbetschool.net/news>

How we prepare your child for a successful future

Personal, Social, Health, Economic Education (PSHEE)

This is a structured programme of lessons and activities meeting the requirements of the National Curriculum at KS3 and KS4. The programme of study at KS3 and KS4 is designed to develop pupils' social and moral responsibility, community involvement and political literacy, meeting the National Curriculum requirements.

Personal Wellbeing

The National Curriculum stresses the importance of personal wellbeing in helping young people to embrace change, feel positive about who they are, and enjoy healthy, safe, responsible and fulfilled lives. Personal wellbeing also makes a major contribution to the promotion of personal development.

Economic Wellbeing & Financial Capability

Aims to equip pupils with the knowledge, skills and attributes to make the most of challenging opportunities in learning and work.

Work Experience

This takes place towards the end of Year 10, when pupils go out into the 'world of work'. Pupils are involved in arranging their own placements. The School monitors pupils during their placements. All placements are rigorously checked for the relevant insurances and health and safety regulations.

Careers

The careers guidance and education programme we deliver at The Corbet School is seen as a continuous process from Years 7 to 11.

Careers guidance and education is delivered using a wide range of avenues: Unifrog; an award-winning, online careers platform

Personal adviser in school once a week for individual consultations with pupils

Delivery through dedicated lessons within the PSHE programmes of study
Speakers from a variety of industries

Work Experience placements

Post 16 support for Year 11s: presentations, personal statements / CV and application support; visits to Further Education Colleges taster days and workshops; assembly presentations; and lunch time drop in sessions

The school library

The library is open from 8am until 4.30pm Monday to Friday.

The library provides a safe haven for pupils before school, at break time and lunch time, and after school.

We encourage pupils to use the library to carry out research, read books, revise or complete homework.

Pupils are able to loan reference, non-fiction, and fiction books for an initial period of three weeks.

Several library activities and clubs take place on a weekly basis, which pupils are encouraged become involved in if they are interested.

Extra curricular activities

The school arranges a variety of out of school activities. Some of these are very much an integral part of the daily/weekly routine of the school, whilst others take place less frequently, generally to places further afield, and for a longer time period. Examples of those forming part of the regular routine of the school are sports matches against other schools, or supervised visits to the local area as part of curriculum work.

Transport will be either by mini-bus (driven by staff), hired vehicles, or staff cars.

Supervision will be provided by use of school teaching and other staff, and other adults, and will be determined for each outing taking into account associated factors.

Over the years a range of activities have been enjoyed which are outside the normal school day, for example, theatre visits, ski trips, outdoor education trips, external sports coaching. Parents will be asked to pay for their child to participate in activities of this nature.



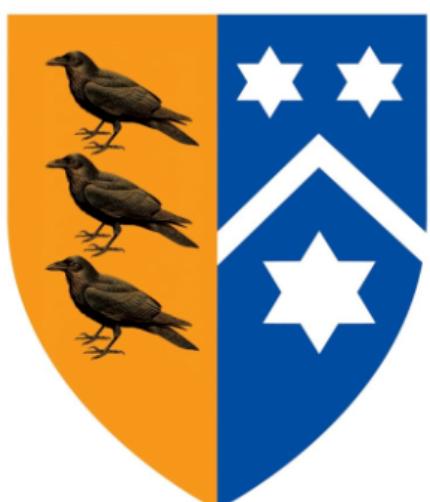
- DO YOU HAVE THE CORRECT UNIFORM AND APPEARANCE?
- DO YOU HAVE THE CORRECT EQUIPMENT?
- ARE YOU ON TIME?
- ARE YOU FOCUSED ON LEARNING?
- ARE YOU ACTIVELY LISTENING?



READY – RESPECTFUL – RESPONSIBLE

RESPECTFUL

- ARE YOU BEING KIND?
- ARE YOU BEING POLITE?
- ARE YOU FOLLOWING INSTRUCTIONS?
- ARE YOU ALLOWING OTHERS TO LEARN?
- ARE YOU LOOKING AFTER OUR SCHOOL PROPERTY AND SURROUNDINGS?



R R R

READY – RESPECTFUL – RESPONSIBLE

RESPONSIBLE

- ARE YOU BEING CALM AND RESPONSIBLE?
- ARE YOU BEING A POSITIVE ROLE MODEL?
- ARE YOU RESPECTING PERSONAL SPACE OF OTHERS?
- ARE YOU ANTI-DISCRIMINATORY?
- DO YOU SEEK SUPPORT FROM STAFF WHEN NEEDED?



Rewards and achievement

During the school year, House Points are awarded to pupils in recognition of: Exceptional / sustained effort in lessons; Exceptional / sustained effort with homework; Excellent standard of classwork; Excellent standard of homework Outstanding achievement / progress; Prizes for competitions; Being extremely helpful / positive contribution towards school events. Pupils are rewarded with items such as certificates, engraved pens, and pin badges as they accrue House Points throughout the year.

House competition

At the end of the school year, a House Points Cup is presented to the House with the most points. Along with points achieved through Inter-House activities, the House Points contribute towards the House of the Year Shield.

Satchel:one badges

Virtual Badges are awarded half-termly for commitment to studies. Each teacher will be asked to award approximately 2 badges to each of their classes.

Behaviour and discipline

We believe that firm but fair discipline is part of our responsibility towards you and your son/daughter. It is very important for pupils to know that parents and the school are co-operating in this matter.

To manage poor behaviour, Sanctions could include: a verbal reprimand; loss of privileges; confiscation of pupils' property; expecting work to be completed at home, or at break or lunchtime; detention at breaktime, lunchtime or after school; referring the pupil to a senior member of staff; letters or phone calls home to parents; agreeing a behaviour contract; putting a pupil 'on report'; a pupil spending time in the isolation room; suspension; permanent exclusion.

Parents will normally receive formal notification of detentions via satchel:one, and other forms of sanction via email or phone call.

Use of technology in school

The use of mobile phones or other smart devices is not allowed whilst at school. Phones should be handed in to reception or placed in bags and turned off.

The IT equipment at school and pupils' school accounts are monitored regularly; any mis-use e.g., searching for inappropriate material is unacceptable.

Parents are invited to view our behaviour and discipline policy on the school website.

Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying takes place in schools as it does in other work places. We have a section in our behaviour policy regarding tackling bullying (which can be found on the school website), because although bullying is not seen as a major problem at The Corbet School it is naïve to imagine that it does not exist. We wish to maintain an approach where all staff, parents and pupils co-operate to prevent bullying from happening as much as possible and deal with it swiftly when it does. As a school, we will respond promptly to any bullying which may occur. We ask that you contact school and speak to your child's Form Tutor if you have any concerns that your child may be in this situation.

Absence

Authorised absence is absence for illness, unavoidable medical appointment, family crises relating to the child, external examinations and other exceptional circumstances.

Unauthorised Absence is absence which remains unexplained by parents, taking time away from school for non-urgent, avoidable activities (whether or not explained) and truancy.

The decision as to whether an absence is authorised or not rests with the school.

If your child is absent, due to illness, please notify the school by telephone, or e-mail, via absence@corbetschool.net as soon as possible on the first day of absence.

Leave of absence

The law states that the parents are compelled to ensure that their child attends school unless there is reasonable excuse for non-attendance. The Corbet School complies with education regulations regarding leave of absence. Family holidays during term time are not deemed an exceptional circumstance. In normal circumstances the school requires a minimum of 3 weeks' notice for the request for Leave of Absence and will aim to make a decision within 10 working days. We ask parents to complete a 'Request for Leave of Absence from School in Exceptional Circumstances' form, which can be obtained from the school office or via the school website. Leave of absences in term time are not a right and will not normally be granted. Leave of absence will not be granted retrospectively. Absences in term time are extremely disruptive for both pupils and teaching staff and are actively discouraged by the school and the local authority.

School Contact Information

School email address

admin@corbetschool.net

Pastoral email address

studentsupport@corbetschool.net

Absence email address

absence@corbetschool.net

School main telephone number

01939 260296

Headteacher's P.A. telephone number

01939 262002

Pupil absence telephone number

01939 262004

IT support telephone number

01939 262005

Finance department telephone number

01939 262008

Useful Links

The Shropshire Council link below has information relating to school attendance, school holidays, school admissions, school transport, free school meals:

[Schools and education | Shropshire Council](#)

The Corbet School website has a wide range of information relating to the school including school menu, Shropshire Music Service, school uniform, Corbet Clothes, communications:

[Home - The Corbet School](#)

School Nurse:

[Shropshire School Nurses \(shropscommunityhealth.nhs.uk\)](#)



THE CORBET SCHOOL

Eyton Lane, Baschurch
Shropshire SY4 2AX
Telephone 01939 260296
www.corbetschool.net
admin@corbetschool.net

