

Pupil
Handbook
2024/25



THE **CORBET** SCHOOL

Name:

Form Group:

Form Tutor:

Form Room:

Emergency Arrangements

Contact Number

Contact Person

How I will get home if my normal transport is unavailable

Where I will go if I can't get into my house

Term dates 2024/2025

Autumn Term 2024

Wednesday 4 September 2024 – Friday 20 December 2024

Half Term: Monday 28 October 2024 - Friday 1 November 2024

Christmas Holidays: Monday 23 December 2024 – Friday 3 January 2025

Professional Development Days: Monday 2 September 2024, Tuesday 3 September 2024 & Monday 4 November 2024

Spring Term 2025

Tuesday 7 January 2025 - Friday 11 April 2025

Half Term: Monday 17 February 2025 - Friday 21 February 2025

Easter Holiday: Monday 14 April 2025 - Friday 25 April 2025

Professional Development Day: Monday 6 January 2025

Summer Term 2025

Monday 28 April 2025 – Friday 18 July 2025

May Day: Monday 5 May 2025

Half Term: Monday 26 May 2025 - Friday 30 May 2025

All dates inclusive

Professional Development Days: School closed for pupils

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

Punctuality is important and sanctions may be issued for lateness!

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 ParentPay; 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. Pupils 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.

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 a pupil requires these services, parents must inform the school.

School equipment required

A sensible school bag that can hold A4 size books

School books for the subjects you have 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 you're not using the canteen)

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

In your pencil case - Essential for every day:

At least 2 black pens

A green pen

At least 2 pencils

A rubber

A ruler

A pencil sharpener

A calculator

A glue stick

In your pencil case – Useful to have:

A pair of compasses

A protractor

Highlighter pens

Coloured pencils

School uniform

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. 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 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 speak to a member of the PE department.

Physical education additional information

At the start of the lesson please line up in single file in your register order to be registered.

Should you wish to speak with your teacher, wait behind after being registered.

Changing rooms:

These should be a safe environment for all. Please change swiftly, put your belongings in your bag or on the hooks and be ready quickly for your lesson. Take inhalers and water with you to your lessons.

Long hair must be tied up for PE lessons. It is your responsibility to provide your own hair bands and should be treated as part of your required kit.

Lessons:

We want you to enjoy your lessons safely. Please follow all instructions given by your teacher, and actively participate as much as you can to get the most out of each session.

Extra-curricular clubs:

There are many clubs on offer at The Corbet School. Ask your PE teacher or form tutor for more details. After school clubs usually finish at 4.30pm, so you will need to organise your own way of getting home. Being part of a PE club may mean the opportunity to represent the school at fixtures both at home and away at other venues. The PE department use satchel:one One to communicate about extra-curricular clubs and fixtures.

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 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 PE:

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 on school transport.

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 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.

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 your 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.

Pupils will receive login details to your personal account. By logging in, you will be presented with a personalised homework calendar / to do list.

Time to be spent completing homework

Our school guidelines are as follows:

Year 7 & 8: 45 - 90 minutes per day

Year 9: 1 - 2 hours per day

Year 10 & 11: 1.5 - 2.5 hours per day

Making homework effective

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

Working in a quiet place to complete your homework.

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

Making sure you spend the right amount of time on each piece of homework.

Asking for help from parents when homework is difficult.

Use the school-based support from subject teachers and Form Tutors.

Make use of the school's IT facilities to help complete the work if you wish.

How we prepare you 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 Thursday, and 8am until 4pm on 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.

READY

- 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?**



RRR

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?**



READY – RESPECTFUL – RESPONSIBLE

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 you 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 all pupils.

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.

Pupils 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 speak to your Form Tutor if you feel you may be in this situation.

School map



Wellbeing

Your wellbeing as a pupil is important. We all have good days and bad days but if you are having more bad days than good, then talk to someone.

In school help

Your form tutor

Other staff members you trust

Student support staff during break time and lunch time

Out of school help

Your local G.P.

Kooth.com – Free, safe anonymous online support

Beam – Drop in counselling

Samaritans – Emergency help 24 hours/day, 365 days/year (116123)

