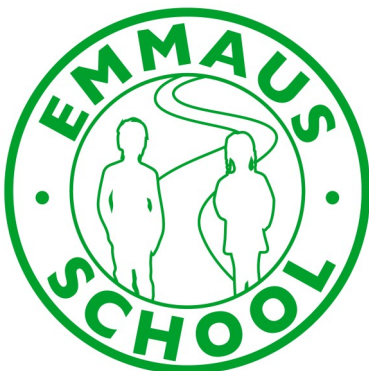


# Parents' Handbook

Senior Department

2017 - 18



**EMMAUS SCHOOL**

School Lane, Staverton, Trowbridge,

Wiltshire, BA14 6NZ

Tel: 01225 782684

Email: [info@emmaus-school.org.uk](mailto:info@emmaus-school.org.uk)

## Contact Details

School postal address:	Emmaus School School Lane Staverton Trowbridge Wiltshire BA14 6NZ
Tel No:	01225 782684
Email:	info@emmaus-school.org.uk absence@emmaus-school.org.uk <i>To report absences and for absence notes</i> teachers@emmaus-school.org.uk <i>To contact individual teachers</i>
Charity Number:	1073476
Head teacher:	Mrs Miriam Wiltshire B Ed (Hons)
Chairman of the Governors	Mr K C W Wiltshire C/O Emmaus School School Lane Trowbridge Wiltshire BA14 6NZ
Governors	Mrs C Alsop Mrs R Bright Mrs R Chitty Mr R Haddow Mr J Jarvis Mr K Wiltshire Mrs H Greenman

## **The School Day**

The School building is open for pupil registration from 8.35 am

Staff Prayer Meeting            8.20 am—8.35 am

Assembly                            8:45 am

Break time                          11 am—11.15 am

Lunch break                        12.15 pm—1 pm

***Pupils need to bring a water bottle and a packed lunch***

School finishes                    3 pm

## **Homework**

Homework is an integral part of education. It has various roles:

- It allows pupils to independently put into practice skills and knowledge learned in class thereby testing their understanding of these.
- It gives the best opportunity for pupils to do work involving memorisation.
- It allows pupils to finish work that they were unable to finish in class due to lack of time.
- It allows extension work to be set that could otherwise not be done.
- It allows poor quality classwork to be redone without holding up progress.

Pupils in lower secondary can expect to spend about 1 – 1 ½ hours per night and at weekends on homework. Once pupils start their GCSE courses they can expect to spend 2-3 hours per night and at weekends.

Pupils enter their homework into a homework diary and they should ensure that the due date is clearly indicated. A homework timetable is to be found inside the cover.

Please encourage your child with their homework by providing suitable facilities and a routine in which to do their work quietly and promptly. A suitable balance between schoolwork and leisure activities needs to be developed so that children can learn to order their priorities. Homework, home life and church life need to be kept in balance.

## **Absence from School**

If your child is absent from school, please ring in as soon as possible to notify the class teacher or email [absence@emmaus-school.org.uk](mailto:absence@emmaus-school.org.uk). When your child returns to school please send a written explanation for the absence, which may be in the form of an email to the above address. Attendance and number of late arrivals are entered on the annual summer school reports.

In order to help your child develop a good work ethic, please try to arrange family holidays, and routine medical and dental appointments out of school hours. If this is not possible, please use a Request for Absence From School Form which can be obtained from the School Office or the parents' area of the website.

## **Administration of Medication**

Where possible, it would be appreciated if doses of medication are timed to be given out of school hours. Where this is not possible, it is essential to send clear written permission and instructions from parents with the medication. (The relevant form is obtainable from class teachers.) **Please do not allow your child to bring any medication to school without our knowledge.**

## **Lost Property**

All clothing and equipment should be clearly labelled with the owner's name. We would recommend that your child does not bring to school valuables or precious possessions as they can become very upset if these items are lost or damaged. Children should not wear smart watches to school and only bring mobile phones if this is necessary for their personal safety. Mobile phones should be switched off and kept in pupils' school bags at all times whilst on school premises, even outside of school hours.

## **Health and Sex Education**

Instruction about the human life cycle, and the effects of drugs, alcohol, smoking and other harmful substances is part of the science curriculum. In addition to this, pupils are also given formal teaching about sex and relationships during CARE week which is held annually during the Summer Term. Parents may request to see lesson plans and the content used, and if, for any reason, parents do not wish their child to take part in this aspect of CARE week, they should contact the Headteacher. Resources for parents to use at home are available on loan.

## **Extra Curricular Activities**

Pupils are encouraged to take advantage of the wide range of extra-curricular activities on offer. School events throughout the year offer the pupils opportunities to perform in singing, drama and music ensembles and private music lessons are available during the school day. There are after school clubs where, for example, pupils can learn to play chess, or take part in the Adventure Service Challenge and the Duke of Edinburgh Award. The pupils organise a School Council and Christian Union themselves and thereby gain useful life and leadership skills, as well as serving the School and wider community through fundraising and other charitable ventures. Please encourage your child to get involved, where possible, to help your child gain a broad and balanced education which will be good preparation for life after school.

Please contact the School for prices of piano, violin, guitar and voice lessons. There is also a charge for the Adventure Service and Duke of Edinburgh programmes.

## **Reporting to Parents**

Written reports are sent to parents at the end of the autumn and summer terms. A Parents' Evening is held in the spring when parents are invited to see their child's work and discuss progress with class teachers. Parents of children in years 7, 10 and 11 will have a Parents' Evening in October to check on how their children are settling to their new class / GCSE course.

## **Computers, Hand-held Devices and the Internet**

Modern technology has so many benefits and can benefit children's education. However, there are many dangers and teachers are increasingly seeing adverse effects of too much screen time on pupils, and having to deal with problems that are a direct result of high usage of social media. The School asks that parents regularly audit their children's use of modern technology.

Increasingly, research is showing that high usage (ie. more than two hours per day) is having an adverse effect on children. Because modern technology uses a different part of the brain, high usage can adversely effect pupils' progress in reading, their ability to memorise information, and their academic results. It also has the potential to be highly addictive. The internet and social media can be detrimental to pupils' emotional and mental well-being, as they may come into contact with bad language from other users (in online gaming for instance) and also other inappropriate content. Teachers find that pupils are not ever getting a break from each other, and, because they are frequently using social media while they are doing homework, standards of homework are declining. Hard as it is, it is important that parents monitor their children's involvement on modern devices and that parents of younger children think proactively about how they will manage modern technology before it becomes a problem.

Simple measures such as only having computers, televisions and hand-held devices in public areas of the house, and ensuring that children do their homework under supervision can help greatly.

All parents want their children to do well at school, and teachers can certainly tell the difference between children who are low and high users of modern technology. Remember, when auditing usage, to include the combined time of television, internet, computers and hand-held devices - it all adds up!

## **GCSE Options**

In year 9 pupils choose their GCSE options. They will generally be entered for Mathematics, English language and literature, at least one science (physics, chemistry or biology) and a modern foreign language. Pupils may choose to take 2-3 further subjects according to their ability and capacity. Please see the website for an up to date list of other available subjects. Please note that examination entrance fees are **not** included in school fees and are payable in the Summer Term of Year 11.

## **Policy and curriculum documents**

All parents should view a copy of the following: admissions policy, discipline policy and fees policy. These policies can be found on the School website, [www.emmaus-school.org.uk](http://www.emmaus-school.org.uk). If you are unable to access these policies via the website, please request a hard copy from the School.

Keeping children safe in education is a priority and the School's safeguarding policy is available on the website. The policy also contains up-to-date information about the named persons responsible for safeguarding in the School.

Parents are welcome to request hard copies of policy documents on the curriculum, child protection, disability, fire safety, health and safety, security, bullying, first aid, health and safety on school visits, and complaints procedures.

A list of all who currently teach in the School, with details of their academic background, is available on request, and the results of GCSE examinations are available for prospective parents who wish to see them.

## **The School Community**

There are plenty of opportunities to become involved in School life.

### **Volunteering**

The children's education is greatly enhanced by the dedication of our volunteers and there are many opportunities to become involved:

- Listening to readers
- One to one work in literacy and numeracy
- Tutoring distance learning GCSEs
- Helping out on school visits
- Running an extra-curricular club

Please contact Mrs Wiltshire for more details if you would like to help out in any way.

### **Praying**

The School is very blessed with many praying parents who pray daily for the governors, staff and pupils. An informal termly prayer meeting is held on different nights of the week so that as many parents as possible can attend. There is also a monthly prayer meetings held on Fridays in the Mobile Classroom, starting at 8.45 a.m. These meetings are important in order to stay in touch with the current prayer needs of the School.

Friends of Emmaus also organise other prayer groups throughout the year and these are indicated in the School Bulletin.

### **School Bulletin**

The School works really hard to communicate effectively to parents via the weekly bulletin emailed out to parents which is also to be found in the parents' area of the school website. It is really important that you read this weekly as the bulletin is used to communicate important information about school life, including trips. If you would prefer a hard copy of the bulletin, please request this by contacting the school office on [info@emmaus-school.org.uk](mailto:info@emmaus-school.org.uk).

### **Friends of Emmaus**

Friends of Emmaus organise various fundraising events, parents' coffee mornings, and prayer events throughout the year and joining in is a great way of becoming part of school life.

Please contact the School for further details.

## School Uniform

From September 2017, Emmaus School is introducing a new school uniform and parents of current pupils have been given up to one academic year to purchase the new uniform. All new entrants will be expected to wear the new uniform which is available to purchase from ISUS Ltd—[www.isus-ltd.co.uk](http://www.isus-ltd.co.uk).

Please see separate uniform list.

## Equipment

4 x H.B. (lead) pencils

1 x 6 inch / 15cm ruler

1 12 inch / 30 cm ruler

1 rubber

1 metal pencil sharpener

1 pack of long colouring pencils. We recommend Crayola or Lakeland as the cheaper varies crack easily and need to be replaced more often.

Pencil case

A scientific calculator

1 protractor

1 pair of compasses

A fountain pen or roller ball pen. Not biros. (Blue or black ink only).

Dictionary

Thesaurus