



STANTONBURY SCHOOL

FAMILY & STUDENT GUIDE

2022/23

Dear Stantonbury families,

Welcome to our Family & Student Guide for 2022/23. This has been written to give you essential information and is part of our commitment to a working partnership with parents to get the best for and from your child.

The guide includes key contacts and expectations. You will find information on how we reward students, our policies on forming positive partnerships through high expectations in relation to behaviour, uniform, class work and equipment. In addition, you will find our zero tolerance antibullying strategy and information about how we keep students safe at our school.

We expect good attendance, hard work and excellent behaviour from students who take a pride in being members of Stantonbury School. To confirm this commitment, we will be asking you and your child to sign our Home School Agreement setting out the part each of us has to play in education. We have also included a copy of this in the Guide.

As a school we are proud to be part of the Tove Learning Trust. We embody values to enable every single child to reach not only their academic ability but to embrace opportunities beyond the classroom in order to develop resilient, responsible and respectful citizens,

Best wishes

A handwritten signature in black ink that reads "Ben Wilson". The signature is written in a cursive, slightly slanted style.

Ben Wilson
Associate Principal

The School Day

Our school site is open for students from 8.50am each day.

School gates open	08:45
Lesson 1	09:00 – 10:00
Lesson 2	10:00 – 11:00
Break	11:00 – 11:20
Lesson 3	11:20 – 12:20
Lesson 4	12:20 – 13:20
Lunch	13:20 – 13:55
Tutorial	13:55 – 14:15
Lesson 5	14:15 – 15:15
Extra-Curricular Activities	15:30 -16:30

All students should be in school by 08:55

Students enter via the main gate or rear gate, which are locked at 9:00am.

Students who arrive after 09:00 must sign in with Student Services.

Students will receive a weekly timetable, which is for the whole year.

Attendance

Good attendance is a basic expectation and is categorised as follows:

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
100-99%	Excellent	0-2	Less than 1
98-96%	Good	5-6	1
95-92%	Requires improvement	8-10	2
91-90%	Unsatisfactory	12-17	3-4
Below 90%	Persistent absence Interventions leading to legal proceedings may occur	More than 20	More than 4

If a student is absent from school, we ask you to inform us by emailing absence@stantonbury-tove.org.uk as soon as possible on the day of absence.

To encourage good attendance and to ensure the safety of children, we will automatically contact parents on the first day of any unexplained absence.

We rely upon your help to achieve good attendance as we believe that it is essential in helping students to learn effectively. For this reason, we ask you to note that we do not authorise family holidays during term time.

Any medical appointments should be booked outside of the school day, if possible, to minimise the impact on student learning. If unavoidable then we may ask that you produce evidence of this via an appointment card/letter.

A whole day is not usually needed for a medical appointment. If the student is absent for an appointment, we expect them to return as soon as possible to school.

Students leaving during the day for an appointment must have written permission from parent/carer and must sign out in Student Services. We may ring parents to confirm this before the student leaves site.

Students that have persistent unauthorised attendance could receive a fixed penalty fine or court prosecution.

If a student's attendance is below 96% the Year Team or Attendance Team may speak to you, or you may receive a letter detailing their concerns.

If you need additional support regarding attendance, please contact your child's tutor to discuss any reasons or concerns. We can offer pastoral support with the Student Support Leader or complete home visits to discuss concerns.

If a student's attendance continues to fall below 92%, interventions leading to legal proceedings may take place.

What to do if your child is ill

- Please contact us to report this absence by 9am and the reason for absence. The email address is absence@stantonbury-tove.org.uk
- Students that are ill for a period of time, may be asked to provide medical evidence so that the absence can be authorised. Evidence could be a letter from the doctor, appointment card, medication box etc. Any evidence should be brought to the Student Services. Contacting school reporting an absence is not evidence.

Legal Proceedings

- For any persistent absence parents/carers may receive a fixed penalty fine which at present is £60 (per parent living in the same home)
- Parents and carers commit an offence if a child doesn't attend school regularly.
- Legal proceedings can have fines from £100 all the way up to £2,500 (for each parent living in the same home) or in extreme cases parents can be sent to prison.
- Parents receive a criminal record if they are taken to court and prosecuted. This can affect their job and prospects.

Punctuality

As a school, we know that lateness can severely affect achievement. Students who arrive late to school or to their lessons disrupt learning for themselves and for others. We monitor punctuality closely and have strategies in place to address lateness.

Absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, evidence of attendance at a medical appointment. The absence will be recorded as unauthorised if the student has arrived late without justifiable cause.

Working with Families

Stantonbury School is part of the TOVE Learning Trust which cultivates open and positive relationships based on equality and diversity. Therefore, communication between home and school must be timely, courteous, and effective to ensure that relevant stakeholders have the information needed to make decisions to support our students. If you have any questions or concerns or would like to share information affecting your child, please contact enquiries@stantonbury-tove.org.uk. We will be happy to respond by phone, email or arrange a meeting.

The role of teachers is to work directly with students and so it is not expected that colleagues will respond to phone calls or emails during the school day.

All enquiries should be sent to enquiries@stantonbury-tove.org.uk, these will be logged and passed to the correct faculty or individual. We aim to respond within two working days (48 hours) via a phone call, message, or email.

Parents should ensure that their contact details are up to date, including a daytime phone number and email address. We will use these details to remind you of key events, to contact you regarding your child's absence, and to send you, our newsletter. We will also use this information to send your child's reports and parents' letters. We ask that each child has **two** contacts in case of emergencies.

At Stantonbury our SENDCo will provide advice and guidance for parents of children with special educational needs. The team can be contacted at inclusion@stantonbury-tove.org.uk

If your child has a known medical need that requires support, please contact Student Services. student.services@stantonbury-tove.org.uk.

Our website contains a wide range of further information, school policies and advice. Please visit www.stantonbury-tove.org for updates, and also follow our social media accounts www.twitter.com/stantonbury and www.facebook.com/stantonbury

Who Does What?

Tutors: Every student has a tutor they see every day in school and your child's tutor is their most direct point of contact. You can get in touch through enquiries@stantonbury-tove.org.uk

Two specialist teams also deal with the welfare of our students:

Heads of Year and Student Support Leaders (SSL): contact your child's Head of Year and Student Support Leader if you have any concern about your child's academic progress or learning or if you have a more serious concern about their welfare e.g., friendship issues.

You should contact your Child's Student Support Leader with any safeguarding concerns. An up-to-date contact list for our safeguarding team can be found on the website.

A member of the senior leadership team has overall responsibility for educational provision for each year group.

Senior Leadership Team

Associate Principal

Ben Wilson

Vice Principals

Katie Shires – Safeguarding and Pastoral

Sharon Lynch – Quality of Education

Assistant Principals

Gareth Massey – Safeguarding and Attendance

Aaron Davies - SEND

Melvina Stephen – Behaviour and Rewards

Amy Theed - Stantonbury Experience

Rebecca Gowers – Teaching & Learning

Nicola Yates – Raising Attainment

Home/School Agreement

Aims and Values

Stantonbury School will form strong bonds of trust and partnership between students, parents and the school. The school believes it is important that we share common values in promoting our journey towards becoming responsible global citizens. If we all work together then we will:

- Equip students to be respectful, responsible, resilient young people through high quality teaching and a broad and balanced curriculum.
- Empower students to achieve excellence.

Our School is a place where students will be in a creative, calm, orderly and safe environment, both inside and outside the classroom.

Students

Student Charter

The Charter has been drawn up in collaboration with the student body and states student commitment to achieving outstanding behaviour.

1. We want our school to be a great place to attend, where students are keen to be involved in the full range of learning opportunities available by being fully prepared to learn.
2. We want to set high standards of behaviour for ourselves that is thoughtful and mature and helps us to develop into responsible citizens
3. Everyone in our school community should have the right to feel safe regardless of their background, colour, sexual orientation, religion, or ability and to know where to go if they want someone to talk to.
4. We will speak out if we see injustice or actions that go against this charter and channel these concerns through the Student Council so that a resolution can be found.
5. We will contribute to our own success in school by setting ourselves high standards in organization, attendance, and punctuality.
6. We want to have opportunities for praise and to gain credits for meeting challenging but achievable goals and demonstrating personal improvement and expect these rewards to be applied fairly and consistently by teachers.
7. We will make good behaviour choices and if we don't, we will know why we get a sanction and what to do to improve.
8. We will treat other members of the school community with respect because we know how we want to be treated ourselves.
9. We will respect our environment and will not tolerate vandalism and will actively look for ways to recycle and reuse whenever possible. Our Stantonbury – Respect, Responsibility & Resilience.

Families

I/We will ensure that:

- My/our child will attend school regularly, punctually, and properly equipped
- I /we support the school's policies and guidelines for behaviour
- I/we will inform the school on the first day of any absence
- I/we will make the school aware of any concerns or problems that might affect my child's work or behaviour
- I/we will ensure my/our child wears the appropriate uniform
- I/we will support my child's progress, by taking an interest in homework, project work and revision, helping to ensure that these are completed
- I/we will attend parents' evenings and discussions about my child's progress
- I/we will ensure that my child has a proper breakfast and avoids foods and drink that negatively impact on learning (i.e., energy drinks)
- I/We will support the work of the teachers, senior leadership team and school by working in partnership to support good behaviour both at home and at school

Stantonbury School

The school will endeavour to ensure that:

- Your child's learning and progress is at the heart of all we do
- We care for your child's safety and happiness
- Your child achieves their full potential through good teaching
- We provide a balanced curriculum both inside and outside of school hours to meet the individual needs of your child
- We achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- We keep you informed about general school matters and your child's progress in particular
- We reward and sanction students based on our shared values

We are always open and welcoming and offer opportunities for you to become involved in the daily life of the school.

Stantonbury Enrichment

As part of the TOVE Learning Trust, Stantonbury School supports an extra-curricular programme that runs throughout the school week. Sessions run after school, before school, as well as lunchtimes and includes a range of trips and visits during the school day.

Each student is given the opportunity to choose from a range of diverse activities: from sporting, to artistic, to academic. We also host outside providers who deliver high quality sessions for our students.

Participation in the very wide range of activities offered by Stantonbury School is not just an optional extra; it is an essential part of a student's success. We believe that academic achievement is greatly enhanced when students are happy and fulfilled at school. As a result, Stantonbury School gives our students the opportunity to discover and develop their talents and interests, enriching their school experience and promoting happiness and motivation.

Uniform Information

We expect our students to wear their uniform with pride, to and from school and during the school day.

Wearing a school uniform smartly is an essential aspect of school life and we strongly believe that if you dress smartly then it helps to foster smart attitudes towards learning. We also believe that having a school uniform helps students to feel pride in belonging to the Stantonbury School community.

Top half

Navy blue blazer

White shirt with a collar (can be short or long sleeved) worn tucked in
School tie

Plain navy blue v necked jumper or plain navy blue sleeveless v necked jumper
If a head scarf is worn it should be plain and black, navy or dark grey in colour

Bottom half

Dark Grey tailored school trousers or Dark Grey knee length skirt (A line or box pleated) or
tailored Dark Grey school shorts

Plain black shoes/trainers with no different coloured logos

If tights are worn they should be dark grey, black, navy or skin tone in colour

PE kit

Top half

Plain Navy-blue T shirt no logos
Plain Navy-blue Fleece top (not hooded) no logos
Navy-blue fleece jacket - optional

Bottom half

Plain Navy-blue sports shorts
Plain Navy-blue tracksuit trousers or Navy-blue sports leggings
Navy-blue football style sports socks
Trainers for indoor sport
Football boots

Please ensure all uniform is marked with your child's name so it can be returned to its owner if lost. Any unidentified items found will be placed in lost property.

Wearing the school uniform correctly

- Nose and facial piercings of any description are not permitted
- Earrings should be discrete and limited to one pair e.g., gold or silver stud earrings worn in the lobe. No sparkly or coloured studs are allowed
- Extremes of hairstyle are not acceptable. These include unnatural hair dye, shaved heads, Mohicans or shaved patterns or lines, including those made in partings. Hair must be one natural colour. No lines or shapes are permitted to be shaved into eyebrows.
- Hoodies of any description are not permitted
- Leggings, jeggings, and tight trousers of any description are not permitted
- Students will be asked to rectify the issue if challenged, failure to do so will result in students working out of mainstream circulation until the problem can be resolved or asked to go home in order to rectify the issue
- Shirts should be always tucked in neatly
- Collars should be fastened at the neck, with ties worn appropriately
- Shoes should have a low heel and be practical enough to be worn comfortably all day
- Blazers must be worn at all times when inside the school buildings, unless given permission by the form tutor to remove them
- Hats, coats, outdoor wear, and other non-regulation items may not be worn inside the school buildings
- Only Stantonbury School V necked jumpers can be worn under the blazer. Students may not wear any non-uniform pullover underneath a blazer.
- Parents are respectfully requested to support the school in our endeavour to raise standards. Therefore, any excuses involving parental permission for banned items or standards of uniform is unacceptable, a student will be treated in accordance

For genuine reasons as to why students may not be dressed in the regulation uniform when they arrive at school in the morning, they must report immediately to their appropriate Student Support Leader in order to seek a way to remedy the situation.

There are also regular uniform checks upon entry to the school, during tutorial and lesson time.

If students are not in the correct uniform, families may be contacted and students either sent home to change or parents asked to bring the correct uniform into school. If a change of uniform cannot be arranged, students may be placed in seclusion to work during the day.

Make-up Students can wear 'light touch' make-up if they wish to do so. This means they can wear make-up that is not noticeable to the observer, e.g., light moisturising foundation, light mascara, clear lip balm. Students who wear too much make-up will be asked to remove it. False eyelashes and nail extensions are not acceptable for school. Nail varnish can be worn if it is clear or a muted neutral colour. Students will be asked to remove bright colours.

Equipment

For students to be able to get on with their work without disruption, all students must bring to school every day:

- Black or Blue pens
- Pencils
- Green Pen
- Pencil Case
- A ruler
- A rubber
- Calculator
- Highlighters
- Reading Book



Rewards and sanctions

Please see our full behaviour policy on our website

Through the rewards system, we aim to recognise and encourage students' efforts and achievements. This system will:

Be applied with consistency.

Recognise ongoing good performance

Recognise students who have improved on their attendance behaviour or attitude to learning.

There is an expectation that students will follow "Our Stantonbury – Respect, Responsibility & Resilience".

In support of a positive learning ethos, all members of staff play a role and will aim to use praise three times more often than they criticise. They will build positive relationships with their students by getting to know them better and recognising them as an individual. of larger rewards that students can aim for at the end of the year.

Managing unacceptable behaviour

At Stantonbury School we use a system of consequence points to recognise when behaviour has been unacceptable. The Consequence points system is a stepped system with clear sanctions at each level.

Anti-Bullying

At Stantonbury School we are working together to put an end to bullying in all its forms and to be a community where bullying is not tolerated.

What is 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 is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

- Emotional Bullying - Being unfriendly, excluding, tormenting
- Physical Bullying - Hitting, kicking, pushing, taking another's belongings, any use of violence
- Prejudice-based and discriminatory bullying including Racial, Faith-based, Gendered (sexist), Homophobic/biphobic, Transphobic, Disability-based - Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
- Sexual Bullying - Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
- Verbal Bullying - Name-calling, sarcasm, spreading rumours, teasing
- Cyber-bullying - Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Details of our school's approach to preventing and addressing bullying are set out in our anti-bullying policy

Possible signs of bullying for parents

Bullying can bring about changes in children's behaviour. Signs such as these may indicate a child is being bullied.

They may:

- Be frightened of the journey to school
- Be unwilling to go to school
- Begin doing poorly in schoolwork
- Become withdrawn or distressed
- Have nightmares or cry themselves to sleep
- Have their possessions 'go missing' or refuse to say what is wrong
- Give excuses explaining any of these things

If you are a student who is being bullied or you know of bullying that is taking place, please let your Tutor, Head of Year or Student Support Leader know immediately.

The school will take all reported incidents of bullying seriously and will always deal with all incidents in line with our antibullying policy which is available on the school website – www.stantonbury-tove.org.uk

Catering Arrangements

At Stantonbury School we emphasise good hospitality and provide good quality food enjoyed communally by children and staff in comfortable and companionable surroundings. Our Deli and Dining Room are clean, modern furnished community spaces offering high quality meals at, mid-morning break and lunch time.

Our cooked food, salads and sandwiches are prepared on-site; our dining areas have separate hot and cold food serving areas. This allows us to serve a wider range of menu items, including wraps and sandwiches, salads and pasta pots, and jacket potatoes with various fillings. We also serve a range of seasonal hot dishes prepared from fresh, raw ingredients in the schools' kitchens. We know that we are what we eat, so we know what goes into our foods.

ParentPay

We operate a cashless payment system via Biometrics. Students entitled to Free School Meals (FSM) will receive daily credits on their account. If you are entitled to FSM, please ensure our Finance Department has a copy of your notification from Entrust Learning Technologies. Please be aware that you must notify both Entrust Learning Technologies and our Finance Department should your circumstances change.

All parents will receive details about logging into ParentPay. If you require assistance, please contact the Finance Department at finance@stantonbury-tove.org.uk

Students can buy food at break and lunchtimes.

Free School Meals

If your child is **already in receipt of free school meals**, you need to **re-apply**. Unfortunately, if you do not re-apply your child's detail will not be included and your child will **no longer receive free school meals** and you will have to send them in with a packed lunch. If you are a parent or carer, and receive any of the benefits below, then your child is eligible for free School Meals.

- Income Support
- Income Based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross household income of no more than £16,190)
- The Guaranteed Element of State Pension Credit
- Income Related Employment and Support Allowance
- Working Tax Credit run on – paid for 4 weeks after you stop qualifying for Working Tax Credit

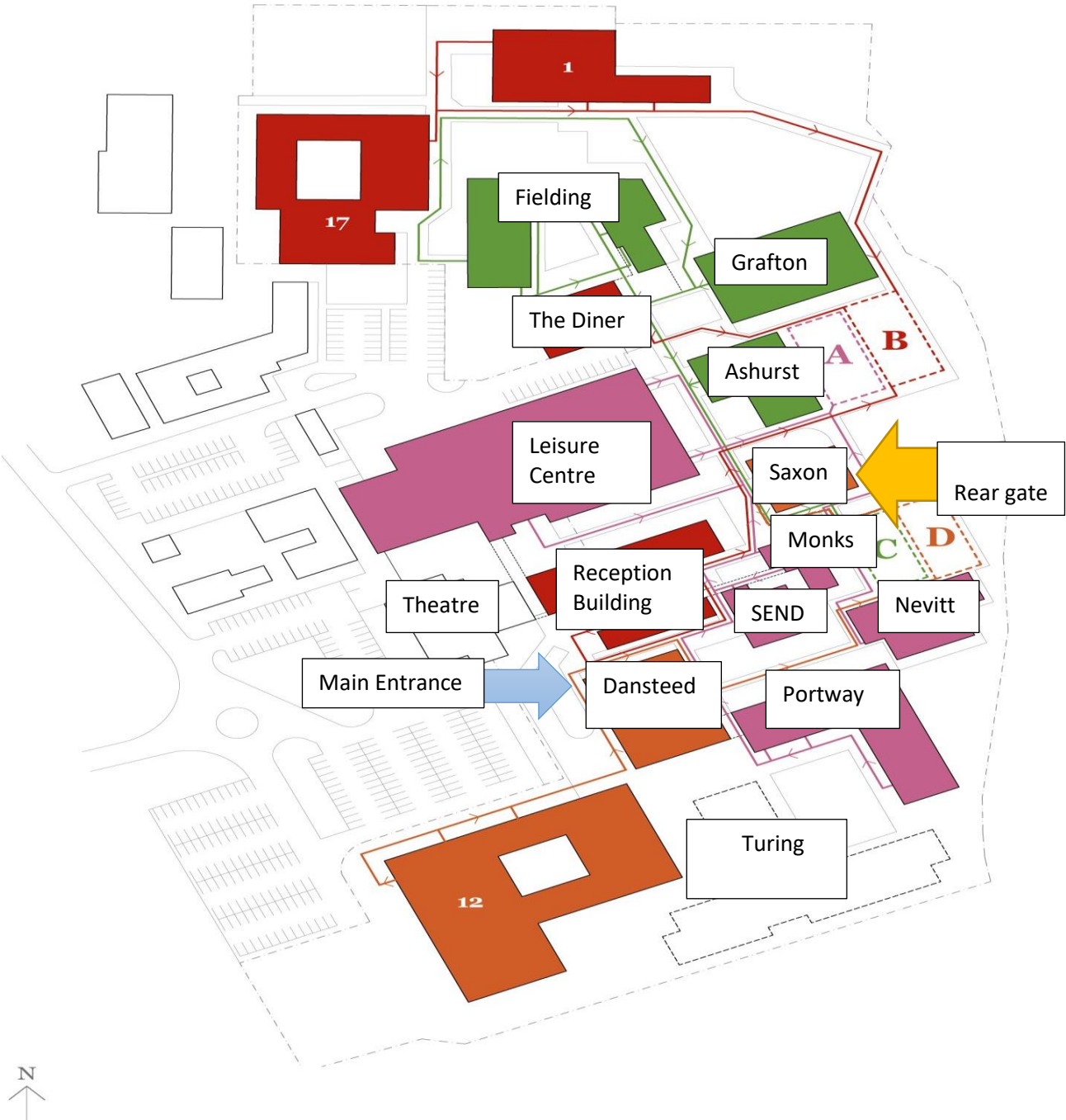
If your application for Free School Meals is successful, Stantonbury School will also receive extra funding from the Government to use in support of teaching and learning (Pupil Premium). If you would like to apply for Free School Meals, you can apply online at <https://www.cloudforedu.org.uk/ofsm/link2ict>

Lost Property

If students have misplaced or left personal items in classrooms the best thing to do is to go back to the classroom to find them. Items left outside of classrooms in the playgrounds, restaurant, walkways will be taken to Student Services.

Students are expected to be responsible for their personal belongings and items of high value should not be brought into school. All items of uniform, bags, pencil cases, lunch boxes, water bottles, etc, should be clearly labelled with the name of the student.

Stantonbury School Map



Bus Travel

All in 1 MK Card (Junior Concessionary Travel Scheme)

The All in 1 MK card is available to ALL under 19s permanently resident in Milton Keynes, even those no longer in full or part time education.

The All in 1 MK card is:

- A form of identity (with national PASS accreditation)
- A travel concessionary card

All in 1 MK card holders can travel within the borough of Milton Keynes on any bus, except for Stagecoach Midlands services 89, 89, X7 and X91 and some infrequent services.

The following discounted ticket options are available:

- Single fares are charged at £1 per journey
- A weekly ticket costs £8.50
- A four weekly ticket costs £27.00

You will need to show the bus driver your All in 1 MK card to receive the discounted ticket. You will need to keep the paper ticket and show it to the bus driver on each subsequent journey with your All in 1 MK card, otherwise you will be asked to pay a fare before boarding.

For more information on these services please call the Bus Card Section on **01908 252558** or email buscards@milton-keynes.gov.uk

The school bus service from/to Hanslope, Castlethorpe and Haversham – Timetable as of April 2020 (subject to change). Current pick-up times:

Hanslope

- 07:43 Williams Close
- 07:58 Castlethorpe Road (by St James/Western Drive)

Castlethorpe

- 08:03 Carrington Arms
- 08:05 North Street (opposite Bullington End Road)

Haversham

- 08:08 Newport Road Junction
- 08:10 Estate Manor Road

Drop off and pick up at Bus stop on V7 Saxon Street.

Visitors

Families should report to School Reception on arrival. You will be issued with a Pass, and this should always be worn whilst onsite to ensure safeguarding procedures are adhered to.

Parking

Families should drop/collect their child from the 'drop off' bay which is located on Fairfax, off Saxon Street. Students will then be able to safely enter/leave the school premises via the underpass.

We thank you for not dropping/ collecting your child from the main school car park.

School Terms and Holiday Dates 2022/23

School Days
School Holidays
Bank Holidays
Teacher Training Days

September 2022							October 2022							November 2022							December 2022						
Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa
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25	26	27	28	29	30	1	30	31																			

January 2023							February 2023							March 2023							April 2023						
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29	30	31					26	27	28					26	27	28	29	30	31	1	30						

May 2023							June 2023							July 2023							August 2023						
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28	29	30	31				25	26	27	28	29	30	1	30	31						27	28	29	30	31		

Additional Information

Kids Club

Stantonbury Leisure Centre run an active, creative holiday scheme for children from 5-13 years.

Kids Club - runs from 8.30am - 5.30pm*

Full Day: 8.30am - 5.30pm

Half Day: 8.30am - 1pm or 1pm - 5.30pm

The fun never stops come rain or shine at our Kids Club holiday activity club designed for ages 5-13 years.

Creative play will help them gain confidence, learn new skills all while having fun during the holidays.

We aim to make every day different by making full use of our fabulous facilities including a swimming pool and outdoor 3g pitch allowing for sports, swimming, creative play, juggling, crash mat rounders and more.

We promise to keep them entertained while they make friends and get active with badminton, table tennis, unihoc, and dodgeball!

Book a whole week, full day, or half-day! Whatever suits your needs.

OFSTED Registered, and childcare vouchers accepted too.

**For those attending a full day, please supply a packed lunch, and bring a water bottle. No glass. Any special dietary needs must be stated on the form at registration.*

If you require more information, please contact customer services on 01908 324466 or customerservice@stantonbury-tove.org.uk

Stantonbury Leisure Centre is part of Stantonbury School. It is built on a greenfield site of over 200 hectares which means Stantonbury Leisure Centre can offer magnificent indoor and outdoor sporting opportunities for the students and the community. Find out more at <http://www.stantonburyleisure.co.uk/>