



**STANTONBURY**  
**SCHOOL**

**Parent & Student**  
**Guide**

**Dear Stantonbury Families,**

Welcome to Stantonbury School, we hope that you find this guide useful in giving you essential information as a new student or parent to the school. It is part of our commitment to our working partnership with parents to get the best for and from your child.

The guide outlines our expectations, values and explains some of the common routines, systems and processes that we use at Stantonbury. You will find information on 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 anti bullying strategy and information about how we keep students safe at our school. There are also contact details for key staff at the school.

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

I am really looking forward to working with you and your child as you join the Stantonbury community. The next 5 or 7 years at secondary school are so important and with support from parents we will prepare your child for adult life.

Best Wishes

A handwritten signature in black ink that reads "Ben Wilson". The signature is written in a cursive style with a large initial 'B' and 'W'.

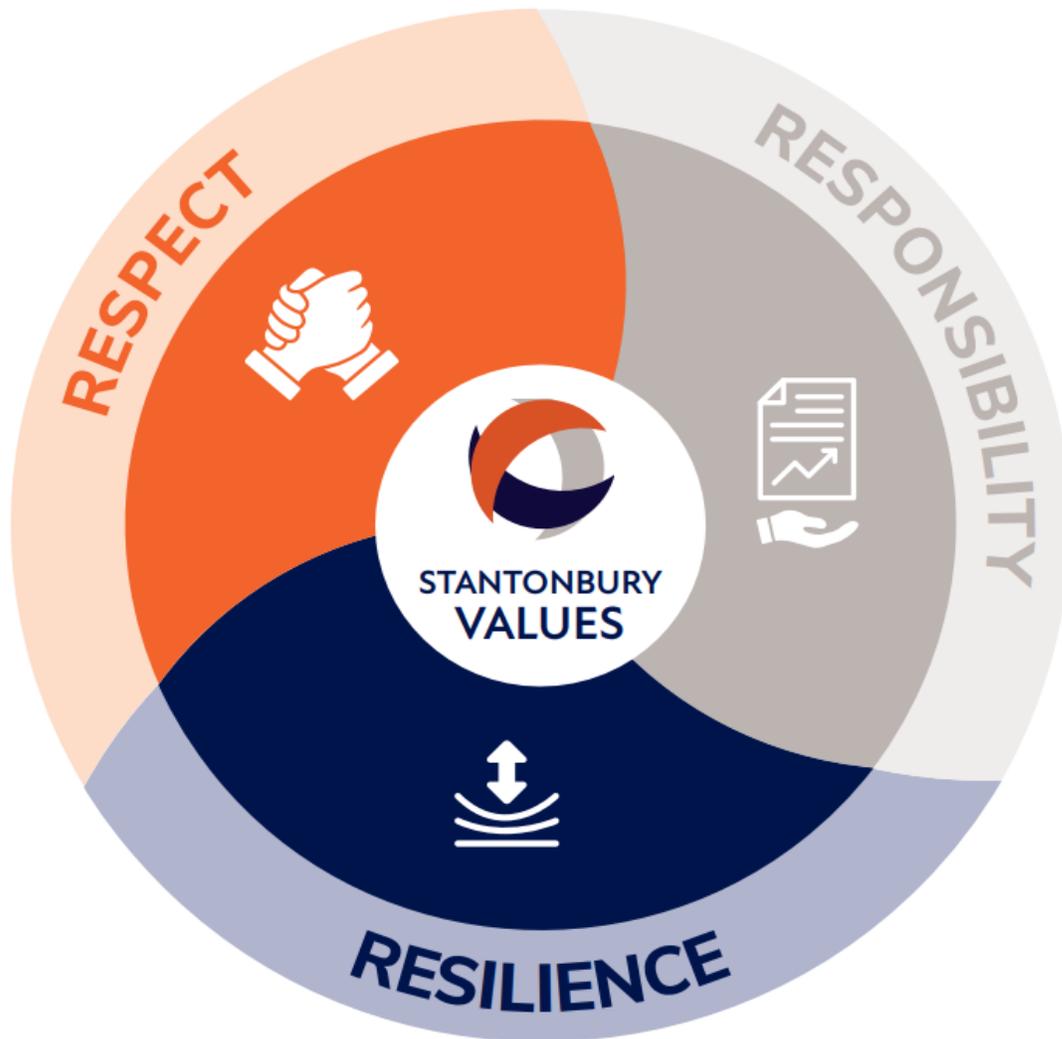
**Ben Wilson**

**Associate Principal**

## Our values

Our values of respect, responsibility and resilience are woven into everything that we do at Stantonbury School so that every single child can reach not only their academic ability but to embrace opportunities beyond the classroom in order to develop resilient, responsible and respectful citizens.

We place great importance in our values as we know that for young people navigating the teenage years can be tricky at times. We find that being able to talk about issues and concerns within the context of our values has a positive impact and helps our students to develop themselves.



## Safeguarding

Keeping children safe in school is our top priority and information about this can be found on our school website. If a parent has any safeguarding concerns then they should contact the school immediately. Our most important priority is ensuring that all young people are properly safeguarded. We have a dedicated safeguarding team of well trained professionals who can provide help, support and guidance for any member of our community who has a safeguarding concern. During transition we will be made aware of most safeguarding concerns but if parents are at all worried about this then they should contact [marion.randall@stantonbury-tove.org.uk](mailto:marion.randall@stantonbury-tove.org.uk). Further information about safeguarding and sources of advice and support can be found at <https://stantonbury-tove.org.uk/key-information/safeguarding>

## The School Day

The table below shows the timings of the school day. Bells ring across the site to tell students when to move. A five minute warning bell sounds before the end of break and lunch so that students know they should start to make their way to the next lesson.

All students should be in school by **08.40am** through the main school gates.

Students who arrive after **08.45am** must sign in with **Student Services**.

School Gates open	08.30am
Warning bell - all students to be in school	08.40am
Tutor time / Assembly	08.45am
Lesson 1	09.10am - 10.10am
Lesson 2	10.10am - 11.10am
Break	11.10am - 11.30am
Lesson 3	11.30am - 12.30pm
Lesson 4	12.30pm - 13.30pm
Lunch	13.30pm - 14.05pm
Tutor time	14.05pm - 14.15pm
Lesson 5	14.15pm - 15.15pm
Extra-Curricular Activities	15.30pm - 16.30pm

## What lessons will be taught?

In Year 7 all students follow a broad curriculum over 25 hours as follows:

Maths	4 hours	Computer science	1 hour	Design Technology	1 hour
English	4 hours	Geography	1 hour	Food	1 hour
Science	3 hours	History	1 hour	Drama	1 hour
PE	2 hours	Religious Studies	1 hour	Music	1 hour
PSHE	1 hour	Art	1 hour	Foreign Language	2 hours

## Getting lost and being late

Stantonbury is a big site with over 1500 students. Students arriving into Year 7 have come from much smaller primary schools and understandably are worried about getting lost or being late to lessons. In the first few weeks of term the new Year 7 students will quickly get used to their new timetable and the layout of the school. Staff are aware that there may be students who get lost along the way and are flexible about students who arrive a little late! By the end of the first few weeks we then hold higher expectations that they will arrive to lessons on time.

## Who does what?

### **Form tutor**

Every student has a tutor they see every day in school and your child's tutor is their most direct point of contact.

### **Heads of Year and Student Support Leaders (SSLs)**

You should 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 more serious concerns 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 our website.

### **Subject teachers**

Specialist teachers teach their subjects throughout the timetable. In Year 7 students will have a broad and balanced curriculum with a subject teacher for each subject (although some staff are specialists in more than one subject). This means that students will come across lots of different teachers each week which is quite different from their primary school experience.

## Senior Leadership Team

<b>Executive Principal</b>	Jim Parker
<b>Associate Principal</b>	Ben Wilson
<b>Vice Principals</b>	Sharon Lynch Katie Shires

<b>Assistant Principals</b>	Aaron Davies Rebecca Perry Melvina Stephen Nicola Yates
<b>Business Manager</b>	Hayley Cooknell

## Communication

### **Working in partnership**

We work hard to cultivate a positive relationship between students, staff and families so we can develop a strong home school partnership. We know that when the partnership is strong students thrive. Effective communication is an important part of developing a strong partnership.

### **The form tutor**

Students see their form tutor twice a day for tutor time and therefore build up a strong relationship. The form tutor will develop a good understanding of the students strengths and weaknesses and will be the first point of contact for parents. There will be an opportunity in the Autumn term to speak to the form tutor and you will agree on the best way to communicate with one another.

### **Communication expectations**

Staff at the school will often be busy in class during the working day so it is often difficult to take a phone call. Email is a very useful method of communication and parents will be provided with the email address of the form tutor. Several key members of staff have their email addresses available on the school website. As a school we aim to respond to a standard query within two working days (48 hours) but we do not expect staff to respond to emails beyond the standard 8.30am to 4.30pm working day, weekends or holidays. If the issue is very urgent then parents should contact the school reception by phone or email. Sometimes parents might not know who to contact - if this is the case then please email [enquiries@stantonbury-tove.org.uk](mailto:enquiries@stantonbury-tove.org.uk) When staff pick up an email they will often phone after school so please leave the most convenient contact number.

It is really important that the school holds the correct contact details for parents and any other family member or neighbour who acts as an emergency contact. Please let the school know if you have a new phone number or email address. Please ensure that we have a minimum of 2 contacts in case of emergency.

## Website, letters home, newsletter, social media and Go4Schools

Our website [www.stantonbury-tove.org.uk](http://www.stantonbury-tove.org.uk) is a very useful source of information and contains our commonly used policies as well as information about a range of topics helpful to parents. Letters come home fairly frequently and are sent by email via our InTouch system. Every few weeks the school publishes a newsletter that is full of current news about students and their achievements. The school has social media feeds where we publish useful snippets of information. We have a very active and helpful Facebook page that is run by parents. We would encourage parents to join the group - Stantonbury School Parents Support Group.

Go4Schools is our main school system. Parents and students can have their own access to it on an app. Go4Schools shows you how many praise points have been awarded, details about attendance as well as being the method that parents receive progress reports. There is helpful information about Go4Schools on our website.

## Attendance

Stantonbury School is committed to transforming educational achievement and to providing our students with the best possible care and learning environment. We believe that regular attendance and punctuality is vital to successful learning.

If you have high attendance at Stantonbury you can:

- go to the cinema
- have hot chocolate in school
- have free pizza

To get high attendance you need to:

- be on time to every lesson
- make sure you are in school every day
- wake up early to go

*Faith, Year 7 student 2022-23*

## Top tips to start the year with great attendance

- Pack your bag for school the night before. Check your timetable and make sure you have your pencil case, books, PE kit and any other equipment you will need for your lessons the next day
- Get your uniform ready to put on in the morning.
- Set your alarm to give you plenty of time to get ready for school and travel in, so that you have arrived at school by 08:40am. If you know you need to see a teacher or speak to someone at student services, you should aim to arrive a little earlier to give you time to do this and then get to your first lesson promptly.

## Reporting an absence

On the rare occasions when a student is too unwell to attend school, we ask families to let us know before 08.30am. You can contact our absence team by phone **01908 324411**, text **07897031724** or email [absence@stantonbury-tove.org.uk](mailto:absence@stantonbury-tove.org.uk). Please note that we require you to inform us each morning that a child is absent for safeguarding reasons.

## **How parents can help support good attendance to school**

### **Knowing their attendance rate**

Parents can view their child's attendance at any time via the parent portal on Go4Schools. Taking early action is incredibly important if a child's attendance begins to drop so we also write to families if a child's attendance falls below 96% so that they are aware that this is becoming an area of concern. If you do receive a letter from us regarding attendance please have a conversation with your child and monitor their attendance closely to ensure it improves.

### **Medical appointments**

Please try to book medical appointments outside of school time if you can. If your child does need to take part of a school day to attend a medical appointment please let us know in advance and let us know which part of the school day they will be missing. Please note that we expect a child to attend school before and/or afterwards depending on when their appointment is.

### **Work with the form tutor**

If you have any concerns or questions regarding your child's attendance, please contact their tutor to discuss. The attendance team is committed to supporting each student to maintain high attendance, we understand that every family is unique. We are happy to provide personalised support if needed to help a student improve their attendance habits.

### **Leave of absence/holiday**

Holidays should not be taken in term time as it has a negative impact on progress in school.

**There is further information about attendance to school on the school website.**

<https://www.stantonbury-tove.org.uk/parents/attendance>

## **Additional needs**

Stantonbury is a diverse community and students have an array of additional needs that require attention. We provide a wide range of support for students with additional needs. The Form Tutor will often be the first point of contact but sometimes a greater degree of specialist support is required.

### **Medical needs**

It is very important for the school to know about students' medical conditions. Parents must let us know about medical conditions so that we can provide the right support in an emergency. Students

with ongoing medical needs will often need a care plan and our Student Services department will draw this up with parents.

### **Special Educational Needs and Disabilities (SEND)**

Our SEND department will provide support for students with a range of learning difficulties. During transition from primary to secondary school it is likely that we will be made aware of learning difficulties that are supported by being on the SEND register but if parents have concerns they should contact the school SENDCo by emailing [inclusion@stantonbury-tove.org.uk](mailto:inclusion@stantonbury-tove.org.uk)

### **School Uniform**

Our school uniform is an important part of our identity and we have high expectations that students will wear their uniform smartly and with pride. Our school uniform is available from 2 suppliers as follows:

[Maisies](#) offer all uniform items online and in their store in Wolverton (except the kilt)

[Price & Buckland](#) offer all uniform items online with delivery to the home.

#### **Top half**

- Navy blue blazer with the school badge on the chest pocket (either pre-embroidered or you can purchase a sew on badge from Maisies)
- White shirt with a collar (can be short or long sleeved) worn tucked in
- School tie
- Optional, plain navy blue V-neck jumper or plain navy blue sleeveless V-neck jumper. Not to be worn in place of the blazer
- If a head scarf is worn it should be plain and black, navy or dark grey in colour

#### **Bottom half**

- Choice of the following
  - Dark grey or black tailored school trousers
  - Dark grey or black knee length pleated skirt
  - Tailored dark grey or black school shorts
  - Pleated kilt style skirt - limited stock left and will be phased out over time
- Plain all black shoes/trainers with no different coloured logos etc
- If tights are worn they should be plain dark grey, black, navy or skin tone in colour

#### **PE kit**

##### **Top half**

- Plain navy blue T shirt. No logos
- Plain navy sweatshirt. No Logos
- An optional plain navy blue fleece jacket. No Logos

## **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

Current students in year 8 to 10 may continue to wear existing uniform until it is worn out or grown out of.



Blazer sew on badge

Navy blue blazer

School tie

White long sleeved or short sleeved shirt



Dark grey or black tailored school trousers  
Tailored dark grey school shorts



Pleated kilt  
Dark grey or black box pleated knee length skirt

**Headscarf** - plain black, navy blue or dark grey. **Shoes** - plain all black shoes/trainers. **Jumper V neck** (optional) - plain navy blue.

Current students in year 8 to 10 may continue to wear existing uniform until it is worn out or grown out of.



Navy blue t-shirt

Navy blue sweatshirt

Navy blue fleece jacket  
(optional)



Navy blue shorts



Navy blue tracksuit trousers or sports leggings



Navy blue football sports socks

**Trainers** for indoor sport. **Football boots** with safety studs. **Shin Pads** (compulsory for Football, Hockey and Rugby)  
**Mouth guard** (optional). **Base layer** (optional) - Navy blue/black/white/navy. **Hair band** (required for long hair)

There are routine uniform checks upon entry to school, during tutorial and in lesson time. If students are not in the correct uniform, parents will be contacted and the student will be sent home to change. If they are unable to return home to change then they may be placed in the Isolation Room to work during the day.

***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.***

## **Catering Options**

We are delighted to have Cucina as our catering supplier at Stantonbury School. The menu is varied and all food is freshly prepared each day on site. The food is good quality and nutritious. Students are able to purchase food at break and lunch from the Diner or Deli. Both facilities offer seating areas. If students wish to bring a packed lunch they are welcome to do so and can eat in the Diner. You can see a sample menu here <https://stantonbury-tove.org.uk/key-information/catering-options>

Students pay for their food using their fingerprint that is linked to a ParentPay account - see below.

## **Free School Meals**

Students who are entitled to free school meals will receive daily credits on their account. If your child is **already in receipt of Free School Meals you will need to re-apply**. Unfortunately, if you do not re-apply your child will **no longer receive free school meals** and you will have to send them to school with a packed lunch. If you are a parent or carer, and are in receipt of certain benefits your child may be entitled to Free School Meals.

Apply/re-apply for Free School Meals here: [Online FSM Application](#)



## **ParentPay**

We operate a cashless payment system for the payment of diner money, trips and visits fees and sale of resources such as revision guides. All parents will receive details about logging into ParentPay. If you require assistance please contact the Finance Department at [finance@stantonbury-tove.org.uk](mailto:finance@stantonbury-tove.org.uk).

## **Travel to School**

At Stantonbury School we promote **active travel** to school. **Walking or cycling** to school has great health and social benefits for young people and it can develop exercise habits that last a lifetime!

The vast majority of Stantonbury students walk or cycle to school and there are safe routes from all parts of our catchment area. These routes are really well used by Stantonbury students as they make their way to and from school - you will definitely not be on your own and there will be lots of time to chat and be with friends on your journey.

**Public transport** operates locally 'The All in 1 MK' card (Junior Concessionary Travel Scheme) 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 also a form of identity and a travel concession card.

For more information on these services please call the Bus Card Section at Milton Keynes Council on **01908 252558** or email [buscards@milton-keynes.gov.uk](mailto:buscards@milton-keynes.gov.uk)

## **Visitors**

All Families, visitors and members of the public should report to the School Reception on arrival. You will be issued with a pass and this should always be worn whilst on site to ensure safeguarding procedures are adhered to.

## Additional Information

### Kids Club



Our active, creative holiday scheme for children from 5-13 years

Kids Club - runs from 8.30am - 17:30pm

Full Day: 08.30am - 17:30pm

Half Day: 08.30am - 13:00 or 13:00 - 17:30pm

To book please fill in the below forms and email to [customerservice@stantonbury-tove.org.uk](mailto:customerservice@stantonbury-tove.org.uk) where the reception team will contact once email has been received or call - 01908 324466

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 theatre, swimming pool and outdoor 3g pitch allowing for drama, 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, dodgeball and more!

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

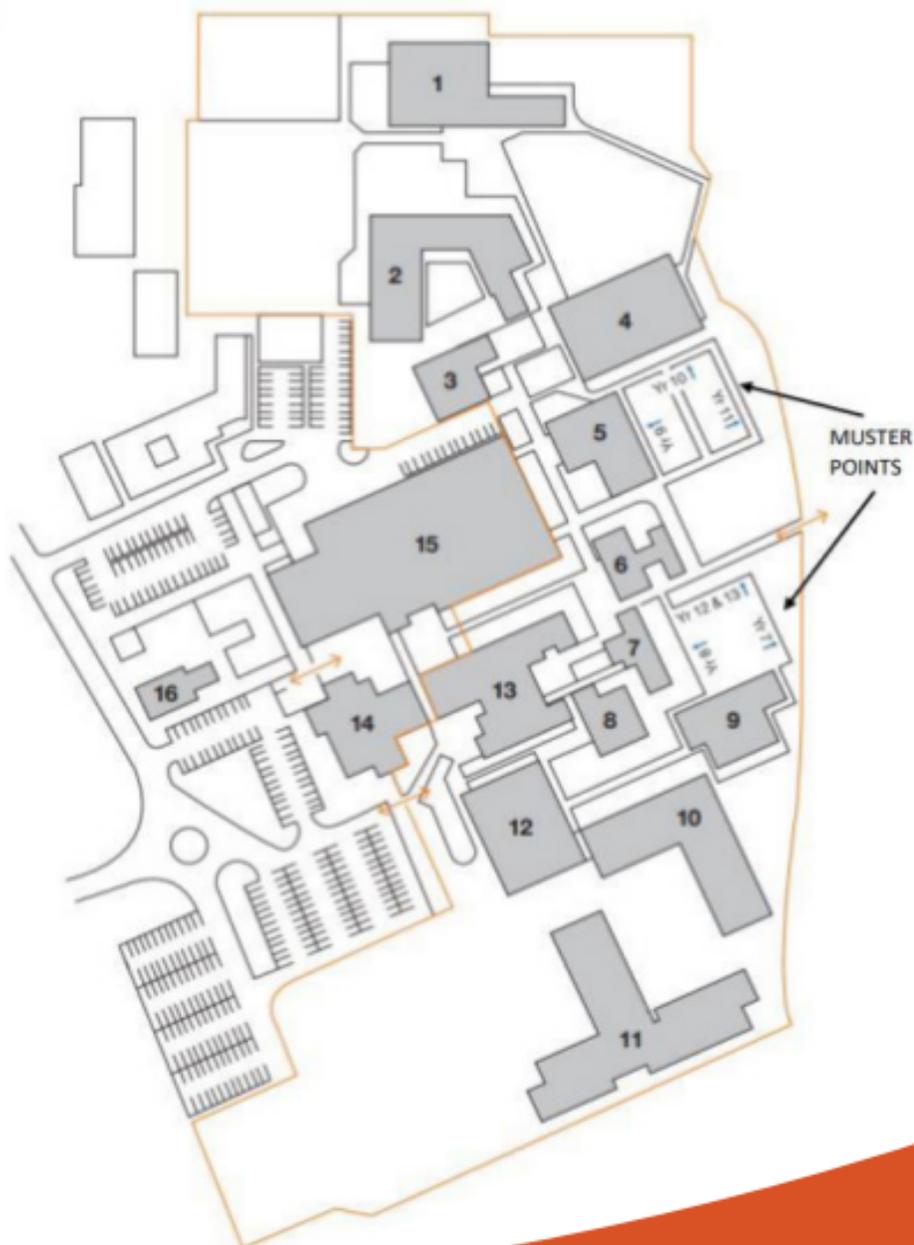
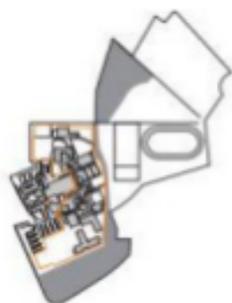
**OFSTED Registered and childcare vouchers accepted too.**

*\*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.*

# Stantonbury School Map



STANTONBURY  
SCHOOL



- |   |             |    |         |    |                |
|---|-------------|----|---------|----|----------------|
| 1 | Brighouse   | 6  | Saxon   | 12 | Danstead       |
| 2 | Fielding    | 7  | Monks   | 13 | Cooksey        |
| 3 | Dining Room | 8  | SEND    | 14 | Theatre        |
| 4 | Grafton     | 9  | Nevitt  | 15 | Leisure Centre |
| 5 | Ashurst     | 10 | Portway | 16 | Compound       |
|   |             | 11 | Turing  |    |                |