



SWANMEAD COMMUNITY
SCHOOL

2016 - 2017

AN INTRODUCTION
TO THE
SCHOOL

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GETTING TO KNOW SWANMEAD COMMUNITY SCHOOL

Times of the School Day

Registration	8.55 a.m. - 9.00 a.m.
Period 1	9.00 a.m. - 10.00 a.m.
Period 2	10.00 a.m. - 10.55 a.m.
Break	10.55 a.m. - 11.15 a.m.
Period 3	11.15 a.m. - 12.10 p.m.
Period 4	12.10 p.m. - 1.05 p.m.
Lunch	1.05 p.m. - 2.05 p.m.
Registration	2.05 p.m. - 2.10 p.m.
Assembly or Tutor Time	2.10 p.m. - 2.30 p.m. (Assembly ends 2.25 p.m.)
Period 5	2.30 p.m. - 3.30 p.m.

Arrangements for arrival and departure



Please arrange for your child to arrive at school no earlier than 8.45 a.m. Upon arrival, they should go directly to the side entrance. At 8.45 a.m. a bell will ring and all pupils should enter the building via the locker room or cloakroom and then go to tutor bases to prepare for the morning. By 8.55 a.m., pupils should be seated ready for registration.

At the end of the school day, all pupils not using school transport should leave the building via the locker room or cloakroom.

Year 5 and Year 7 will be dismissed at 3.25 p.m. every day.



At the end of the school day pupils using school transport should make their way promptly to the hall. They should sit silently, in their designated line, until the teacher on duty asks them to make their way out to the bus. On the bus, pupils should quickly settle into their allocated seats and put on their seat belts. We expect sensible behaviour on school transport; the driver has County's authority and is in charge.

Emergency contacts

If it is necessary for the school buses to leave school early - for example if weather conditions are likely to make roads impassable - it is not practical to contact each parent direct. We therefore have emergency contacts in the villages. In the case of deteriorating weather, please do not attempt to contact the school number, except Stocklinch and Dowlish Wake/Chillington/Cudworth, but telephone your local contact who will have been briefed about the situation.

The local contacts are:

Route C164 - **The Seavingtons** - Mrs C O'Neill
01460 242069 or 07891579321

Route 052B/ C194 - **Shepton Beauchamp** - Mrs. Donna Small -
07841 291803 or 01460 241291

Route 192B - **Barrington, Puckington** - Mrs S Skelsey
Home - 01460 52553 or Work - 01460 259852
or 07534189168

Route 192B - **Ilton** - Mrs E Westcott 01460 55678

Route 052B - **Stocklinch** -
Contact the School - 01460 52431

Route C194 - **Dowlish Wake, Chillington, Cudworth** -
Contact the School - 01460 52431

Pupils who are transported by car should be dropped in the car park opposite Tesco. There is a path from the Tesco car park to the rear access of the school through the yellow gate by the ATC Hut. Please do not bring your car into the turning/parking space in front of the school or the car park at the rear of the school between 3.20 p.m. and 3.40 p.m. in the afternoon when buses are picking up pupils. If you drive to the school please help to avoid congestion by following the unofficial one-way system in the main driveway. Please do not attempt to park in the no waiting zone marked along Ditton Street as this makes it difficult for the crossing patrol.



Cycling to School Children are welcome to ride their bike or scooters to school. If they are to do this, we recommend that parents take all necessary arrangements to ensure that children are safe. For example, wearing a helmet and deciding on a safe route to school that minimises use of roads. It is also suggested that children bring a bicycle lock in order to ensure their bike is safely secured. The school does not accept responsibility or liability for any loss or



damage. A bike shed is available at the rear of the school, accessed via the car park opposite Tesco's.

What is the Pupil Planner?

On the first day of the Autumn Term all pupils are issued with a Pupil Planner. The Planner contains information about school routines, a copy of the timetable and the homework schedule. Pupils are required to carry this with them at all times.

Homework

Pupils are required to record all homework that is set in their Pupil Planner. At the end of each week parents are asked to sign the Planner to confirm that homework has been done.

Details about homework will be included in a newsletter in September.

Contacting the school

We make every effort to make parents feel welcome, but it is necessary to have clear procedures that we would ask all parents to follow.

The Tutor deals with your child on a day-to-day basis and is responsible for marking attendance, welfare issues and has a



general oversight of your child's progress. You can communicate with the Tutor using the Pupil Planner to write a message, write a letter or you can telephone the School Office requesting an appointment. Issues relating to a specific subject should be addressed to the subject teacher. If you write a message in the Pupil Planner, please tell your child to bring the message to the attention of the appropriate teacher.

Year 5 tutors will aim to make themselves available at the end of each school day if there is need to speak with the tutor.

Visiting the school

During the school day all visitors must enter via the main entrance. Visitor parking is available in front of the school or in a public car park. Upon arrival you must report to the School Office to collect a visitor's pass. The Receptionist in the School Office will contact the person with whom you have made an appointment.

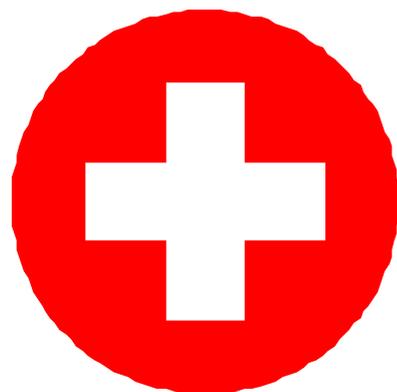
NOTICE

**ALL VISITORS
MUST GET A PASS
FROM THE
SCHOOL OFFICE**

A list of school staff and their responsibilities will be issued at the beginning of the year.

What happens if your child feels unwell?

If your child feels unwell he/she should inform the teacher. If the problem is considered serious enough, the teacher will send him/her with another pupil to the School Office.



If the problem arises during break or lunchtime, your child should tell the member of staff on duty or a lunch time supervisor.

Medication. If your child needs to take any medication during the school day this must be brought into school by a parent and the authorisation form for administering medication must be signed.

The school has clear emergency procedures. If there is a need for the school to contact you during the school day, you will be contacted by telephone using the home or work number maintained in the school records. Please make sure you inform the school of any change to your contact numbers.

If you are called to collect your child, you should report to the School Office. Never take your child away without reporting to the School Office.

Collecting your child during the school day

Appointments should not normally be arranged during the school day to prevent disruption to your child's education.

However, if this is unavoidable send a letter to the Tutor detailing the appointment and the time you wish to collect your child. Parents should report to the School Office where your child will sign out prior to leaving the site. If returning to school during the day, pupils must report to the School Office to sign in.

Getting permission for authorised absence during the school term

In the event of your child being absent due to illness or for any other reason, please can you telephone 07518 393118. A text message or voicemail can be left at any time but **MUST** be left before 9 a.m. on the first day of absence. If you prefer to send an email regarding your child's absence then please send this to DEHarvey@educ.somerset.gov.uk before 9 a.m. on the first day of absence. Parents are legally responsible for the good attendance of their child and the Local Authority will take appropriate legal action in response to cases of poor attendance. This may include us as a school requesting:-

- Education Attendance Referral
- Warning Penalty Notice (no unauthorised absence allowed for a given number of school days)
- Fixed Penalty Notice (£60.00 fine per child per parent or carer)
- Court Action for failure to secure regular school attendance.

For planned leave of absence during term time (holidays, weddings, etc.), Swanmead Community School follows the guidelines set by the Government (September 1st 2013) with regards to requests for term time leave. This includes adopting Somerset Local Authority arrangements with regards to the use of warning penalty notices and penalty notices for unauthorised sessions. Where a family's children attend more than one school then these circumstances will be discussed with the other school.

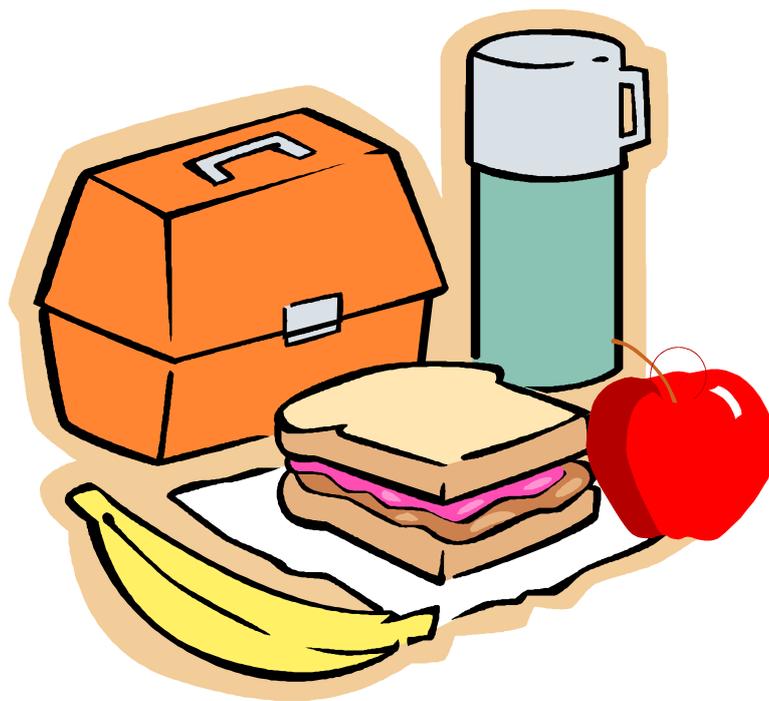
Break times

During break and lunch time pupils should be in the designated play areas. During break a team of teachers are on duty. Supervisors are employed to manage eating arrangements and play during lunchtime. In the event of your child having a problem, they should inform the duty teacher, lunchtime supervisor or their Tutor at the earliest opportunity.

Refreshment arrangements

During break time your child is encouraged to bring a healthy snack to sustain him/her through the morning. Pupils are not allowed to eat crisp type snacks at this time. Sweets should not be brought into School.

The catering staff sell snacks from the Hall during the first 10 minutes of break time.



At lunchtime the school provides a selection of hot and cold meals. These are served in the Hall. Sandwiches are also eaten in the Hall.

If your child forgets to bring his/her packed lunch or dinner money, he/she should report to the School Office where he/she will be allowed to ring home or be allowed to borrow from the Finance Office. Money borrowed must be returned the next day.

Clubs and Activities

The school offers a wide range of lunchtime and after school clubs and activities. These will be published in a newsletter at the beginning of each term and a copy will be in each tutor room.

Each term you will receive a copy of the extra curricular programme. An early lunch pass is available for pupils attending a club. It is hoped that each pupil will join at least one club per term.



The House System

All pupils are allocated to one of three houses: Isle, Minster and Herne. Families will, where possible, be kept in the same house.

The house system provides an opportunity to meet and socialise with pupils in other year groups. Each house has a House Captain and Vice Captain. Throughout the year pupils take part in sporting events and other inter-house competitions. Awards for good standards of work, attendance and positive achievement also contribute to the points total. The House Trophy is awarded on the last day of the academic year.

In Year 5, some lessons will be taught in House groups.

Uniform

All pupils are expected to wear full school uniform at all times. If problems arise you should provide a note for the Tutor that explains the difficulty. A list of accepted school uniform is provided below. All items should be marked clearly with the owner's name.

- Blue sweatshirt or cardigan with Swanmead Community School logo.
- Polo shirt, either white or pale blue, with the Swanmead Community School logo.
- Tailored trousers or skirts - black or grey. Skirts should be worn just below or just above the knee. Fashion items such as skinny trousers with embellishments are not acceptable. Belts, if worn, must be black in colour.

- Summer months - black or grey, tailored shorts (worn above the knees) or light blue gingham dresses maybe be worn.
- Plain black, flat, leather/leather type, closed shoes. Trainers, boots or sandals are not acceptable.
- Socks or tights must be worn and should be plain black, dark grey, navy blue or white.
- One pair of ear-rings which are plain, small studs for pierced ears worn in the lobe of the ear and one wristwatch are the only jewellery items permitted.
- Hair must be of 'natural; colour with no 'extreme' styles. Long hair must be tied back when appropriate.
- Pupils are not allowed to wear make-up, false nails or nail varnish.
- A key band may be worn around the neck and tucked inside the sweatshirt/polo shirt. No other items should be attached to this.
- Coats should be in a style appropriate for school. Leather and denim jackets as well as hoodies are not allowed.

Children must dress within the framework set out above for all school days except where specifically requested to dress differently. The dress code for public performances will be white collared shirt and tie. (e.g. Awards' Evening, Youth Speaks).

Sweatshirts, polo shirts, ties, P.E t-shirts, P.E training tops, P.E. shorts, P.E. skorts and iron-on logos can only be purchased from the School. (Polo shirts can be purchased by any supplier but in this case an iron on logo needs to be purchased from school and applied to the garment.)

Where a child does not follow the Swanmead dress code, school staff reserve the right to withdraw the pupil from normal classes and in some circumstances a pupil may be sent home. In all cases the Headteacher's decision is final.

Clothing for Physical Education

Children should be prepared to bring the following items to P.E. lessons:-

1. Swanmead P.E. T-shirt
2. Navy Blue Shorts or Skort
3. Navy Blue Football Socks and White Sports Socks
4. Swanmead P.E. training top
5. A gum shield for rugby/hockey
6. Shin pads for football/hockey
7. Towel
8. Tracksuit trousers - for cold weather
9. Woolly hat and gloves if activity allows.

Specific Footwear

1. Trainers (not basketball boots)
2. Football boots must be worn for soft ground use.

- Notes.**
1. **All items should be marked clearly with the owner's name.**
 2. If your child is unable to participate in P.E. for any reason, please ensure that they still bring their P.E. kit and a tracksuit as they are expected to remain with the class and assist the teacher where possible.
 3. It can be uncomfortable and unpleasant to wear clothes previously worn during P.E. Therefore

spare underwear should be brought to school on P.E. days.

Footwear in Gymnastics, Dance and Changing Rooms

- i. Children can choose to do Gym and Dance work in bare feet or in gym slippers. It is not appropriate for trainers or plimsolls to be worn. These are fine for general sports but not for Educational Gymnastics or Dance and Movement.
- ii. Children can bring flip-flops or similar footwear to wear in the changing room if that is the parents' wish.

Clothing for Art/Design Technology/Food Technology

To protect schoolwear, aprons will be provided for all these lessons.

What equipment should your child bring to lessons?

Each pupil should have the following:-

Pen (fountain, roller ball, metal ball) **not** biro

Pencil H.B.

Set of pencil crayons **not** felt tips

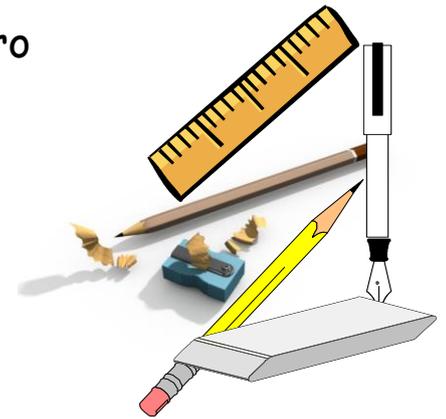
Ruler 30 cm.

Rubber

Pencil sharpener

A4 Wallet folder (sturdy)

Desirable but not essential: Compass and Geometry Set



Books and equipment issued to pupils and used at school or at home must be carefully looked after: damage or loss of school property will be the responsibility of the pupil.

All items should be clearly marked and kept in a named pencil case. Tippex and Ink Erasers should **not** be brought to school.

Carrying school equipment

Pupils should not carry heavy books and sports kit each day. For safety reasons we ask that bags are no larger than approximately 60 cms / 2 feet in length.

PE kit should be carried in a separate bag or separate section of the main bag.

Pupils should never bring valuable items into school. The school takes no responsibility for the loss of valuable items.

Mobile Phones in School

School Policy clearly states that mobile phones are not an appropriate item to bring to school. The school already provides a phone for emergency contact.



However, if as a parent you feel that there is particular reason why your son / daughter should be allowed to carry a mobile phone please write a letter to Mr. Walker who will consider the reasonableness of the request and will advise regarding the terms on which a phone may be permitted in school.

Lost property

If a child loses an item they should check their Tutor base and the cloakroom areas. Ask other members of their Tutor group. Tell their Tutor. See the School Office.

Pupils who find items around the school should place them in the lost property basket in the Cloakroom area or hand it in to the School Office. Named items will be returned to the child via their Tutor. If the item is unnamed, your child can go to the School Office during break time to see if the item has been found. The school cannot accept responsibility for the loss of personal items. At the end of each half term any unnamed Lost Property will be donated to the SCOFF (Swanmead Community of Families and Friends) 'New to You' resale or local charity shops. It is essential that all personal property is clearly named.

Finding out what is going on at the school.

To help you keep up to date with events and achievements the school publishes a Newsletter every month. Tutors give out the Newsletters. Each edition is numbered to enable you to keep track of distribution. Back copies are available from the School Office.

The Newsletter can be emailed to you if you wish - please email Mrs. Ann Kivett, School Secretary with your request. Her email address is Swanmead@educ.somerset.gov.uk

The Newsletter is also published on the School website:-
swanmeadschool.co.uk



SCOFF

(Swanmead Community of Families and Friends)

The school has an active Committee. Throughout the school year the Committee organises social events, the Summer Barbecue and Fair and other fund raising activities. The Committee also acts as a forum for discussing issues related to school e.g. transport, school lunches and uniform. All parents are invited to join and elections for the Committee take place at the AGM held in the Autumn Term.

We hope this pamphlet provides you with the information that you need to help your family become familiar with Swanmead Community School. If you have any further questions please do not hesitate to ask.

SCHOOL TERM DATES: 2016 - 2017

<u>Autumn Term</u>	Term Starts	All pupils start Monday, 5 th September 2016
	Half Term	Monday, 24th October - Friday, 28th October 2016
	Term Ends	Friday, 16 th December 2016
 <u>Spring Term</u>	Term Starts	Tuesday, 3 rd January 2017
	Half Term	Monday, 13th February - Friday, 17th February 2017
	Term Ends	Friday, 31 st March 2017
 <u>Summer Term</u>	Term Starts	Tuesday, 18 th April 2017 May Day Holiday (1st May 2017)
	Half Term	Monday, 29th May - Friday, 2nd June 2017
	Term Ends	Friday, 21 st July 2017

INSET DATES

Thursday, 1st September 2016; Friday, 2nd September 2016; Monday, 31st October 2016; Friday, 10th February, 2017; Monday, 24th July 2017