

REDBORNE UPPER SCHOOL
& COMMUNITY COLLEGE



Handbook for Parents, Carers and Students

Year 11

2016 -17



Academic excellence Shared values Outstanding education



Advice from our year 12 students...

My advice to year 11 students: *'Take each lesson seriously, so every lesson counts. I cannot stress how important that is in year 11. I wish I had realised this much earlier.'*
Year 12 student, 2016



My advice to year 11 students: *'Start year 11 organised; I wasn't. Get folders - don't have scrap bits of paper everywhere. Get file dividers and use them. Ask someone else to help you organise your school work. Use a box folder per subject and stick post it notes of info on important pages in textbooks. Put stationery on your Christmas list. WH Smith is your best friend! Once everything is in place, it is surprisingly easy to start planning and then doing some extra reading, note taking and thinking!'*
Year 12 student, 2016

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Our school - a message to new students from all staff

Redborne Upper School remains a fully comprehensive school for students aged 13-18. The year 11 students who left in July 2016 achieved record results, in particular in English and maths. Year 11 goes remarkably quickly - mock exams are in December and from then onwards, there is a lot to do to ensure you are ready to sit the exams with the confidence that you have prepared as well as you could have.

The most useful advice we would give you is: ***be in lessons, be on time and work hard.*** Every lesson counts; it is an hour of useful work with a teacher who specialises in that subject and knows how to prepare for exams. It makes absolute sense to follow this advice.

The year can be stressful and it is important to look after your physical and mental health too. If times are stressful, we can support you. Your tutor is there for you every day and recognises the pressures of year 11. If you need additional support, Mr Woodward, Mrs Jones, Mr Brooks and Mrs Smith are all available to offer advice or just listen.

We wish you every success this year. Work hard, both in and out of school and you can be proud of your results, whatever they may be.

A message from the School Principal Nigel Croft

As you know, we pride ourselves on our academic success at Redborne and as I have said in assemblies, we are delighted that so many of our students achieve results beyond their indicator grades.



Over the 28 or so remaining school weeks, it is vital you make the most of the fantastic opportunities you have at Redborne. Please work with our dedicated and hard working staff to ensure you reach your potential.

'Whenever there are revision sessions on offer, you really should attend. They made a big difference to my grade in science.'

Year 12 student, 2016

Our statement of aims

At Redborne, we aim for:

- **academic excellence**, by providing a broad, balanced, stimulating and flexible curriculum that centres on the needs and engagement of the individual student, placing teaching and learning at the heart of our professional development programme, recruiting and retaining high-quality staff and maintaining a sharp focus on monitoring progress;
- **shared values** such as tolerance, caring for others, democracy, self-discipline, independence and mutual respect to foster the spiritual, emotional, moral, social and cultural development of students both as individuals and as citizens in society;
- **outstanding education** in its broadest sense, through a vibrant programme of curricular, pastoral and extra-curricular activities, to prepare students for a positive and confident approach to the next stage of their education, training or employment and for adult life.

Essential Information

School Address:

Redborne Upper School and Community College
Flitwick Road
Amptill
Bedfordshire
MK45 2NU

General email address:

admin@redborne.beds.sch.uk

Teacher email address :

stforenameinitialfullsurname@redborne.beds.sch.uk
eg John Smith stjohnsmith@redborne.beds.sch.uk

Website:

www.redbornecommunitycollege.com

Telephone Number:

01525 404462

Year 11 Direct Line

01525 842618

Governors:

Chairman:
Vice Chairman:

Dr R A'Court
Mrs A Brown

Office Staff:

Principal's PA:
Main Reception:
South School Reception:
North School office is open:
Monday to Thursday: (North School)
Friday:
South School office is open:
Monday to Friday:

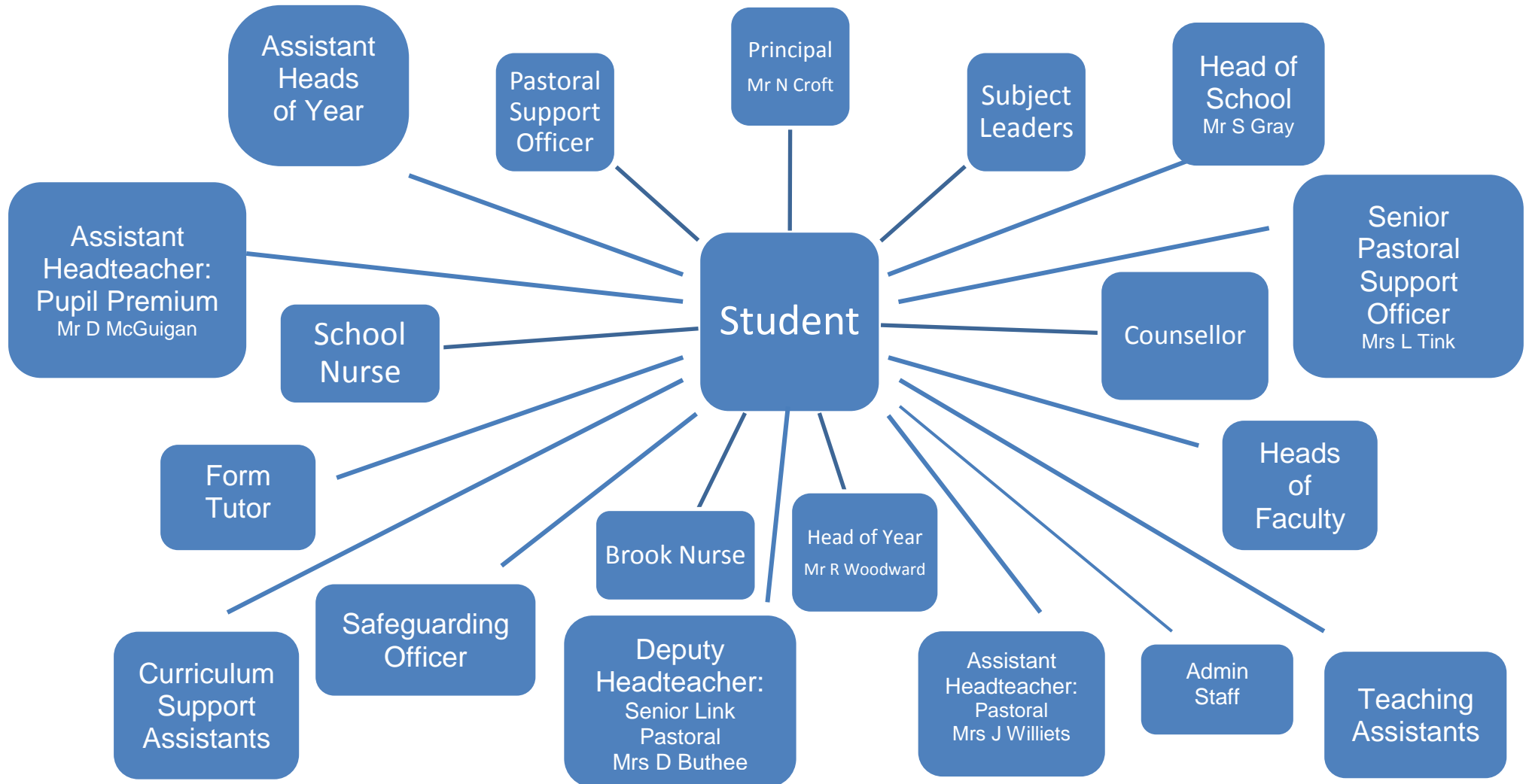
Mrs L Ellis
Mrs L Jeffery
Mrs T Barnard
8.00am-4.30pm
8.00am-4.00pm
8.00am-4.00pm

Senior Leadership Team

<p>Head of School</p>  <p>Mr S Gray</p>	<p>It is a statement of the obvious that this is a really important year for you. The brilliant results of the last year group show what can be achieved when students, teachers and parents work together and that is the challenge for you. I'm looking forward to working with you so that we can repeat that success and we can celebrate together next August.</p>	<p>Deputy Headteacher</p>  <p>Mrs D Buthee</p>	<p>You have spent the last 10 school years preparing for this year, so make the most of the time left. Your teachers will support you every step of the way so try and attend school every day and be punctual to all lessons. Arrive ready to learn, fully equipped and in correct uniform. Grab every opportunity offered, including lunchtime and after school sessions. Subject to spaces, join our after school study club where you can access our expert sixth formers who will help with homework and revision - remember they have been where you are now. Good luck and ask for help if needed. You can do this!</p>
<p>Assistant Headteacher</p>  <p>Mr A French</p>	<p>I am one of the Assistant Headteachers in the school and my main role is as Head of Sixth Form. I might teach your son or daughter during Years 9, 10 or 11 as one of the science teachers at Redborne, but will more likely get to know him or her in the Sixth Form next year. Redborne is an excellent school in so many ways and an enjoyable and rewarding school to be part of.</p>	<p>Assistant Headteacher</p>  <p>Mr A Day</p>	<p>Albert Einstein once said "As far as the laws of mathematics refer to reality, they are not certain; and as far as they are certain, they do not refer to reality." It may take a while to truly understand what Einstein means here but the following is an absolute certainty and a reality as far as your education is concerned and that is that success only comes with hard work. Please don't waste this year.</p>
<p>Assistant Headteacher</p>  <p>Mrs J Williets</p>	<p>The countdown begins! Us oldies know how quickly this year is going to go so make the best use of every hour of every day and you will not live to regret it. The harder you work, the better you will do and you will set yourself up for the best possible future. Good luck!</p>	<p>Assistant Headteacher</p>  <p>Ms N Brennan</p>	<p>I am a firm believer in small things adding up to have a big impact. Start spending an extra 30 minutes every night on school work. Review your lesson notes in each subject once per fortnight. Make summary cards of the key points. Attend study club if space allows; re-read your English literature texts and use the Pearson e learning text book for maths. Look forward to opening your envelope on results day knowing you did your best. I hope you enjoy your final GCSE year at Redborne and take every opportunity that is given to you. Good luck-I have every confidence in you!</p>
<p>Assistant Headteacher</p>  <p>Mr D McGuigan</p>	<p>Coming into this critical GCSE year can seem like a daunting prospect but speak to anyone that has been through it and they'll say that it flies by. As a result it's really important that you make the most of every lesson and start revising early. Finally, always remember that we, the staff, are here to support you in any way we can. Good luck!</p>		

Pastoral Care Team

If you have any general concerns that you wish to discuss, please contact the Form Tutor in the first instance.



Year 11 Pastoral Team

Head of Year



Mr R Woodward

Over the next twelve months you will be told countless times how important it is to work and study hard for your exams next summer. There's no doubt that good grades can open doors and get you interviews. So yes, of course it matters that you have good qualifications, but this alone does not define you as a person. I want to see you leave us in May 2017 having learned some hugely valuable social skills too. From my point of view this means that you appreciate what it means to be polite, punctual, helpful, thoughtful and above all, kind. Being a decent human being is as important in life as it is to have GCSEs, BTECs or NVQs. I want you to work with us to give you the best chance of getting onto the course that you want to study at the end of year 11 and you should know by now that if you need any help at all then the door is always open and if you need help and advice then I'm all ears (no jokes please).

Be clear on one thing...your future has not been decided YET. If you've not worked as hard as you could, or you know that your behaviour can be much better then put that right NOW. What you do over the next few months will determine how you feel when you open your results next August. Please, please, please do not have any regrets as you only get this one shot- this one opportunity to seize your chance. The choices that you make now, both in school and out, will be massively important in shaping your future. Think carefully about who you want to be and what you want to be as we get you ready for the next exciting chapter in your lives...

Assistant Head of Year



Mrs M Jones

I've no doubt you will start to feel the pressure over the next twelve months as you will be told how important it is to do well in your subjects and how your grades will determine the rest of your life.

Whilst this may be true, in some ways, it is important to take a step back and look at the bigger picture. Yes, your exams are important, but so too are your health and wellbeing. You must remember to look after yourself and learn to manage the stresses that you will no doubt find yourself under. Please remember there are people that can help you do this. We, in the year room, have been through this process ourselves (a long time ago for some of us!) and have helped students through it before, too. There is not a lot that we haven't seen or heard and so please come and talk to us; nothing is ever too silly, too trivial or too stupid and we are never too busy for you. Yes, we may not always be in the year room but we will make time for you at the first opportunity; never be afraid of coming to see us. The year room is not just a place the naughty children go!

Also remember your parents and carers are there for you. They want you to succeed and will do all they can to help you to, where they can. Talk to them. Confide in them. You may find they are more than just the people you think are there to nag.

Lastly, use your network of friends. You are all going through the same thing together and you may find, by talking to them, they have a way of managing or coping that you hadn't thought of or could try yourself. The results at the end will be yours, but there are plenty of people to help you make sure they are the results you want them to be.

Year 11 Pastoral Team

Assistant Head of Year



Mr K Brooks

Imagine in two, ten or even twenty years' time. Do you want to be looking back and thinking to yourself 'what if?' or 'I could have done better there...'? The world, as they say, is your oyster and I would hate to hear that you have closed doors before they have even opened to you.

You have an opportunity being at Redborne, which you need to seize with both hands. It involves you being proactive in everything that you do. If you are extremely lucky, your stars will align and everything will fall into place. However, it is more likely you will need to work hard to succeed, so ensure that you follow the advice of your subject teachers and form tutor.

Your attendance is key this year, more than any other. It doesn't take a rocket scientist to realise that if you are not in school and missing great lessons delivered by outstanding teachers, you will not make progress. If you know that your attendance and punctuality are not your strong points, then be proactive in positively changing your ways. There are various studies to suggest that some of the best progress is made during the first ten minutes of a lesson when you are most engaged. If you miss this, you are not making the most of your opportunity.

Looking forward, are you going to get a job if you are late for the interview or don't turn up for work?
I wish you all the very best.

Pastoral Support Officer



Mrs D Smith

Year 11 is full of pressure. Teachers trying to get you through with the qualifications you need. Sometimes it can feel as if you are not coping. This is normal. Make sure you let someone know how you are feeling. Talk things through, seek extra support. We are here to help, so let us.









Senior Pastoral Support Officer








Mrs L Tink

I thoroughly enjoy working with students and supporting their journey at Redborne whilst empowering them for future challenges.

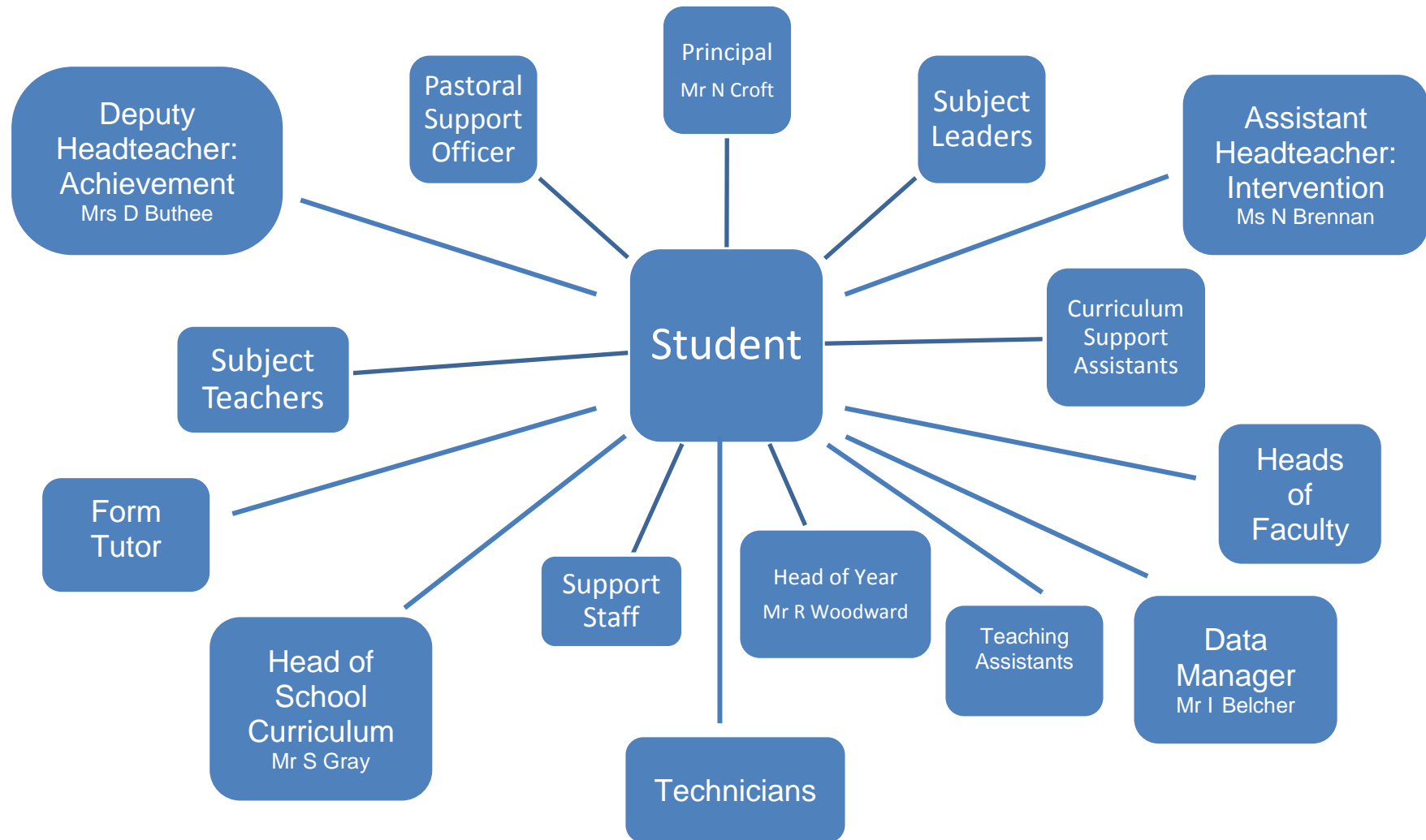
Year 11 Form Tutors

 <p>Mrs H Birkett Subject Leader Physical Education</p>	<p>Don't worry about what others are doing, concentrate on yourself - make sure you take opportunities that are available to you, you will never get this time back. The decisions and choices you make now will impact your future - do not have any regrets.</p>	 <p>Miss O Calloway</p>	<p>As we approach year 11, I have faith in each and every one of you that you will step up to the challenges that you will face, and you will succeed. Make the most of the year ahead, utilise all the help you can get, and I hope you can appreciate all the efforts that your teachers put in.</p>	 <p>Miss C Clarke</p>	<p>If you want to be somebody, if you want to go somewhere, you better wake up and pay attention.</p>
 <p>Ms K Eldridge</p>	<p>Take time to pause for a moment and appreciate what is happening around you. Get your head out of your phone and take a look at your life - it's amazing, savour every moment.</p>	 <p>Mr S Fisher</p>	<p>One way or another, you will remember year 11 for the rest of your life so do your best to fill it with positive memories and personal success.</p>	 <p>Mr A Francis</p>	<p>As a form, you've made the transition from middle school to upper school and have forged good working relationships with peers and staff. Now you need to make friends with reading, research and revision in order to set yourself up for a fruitful future.</p>
 <p>Mr D Jones</p>	<p>The harder you work now, the easier your life will be in the future.</p>	 <p>Mr A Kelly</p>	<p>Learn from your mistakes, it's not too late to make changes and turn things around. Don't get to the end of year 11 wishing you could have done more. It's up to you, no one else!</p>	 <p>Miss N Lake</p>	<p>This is your final compulsory year in school. Make sure there are lots of reasons to celebrate your success and fewer reasons for me to have a moan!</p>

Year 11 Form Tutors

 <p>Mrs L Mackie</p>	<p>The time will fly between now and the October half term. Soon after that you will need to think about the mock exams which happen before Christmas. Don't put off revision until later because later never comes until it is too late. Plan your revision and ask for help if you need it.</p>	 <p>Mrs H McCord</p>	<p>In a nutshell here's my best advice for the next 12 months. As harsh as it may sound some of you need to talk less and listen more - there is a reason you have 2 ears and 1 mouth! You have some top teachers, so make full use of them as believe me they know what they're talking about.</p>	 <p>Mr G Patmore</p>	<p>This will be the most important year of your school life so far. You've all got your own targets and your own ideas of success, go get them. The only person who can stop you is yourself. It might be cheesy but remember, if you don't want to learn, nobody can teach you. If you want to learn, nobody can stop you.</p>
 <p>Mr C Salisbury</p>	<p>One or two pieces of advice: You have to live with yourself 24 hours a day, 7 days a week, 365 days of the year, so you have to become comfortable in your own skin. You are the one that has to live with the consequences of your decisions and nobody else, so make sure that you give the best impression of yourself at all times and make sure that you make the most of every opportunity.</p>	 <p>Miss E Williams</p>	<p>This is your final year at school so try your hardest in every subject. When you open your GCSE results in August, you should feel proud because you know that you couldn't have put any more effort in. So work hard, set achievable goals and enjoy it!</p>		










Achievement Support Team









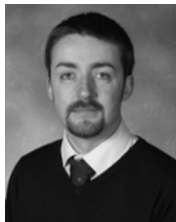


Heads of Faculty

<p>ENGLISH</p>  <p>Ms C Harvey</p>	<p>In September I will be starting my 10th year here at Redborne; why have I stayed here so long? Because I have the pleasure of working with a team of amazing and dedicated teachers, and fabulous students.</p>	<p>MATHEMATICS</p>  <p>Mr M Jones</p>	<p>I have been teaching at Redborne since 2010. From this experience, I can say with confidence that Redborne is a school that helps everyone to be successful. The maths department in particular, is friendly, supportive and willing to go the extra mile. You are at an excellent school, so make the most of this opportunity.</p>
<p>EXPRESSIVE & PERFORMING ARTS</p>  <p>Mrs H Birkett</p>	<p>Hard to believe, but this is my 14th year at Redborne - the school is just too good to leave! I am proud to lead a faculty which gives our students first class creative and active experiences, whilst maintaining an outstanding track record of academic achievement.</p>	<p>HUMANITIES</p>  <p>Mr V Parry</p>	<p>I have worked at Redborne since 2008. I like the wide variety of subjects we offer across the school which gives students the opportunity to play to their strengths. I also like the relationship between students and staff which is based upon mutual respect and a culture of achievement.</p>
<p>MODERN FOREIGN LANGUAGES</p>  <p>Mr C Flynn</p>	<p>I have been at Redborne since September 2001. I enjoy the calm atmosphere at the school and being in the classroom. I like sports, cinema, antiques, languages, driving and travel.</p>	<p>SCIENCE</p>  <p>Mr C Graves</p>	<p>I've been here at Redborne for over 10 years now. I actually came here as a student, and enjoyed my time here so much that I wanted to work here. There's loads to get involved in; I'd recommend taking part in the Duke of Edinburgh Award.</p>
<p>TECHNOLOGY</p>  <p>Mr C Forbes</p>	<p>I joined Redborne in 2008. I particularly enjoy that every subject is valued and appreciated and that we offer a broad curriculum to students. As Head of Faculty I don't get a great deal of time to run clubs but I help out with Redborne Racing and Studio 9.</p>		







Subject Leaders

AGRICULTURE/ ENVIRONMENTAL STUDIES  Mr A Hodds	<p>I have always believed that students learn best by actively doing. Studying down on the farm, being actively involved in caring and looking after the animals, has taught our students so much over the years. Things that will hopefully stay with them for the rest of their lives.</p>	ART & DESIGN  Mrs S Blackwell	<p>As Head of Art, I have seen thousands of children achieve outstanding results with many students successfully going onto careers in the creative industries.</p>	BIOLOGY  Dr K Juty	<p>Biology is flourishing, with more trips and competitions than ever this year. I am particularly proud of the Biology Club, who have even had some of their findings published.</p>
BUSINESS  Mrs S Wilson	<p>The Business Studies Department is very popular because students achieve good grades and what they have learnt is very useful when they start work and often leads to promotion.</p>	CHEMISTRY  Mr P Ciampa	<p>I have been at Redborne for about 10 years. I was hoping that as I grew older I would begin to look more like my hero in chemistry, Dmitri Mendeleev, the father of modern chemistry; however, alas, that will now never happen because my hair follicles have begun to give up on me.</p>	CHILD DEVELOPMENT  Mrs L Hartley	<p>Successful courses are offered in Child Development and Health and Social Care. Many of our students progress to university to study midwifery, nursing, paediatric nursing, social work or primary teaching.</p>
DANCE  Mrs E Gentle	<p>Dance has always been my passion and I feel hugely lucky to be able to develop and nurture dance at Redborne at both GCSE and A level. I belong to a Contemporary Dance Company and regularly assess students dance work in my role as a Dance Moderator and Examiner for AQA.</p>	DRAMA  Mrs T Francis	<p>I enjoy the countryside, box sets, classical literature, watching athletics, and working at Redborne. I am old enough to remember the Cold War, young enough to have not fully understood it.</p>	ENGLISH  Ms C Harvey	<p>We aim to give our students a broad experience within English; which not only focuses on achieving at GCSE and A level but also develops a wider appreciation of literature, including visits to the Theatre, entering national competitions and running extra- curricular clubs such as the school magazine.</p>

Subject Leaders

FOOD & HOSPITALITY  Mrs F Croft	<p>We have brilliant facilities and equipment, and frequently arrange interesting visits. These have included visits to the Good Food Show, Cake and Bake Exhibition and the Gu Desserts factory.</p>	GEOGRAPHY  Mrs K Wheeler	<p>I have worked at Redborne for 15 years as a geography teacher and the highlights are being able to take students on field trips to places such as the Lake District, Dorset, the Yorkshire Dales and Iceland.</p>	GERMAN  Mrs R Neale	<p>German is very popular at Redborne and I hope that some of you will take part in our regular German exchange in the summer.</p>
GRAPHICS  Mrs C Wakeling	<p>I help run Studio Nine Design, an extra-curricular club for those interested in extending their knowledge in Design and Technology in year 9.</p>	HISTORY  Mr V Parry	<p>We aim to foster a love of History and to develop an understanding of the present through a study of the past. We try to bring History alive in the classroom as well as running an array of out of school visits such as our residential trip to Berlin and visits to places such as the World War I battlefields and Imperial War Museum.</p>	ICT  Mrs M Williams	<p>I run a Robotics club which involves building and programming Lego Mindstorm and microbots.</p>
LATIN  Mr S Dobson	<p>I relish the opportunity to bring the perennially relevant themes, literature, and linguistics of ancient Europe to life for students at Redborne and I strenuously deny the rumours that I am just in it for the school trips to Italy and Greece!</p>	MATHS  Mr M Jones	<p>We aim to improve every student's confidence with maths skills through a challenging and enriching curriculum. There are opportunities to explore the wider aspects of mathematics during puzzle days and the maths challenge, while support is available to those who need it through interventions such as the Breakfast Club.</p>	MUSIC  Mr B Bottone	<p>I have worked here for 6 years. I enjoy putting on concerts, musicals and music trips. I run Orchestra and Jazz Band and Technical Club.</p>

Subject Leaders

PHYSICAL EDUCATION  Mrs H Birkett	<p>Our ethos as a department is to promote enjoyment and participation across the different sporting activities. We believe that every individual can achieve and recognise the importance of leading a healthy, active lifestyle through lifelong participation.</p>	PHYSICS  Miss O Calloway	<p>I really enjoy teaching here - especially when students enthuse about science, or rugby. I play women's rugby, and have done for ten years now.</p>	PRODUCT DESIGN  Mr K Brooks	<p>My biggest positive about Redborne is the enthusiasm of the students and I have great pleasure in watching their skills grow. I run the Redbone Racing project which is an electric powered endurance racing car.</p>
RELIGIOUS STUDIES  Ms K Eldridge	<p>Students have visited Auschwitz in Poland for the last 9 years and get so much out of it, both educationally and emotionally.</p>	SPANISH  Miss H Bennett	<p>The department has run various exchange trips to Spain which have been very successful and some students have remained in contact with their partners and regularly visit them.</p>	TEXTILES  Mrs A Dun	<p>The fashion rooms are always busy after school and students from all years are very supportive of each other. I love our regular trips to local businesses or to see exhibitions in London.</p>

Attendance and Punctuality

The most important factor for student success in year 11 is being in lessons, on time. If you are not in lessons, you miss vital learning.

Lack of punctuality affects learning and behaviour, not only of the student who is late, but it can have an impact on all other learners as the teacher may need to recap on missed learning.

We recognise that attending school regularly and on time has a positive impact on learning and progress and, therefore, offers the best life chances for our students. **Excellent attendance and punctuality is the key for our students' success.** Developing good attendance and punctuality are key life skills and will help your son or daughter to develop a positive attitude towards school.

It is expected that, wherever possible, students attend every school day. Missing one day, means 5 hours of work missed that needs to be caught up.

Each year there are 190 school days which leaves 175 days for holidays, birthday treats and non-urgent medical and dental appointments.

On average, if a student has 7 days absence in the Autumn Term, their attendance drops to 90%.

The Government states that attendance below 90% is classed as persistent absence and our Educational Welfare Officer will want to know the reasons for such persistent absence.

Students are to arrive no later than 8.30am and it is expected that they are in their classrooms at the start of Period 1. **Therefore, arriving at the school entrance at 8.40am means that they are late.**

On arrival at the school site, students should make their way to the classroom for their Period 1 lesson.

If they are travelling by car, please include dropping off time in their travel allocation; it can take upwards of 5 minutes to get onto the school site at busy times. Please drop off at the site which is nearest to their Period 1 lesson.

If late, the student should sign in at either North or South Reception and go straight to their lesson.

Attendance and Punctuality

Attendance over one school year

If your son or daughter has:

98% attendance = equivalent to 4 days absent from school.

95% attendance = equivalent to 10 days absent from school.

90% attendance = equivalent to 19 days absent from school.

85% attendance = equivalent to 28.5 days absent from school.

80% attendance = equivalent to 38 days absent from school.

Remember: 90% or below is classed as persistence absence.

We regularly monitor and review the attendance of our students. If a student nears 90% attendance we are required to discuss the reasons for absence with the Educational Welfare Officer.

If a student misses one school day, **they miss 5 hours of work** (plus the additional homework) and it is expected that they will catch up on missed work. Please encourage your son or daughter to do the following:

- Borrow a friend's book and copy up missed work.
- Email their teacher and ask about missed work.
- Complete any homework that was set whilst they were absent.

If your son or daughter is absent from school

Please contact the school by phone or email the Pastoral Support Officer on the first morning of absence, indicating the reason for the absence.

Leaving premises during the day

Students should not leave the premises at any time during the school day without a written request from parents or carers which should be given to the form tutor. A medical appointment card is acceptable.

Unauthorised absence could result in referral to the Educational Welfare Officer.

Caring for our students

Safeguarding

The school recognises its responsibility to be vigilant in identifying cases of suspected child abuse. Where cases of abuse are suspected the school will follow the Bedfordshire Local Safeguarding Children Board procedures and refer cases to the appropriate agency. The designated teacher for safeguarding is Mrs J Williets, Assistant Headteacher.

A copy of the school's Safeguarding Policy is available on the school website or from the Principal.

Counselling: Personal guidance and support

Each year group has a dedicated pastoral support officer (PSO) to offer students emotional support as appropriate. In addition, the school can provide individual support for those students who may be experiencing personal difficulties, eg bereavement. Referrals can be made through the Early Help Assessment system to a range of services. Students can contact their **form tutor** or their Pastoral Support Officer in the first instance to discuss this.

Sex and relationships education

The governors believe that appropriate, responsible and sensitive sex and relationships education is an important element in the work of the school in preparing students for adult life. The purpose of the school's Sex and Relationships Programme is:

- To provide factual information on sexual matters.
- To give understanding of sexual attitudes and behaviour in present day society.
- To encourage students to make informed, reasoned and responsible decisions about their own attitudes to sexual matters, both whilst they are at school and in adulthood.

Sex and Relationships Education is provided in Years 10 and 11 in an objective and balanced manner; the teaching and learning being within the context of the school's statement of aims. Students are encouraged to consider the importance of self-restraint, dignity and respect for themselves and others.

Parents have the right to withdraw their child from part of, or the entire, Sex and Relationships Education Programme outside the National Curriculum. If you wish to withdraw your child from the programme please write to the Head of School, Mr Gray, indicating the nature of your request. The school's Sex and Relationships Education Policy is regularly reviewed to be relevant to the students at Redborne.

Expected behaviour in school

We have high expectations of students at all times and expect parents/carers to support our ethos and standards.

Students must follow our shared values policy and those who do not will receive clear sanctions. In summary, students should:

- Always be punctual
- Show good manners and respect to all adults in school and fellow pupils
- Co-operate with all; work hard in lessons and not disrupt the learning of others
- Arrive on time for each lesson and tutor period
- Be fully equipped for each day and wear the agreed school uniform correctly
- Treat all school buildings and property with care and respect, as would be done at home
- Obey all safety rules

Expected behaviour out of school

When a student is wearing the Redborne uniform, they are representing our school. We have close and strong links with our community and wish to uphold these.

If behaviour out of school is deemed to be inappropriate, firm sanctions will apply in exactly the same way as they would whilst the student is in school. We would expect parents/carers to fully support us in these sanctions.

Getting to and from school

The school is sited just near a busy roundabout. It is essential that all students crossing the roundabout do so by using the footbridge.

All school buses arrive and depart from the South School bus bay (at the front of South School). At the end of the day, students should wait for their bus at this bay in an orderly fashion and comply with instructions from staff on duty.

If taking a school or public bus, it is expected that behaviour will be safe and considerate at all times. Any incidents of bad behaviour or upsetting other passengers may result in a ban from the bus as well as sanctions applied in school. Bus companies always report bad behaviour back to us and have CCTV on their vehicles.

School detentions

These are set for varying reasons and range from 30 minutes to 2 hours after school. On rare occasions, they are given at lunch time. Notification of a detention is usually via email to the student and parent/carer, with 24 hours notice given. **It is the parent/carer's responsibility to collect their child on the day the detention is set, even if the child usually catches a school bus.**

Shared Values

The Redborne Way



What makes a *TERRIFIC* student?

Tolerance

Embrace the fact that people have different lifestyles, cultures and beliefs.

Empathy

Understand how your words and actions affect the feelings of others.

Respect

Be civil towards your teachers and fellow students during and between lessons.

Resilience

Learn from your mistakes and persevere when things get tough.

Independence

Plan for where you want to be and how you will reach your targets.

Focus

Take responsibility for your own work, behaviour and achievement.

Initiative

Ask questions and take new opportunities to grow and learn.

Co-operation

Appreciate the value of working with, and learning from, others.

Redborne Upper School

Our Effort Grades

Grade	Descriptor
O = Outstanding	<ul style="list-style-type: none"> Exceptional effort well beyond that normally expected of students, in terms of time or quantity or depth of work. Work is completed extremely efficiently – often ahead of deadline. Enthusiastic, well-motivated and self-disciplined in lessons – contributes well in discussions and is a good listener. In group activities, student shows leadership skills in helping the team achieve a high standard.
V = Very Good	<ul style="list-style-type: none"> A high level of effort, above the normal expectation (e.g. completion of optional tasks, high levels of organisation and presentation in written work). Work is completed efficiently - at or ahead of deadline. Keen contributor to discussions and behaves very well. Takes a very active part in group or practical activities and co-operates fully and enthusiastically with the work of the group or activity leader.
G = Good	<ul style="list-style-type: none"> The normal expectation for student effort. Work completed on time to a good standard. Behaves well in lessons and will contribute to discussions when asked. Follows instructions in group or practical activities and takes an active part in the work.
N = Needs Improvement	<ul style="list-style-type: none"> Work is only completed after an extension to the deadline, or is only partially completed. May need reminding to participate or engage in the lesson or the need to stay on task and remain focused. Reluctant to contribute to discussions, or may make irrelevant or distracting comments. In activities, does nothing disruptive but is very passive, relying on others to do more of the work.
W = Warning	<ul style="list-style-type: none"> Work is only completed after a first level sanction (e.g. break detention) or threat of a higher level sanction. Lack of co-operation in activities with low-level disruption. Behaviour leads to formal warning or sanctions (e.g. 'time out').
U = Unacceptable	<ul style="list-style-type: none"> Work is incomplete or of such poor standard that it needs to be done again, even after reminders. Detention after school or similar sanction issued for lack of work. Behaviour during activities is poor and leads to sanctions being applied (e.g. being removed from activity, detention)

Regardless of a student's ability, we put a lot of emphasis on high effort at Redborne. The chart above shows how staff grade effort. The effort seen in classes will be reflected in the effort grade awarded in a progress check or report.

A **G grade** is the minimum acceptable standard, but many, many students achieve a lot higher than this in some subjects.

Students: lots to aim for here!



School Calendar 2016/2017

September 2016						
Mon		5	12	19	26	
Tue		6	13	20	27	
Wed		7	14	21	28	
Thu	1	8	15	22	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24		
Sun	4	11	18	25		

October 2016						
Mon		3	10	17	24	31
Tue		4	11	18	25	
Wed		5	12	19	26	
Thu		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

November 2016						
Mon		7	14	21	28	
Tue	1	8	15	22	29	
Wed	2	9	16	23	30	
Thu	3	10	17	24		
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

December 2016						
Mon		5	12	19	26	
Tue		6	13	20	27	
Wed		7	14	21	28	
Thu	1	8	15	22	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24	31	
Sun	4	11	18	25		

January 2017						
Mon		2	9	16	23	30
Tue		3	10	17	24	31
Wed		4	11	18	25	
Thu		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

February 2017						
Mon		6	13	20	27	
Tue		7	14	21	28	
Wed	1	8	15	22		
Thu	2	9	16	23		
Fri	3	10	17	24		
Sat	4	11	18	25		
Sun	5	12	19	26		

March 2017						
Mon		6	13	20	27	
Tue		7	14	21	28	
Wed	1	8	15	22	29	
Thu	2	9	16	23	30	
Fri	3	10	17	24	31	
Sat	4	11	18	25		
Sun	5	12	19	26		

April 2017						
Mon		3	10	17	24	
Tue		4	11	18	25	
Wed		5	12	19	26	
Thu		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

May 2017						
Mon	1	8	15	22	29	
Tue	2	9	16	23	30	
Wed	3	10	17	24	31	
Thu	4	11	18	25		
Fri	5	12	19	26		
Sat	6	13	20	27		
Sun	7	14	21	28		

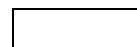
June 2017						
Mon		5	12	19	26	
Tue		6	13	20	27	
Wed		7	14	21	28	
Thu	1	8	15	22	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24		
Sun	4	11	18	25		

July 2017						
Mon		3	10	17	24	31
Tue		4	11	18	25	
Wed		5	12	19	26	
Thu		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

August 2017						
Mon		7	14	21	28	
Tue	1	8	15	22	29	
Wed	2	9	16	23	30	
Thu	3	10	17	24	31	
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		



School Holiday



Bank Holidays
and Weekends



Pupil Day



Training Day

Week A and B



We work on a 2 week timetable: week A and B and lessons are different in each week. Students need to know which week is A or B, to ensure they prepare and arrive for the correct lessons.

<u>Autumn Term, 2016</u>			
Monday 5 September	-	Friday 9 September	A
Monday 12 September	-	Friday 16 September	B
Monday 19 September	-	Friday 23 September	A
Monday 26 September	-	Friday 30 September	B
Monday 3 October	-	Friday 7 October	A
Monday 10 October	-	Friday 14 October	B
Monday 17 October	-	Friday 21 October	A
Half Term			
Tuesday 1 November	-	Friday 4 November	B
Monday 7 November	-	Friday 11 November	A
Monday 14 November	-	Friday 18 November	B
Monday 21 November	-	Friday 25 November	A
Monday 28 November	-	Friday 2 December	B
Monday 5 December	-	Friday 9 December	A
Monday 12 December	-	Friday 16 December	B
<u>Spring Term, 2017</u>			
Tuesday 3 January	-	Friday 6 January	A
Monday 9 January	-	Friday 13 January	B
Monday 16 January	-	Friday 20 January	A
Monday 23 January	-	Friday 27 January	B
Monday 30 January	-	Friday 3 February	A
Monday 6 February	-	Friday 10 February	B
Half Term			
Monday 20 February	-	Friday 24 February	A
Monday 27 February	-	Friday 3 March	B
Monday 6 March	-	Friday 10 March	A
Monday 13 March	-	Friday 17 March	B
Monday 20 March	-	Friday 24 March	A
Monday 27 March	-	Friday 31 March	B
<u>Summer Term, 2017</u>			
Wednesday 19 April	-	Friday 21 April	A
Monday 24 April	-	Friday 28 April	B
Tuesday 2 May	-	Friday 5 May	A
Monday 8 May	-	Friday 12 May	B
Monday 15 May	-	Friday 19 May	A
Monday 22 May	-	Friday 26 May	B
Half Term			
Monday 5 June	-	Friday 9 June	A
Monday 12 June	-	Friday 16 June	B
Monday 19 June	-	Friday 23 June	A
Monday 26 June	-	Friday 30 June	B
Monday 3 July	-	Friday 7 July	A
Monday 10 July	-	Friday 14 July	B
Monday 17 July	-	Friday 21 July	A

THE SCHOOL DAY

Lessons start at 8.40am

Lessons finish at 3.10pm

Morning Session - 8.35am - 1.10pm

Start	End	
8.35		Warning Bell
8.40	9.40	Lesson 1
9.40	9.45	Movement time
9.45	10.45	Lesson 2
10.45	11.00	BREAK
11.00	11.05	Movement time
11.05	12.05	Lesson 3
12.05	1.10	Lesson 4

Lunchtime – 1.10pm - 1.45pm

Afternoon Session – 1.45pm - 3.10pm

Start	End	
1.45		Warning Bell
1.50	2.10	Afternoon Registration: Form Period/Assembly
2.10	3.10	Lesson 5

NOTE

The school day changes during examination periods to a 3/2 split with 3 lessons in the morning and 2 lessons in the afternoon. The lunch period changes to 12.05pm-12.40pm during this time, with a warning bell at 12.40pm.

Important Dates 2016-2017 for Year 11 Students

AUTUMN TERM

Wednesday, 7 September	Year 11 start college
Sunday, 11 September	Educational Visit Design Technology Bedford Autodrome
Wednesday, 28 September	Visiting Theatre Company – Macbeth
Friday, 23 September	Enrichment Booklet issued
28/29 September	National Citizen Service event
Thursday, 29 September	Photographs for students new to the school
Friday, 7 October	Progress Check issued
Friday, 7 October	3.45 pm Tea Concert
Thursday, 13 October	7.00 pm Opportunities in the Sixth Form Evening. Provisional choice form issued to students.
Sunday, 16 October	Educational Visit Design Technology Corby (Redborne Racing)
Sunday, 16 October	Indoor Boot Fair
Thursday, 20 October	Year 11 return Sixth Form 'Provisional choice' form
Friday, 23 October	PEP booklets issued to students.
Wednesday, 9 November	GCSE Maths and English Parents' evening
w/b 21 November	Year 11 Charity Week
21 November- 2 December	Exam Focus Fortnight
23-25 November	7.00-9.00 pm School Production – Connolly Hall
Friday, 25 November	Reports, IEPs and Able, Gifted & Talented targets issued
Sunday, 27 November	Indoor Boot Fair
Friday, 2 December	3.45 pm Tea Concert
5-16 December	Mock Examinations
Thursday, 15 December	7.00 pm Christmas Concert – Connolly Hall
Friday, 16 December	Year 11 finish school 1.10 pm

Important Dates 2016-2017 for Year 11 Students

SPRING TERM

Friday, 20 January	Sixth Form application form issued
Friday, 27 January	Progress Checks and Able, Gifted and Talented targets issued
Friday, 27 January	3.45 pm Tea Concert
Monday, 30 January	Final date for Year 11 to return Sixth Form application form
Wednesday, 1 February	5.00-8.00 pm Parents' Consultation Evening. Students are invited to attend.
Thursday, 2 February	Intermediate Maths Challenge (Year 10 & 11)
10-18 February	Skiing Trip to Italy
Sunday, 26 February	Indoor Boot Fair
Thursday, 2 March	7.00 pm Battle of the Bands - Connolly Hall
Wednesday, 8 March	GCSE English and Maths Parents Evening
Friday, 10 March	Educational Visit Dance 'Move It' trip (provisional)
Tuesday, 14 March	Educational Visit to National Apprenticeship Show
Thursday, 23 March	7.00 pm Community Music Concert – Connolly Hall
Friday, 24 March	Progress Check and exam information revision booklet issued
Sunday, 26 March	Indoor Boot Fair

SUMMER TERM

Wednesday, 19 April	PEP booklet 4 issued
Thursday, 4 May	5.00 pm A*- A Celebration Evening
Wednesday, 10 May	7.00 pm Jazz Café
Sunday, 14 May	Boot Fair
15 May-29 June	GCSE Examinations (provisional dates)
Thursday, 25 May	Exam leave begins (provisional)
Sunday, 25 June	Outdoor Boot Fair
Friday, 7 July	Year 11 Prom
Friday 14 July	Year 11 Buddies assist with New Intake day
Thursday, 24 August	GCSE results

Extended Learning

Our extended learning policy can be found on our school website. It explains how and when we set work for students out of lessons.

What is the best way to work, both in and out of lessons, in year 11?

We will be issuing a book written by the head of each department stating what needs to be done on a weekly basis for each subject. This is issued just before the mock exams in mid-November 2016. **It is essential to read and follow the advice in this book.**

'Get into the habit of going back over your class notes as often as you can. After Christmas, start making summary notes of topics but be methodical. This really helped me prepare for my exams.'

Year 12 student, 2016

We expect all students to complete set work, but it is equally important to get into the routine of reviewing each lesson (see below). This forms the basis of year 11 work out of lessons.

Study Club

Encourage your child to attend the study club, run from Monday to Thursday in the library. (Limited places available). It is staffed by paid and trained A level students. Thus we are able to offer individual support to students in a variety of subjects. For those students in receipt of pupil premium funding, if getting home is a barrier to attending, we may be able to provide taxi transport home. (See the information for this in the library section).

Expectations of all students

Before lessons:

- Check equipment is packed, including any necessary text books, exercise books and work to be brought in.

After each lesson:

- Students should go back over work taught and check their notes are complete.
- Use a revision guide to look up topics that were not fully understood, or use BBC Bitesize or another site recommended by a subject teacher.
- On a regular basis (at least once per month), make cue cards or mind maps of content covered and keep this in folders dedicated to each subject.
- These folders can be kept at home or school. When it is time to prepare for exams, a set of revision cards will already have been made and these can be used to help with revision.

This forms the basis of all extended learning for our students and is a very effective way to learn. If additional reading or written work has been set, this should be completed by the deadline set. (This can be checked on the Show My Homework site).

Extended Learning

How parents and carers can best support their son or daughter

- Ensure attendance at school and punctuality are 100% or as near as possible.
- Check the correct equipment is available for each day.
- Supply a bottle of water to drink. (Energy drinks are banned in school).
- Supply a snack and ensure lunch is eaten.
- Check the homework set by logging onto Show My Homework, and providing encouragement to complete work in good time.
- Where possible, provide a quiet area to work, and discourage any use of social media whilst school work is being done.
- If space to work is tight at home, encourage your child to attend the after school study club in the library.

How can you monitor what additional homework is set?

Homework is given in most subjects, in addition to our expectations of students reviewing their learning. This will be published on the Show My Homework (SMH) site.

The link for SMH is on our homepage. Students and parents/carers will be issued with their unique login at the start of term. This allows you to see the homework set for your own child, including when it is due in.

If you lose the login, you can still access the site and search the homework set by any one teacher. You only need to know the name of the class your child is in, and this is shown on their timetable.

Please help your child to manage their time and complete their homework on time to the best of their ability.

What happens if my child does not understand a homework or has lost the task sheet?

- If your child does not understand a task set, they should see their class teacher as soon as possible, but at least 2 days BEFORE the work is due in, either in their lesson, at lunchtime or after school. They could also email staff with their query. The child's tutor will always be able to offer help and advice too.
- Students **should not** just turn up to the lesson saying they could not do the homework.

Extended Learning

How parents and carers can support the core subjects



Maths

Encourage your child to do maths, little and often. We recommend 20 minutes, 3 times per week, **in addition** to all tasks set by the teacher.

The maths department want your child to use the following new resource to study maths:
Pearson elearning text book. Each child has their own login.

www.pearsonactivelearn.com

Login: use student school email address eg 14ibloggs@redborne.beds.sch.uk

Password for everyone starts as: ChangeMe639 (then you change to suit)

(You need to accept terms and conditions before it will open.)

You will see:

Courses

This has videos and exercises to revise.

Active Books

Digital Textbooks (Higher and Foundation).

There are exercises with answers at the back of the book. The resources open in a popup window and you may have to “allow popups” in Internet Explorer. If the popup does not load the first time, close the window and try again. If issues persist see Mr M Jones in room 45.

Please note: this book closely matches the style of the new exam so is much preferred over MyMaths.

‘My dad made me do maths from MyMaths about twice per week from September. I hate to admit it, but it has made a real difference to my understanding. I am not telling him that though!’

Male student, 2015

MyMaths is still available for all students, and is better than no maths; however, we encourage use of the Pearson ebook (above) as it is more challenging and more like the real exam.

To access MyMaths:

Google ‘MyMaths’ and then login details are:

Login: redborne

Password: factorise

Students should select a topic that they are working on, have completed, or wish to revise. Work through the lesson material and then try the accompanying homework.

There are also booster packs for students to try. **They should not be using the MyMaths games.**

Improving English skills

Reading is the key to success in English. We would ask you to encourage your child to read on a regular basis. Reading every day would be ideal; even if it was for a short time, 10 minutes would make a difference.

To support with the study of set texts, your child can access their set text through the e-library as follows:

The usernames and passwords have been created following these rules.

Username

The student email address up to, but not including the '@' e.g. 14ASmith

Password

The prefix 'Eng' followed by your exam candidate number e.g. Eng1234

There is no space between the prefix and your candidate number

Here your child can do the following to support their class work and revise:

- ✓ read and annotate their own copy of their set text in the e-library. They can even share with friends.
- ✓ Become familiar with their collection of poems – there are 15 in total. Organise them into groups, research the context and put notes on them. Make a revision card for each poem.
- ✓ Highlight words they are unfamiliar with and find the definition.

In class we do a lot of discussion work; as a parent you could support your child in the following ways:

- ❖ Ask about the texts they are reading. Can the key points in the text be summarised? How has the writer structured the text to make it interesting to read? What is interesting about the characters? These questions help your child to think more deeply about what they are reading.
- ❖ Word games such as **boggle** and **scrabble** help to develop a wider vocabulary.
- ❖ Anything that practises and develops new vocabulary is a bonus.

Websites that we recommend are as follows:

www.bcbitesize use for poetry or language

www.sparknotes



Science and other subjects

Encourage your child to look through class notes and highlight key facts. These key facts can be put onto cue cards.

Test your child on their cue cards; ask them to give 2 or 3 key facts learned each week and talk to them about these.

Help your child to organise their class notes and keep their books and resources safe. Please remember, the content and exams in the 3 core subjects (maths, English and science) have now been made much more challenging.

Students - this one is for you:

Turn off all social media and text alerts when you work. Turn off the computer if it is not needed for your homework. It wastes lots of time!

SAM Learning

Encourage your child to use SAM learning, as an additional support to their lessons.

The link is to be found on our homepage

Centre ID: MK4RU

Password and username are both the same and unique to your child. They find this out from their tutor.

'There was so much science to learn. I used to watch youtube videos, <http://freesciencelessons.co.uk/> and just listen and make notes of what they said. This helped me get my double C in science.'

Year 12 male student, 2016

Uniform Regulations

All students in year 11 must wear our school uniform which comprises the items detailed below.

Jumper

Black V-neck jumper with school badge - a hoody is NOT allowed in place of a jumper

Polo Shirt

White polo short sleeved shirt, with black striped ribbed collar

Skirt or Trousers

Girls can choose between the skirt or trousers supplied by our stockist:

- Girls' knee length straight pencil skirt with black vent (*failure to wear the skirt on the knee could result in a skirt ban*)
- Girls' black straight leg slim fit trouser

Boys' trousers must be slim fit or regular fit supplied by our stockist

Shoes

Plain black with flat or low heels (leather/leather look). Canvas shoes are not allowed.

Socks / Tights

- Plain black or white socks
- Black or natural coloured tights

Outerwear

Coats or fleece jackets in plain dark colours

Bag

Big enough to accommodate basic equipment, e.g. exercise and text books

Please note the following:

- Trousers and skirts must be bought from our stockist (we have a selection of second hand uniform in our school shop)
- Skirts are to be worn on the knee
- Coloured nail varnish is not permitted
- Inappropriate or excessive make-up is not permitted
- Extreme hair colour or styles are not permitted

Uniform Regulations

- Body piercing is not permitted, e.g. nose studs. This includes clear studs and retainers
- Excessive jewellery, including earrings with hoops larger than a 5p piece, are not permitted
- Cardigans are not permitted
- Black jeans or trousers with studs are not permitted
- Trainers or trainer style, boots, backless shoes, ballet shoes, canvas footwear are not permitted. Some shops sell 'uniform' school shoes that are not allowed at Redborne
- Outer garments cannot be worn on top of the polo shirt without wearing the school jumper
- Outer garments must have a central fastening, e.g. zip
- Hoods must be worn down at all times and hats are not to be worn in the school buildings
- Caps are not permitted

Stockist

School Shop (Via North Reception) – Tel. 01525 842654, email stewood@redborne.com
Opening hours: 5 days a week during term time 9.00am-2.30pm. The uniform order form can also be found on the school website – www.redborne.com.

School Stockist (excluding PE kit) – Prestige Design & Workwear Ltd, 46-48 High Street, Flitwick, Beds, MK45 1DX, Tel. 01525 716558

Physical Education Kit (to be used for all PE lessons)

Girls' Kit

Red Redborne Venus polo shirt*
Black Redborne fleece
Plain black hoodie
Black shorts **and/or** Black tracksuit bottoms
and/or leggings
Football socks
White sports socks
Shin pads (for football/hockey)*
Suitable trainers/Astros
Gum shield (recommended for hockey)

* Compulsory items

Boys' Kit

Red Redborne Mercury polo shirt*
Red rugby shirt
Black shorts **and/or** Black tracksuit bottoms
Red football socks
Football boots
White sports socks
Black Redborne fleece/Plain black hoodie
Suitable trainers/Astros
Shin pads (for football/hockey)*
Gum shield (recommended for rugby)

All jewellery should be removed for PE

What essential equipment is needed for school every day?

We cannot stress enough how important it is that students arrive to each and every lesson fully equipped. It wastes valuable learning time if students do not have the required equipment and we view this very seriously. **Whatever their age, please check your child's kit on a regular basis.**

2 pens (black or blue)	*Protractor
2 pens (red or green)	*Calculator Casio fx-85GT or fx-83GT Or Aurora AX-595TV (sold in school shop)
Pencil and rubber	Colouring pencils
Pencil case (to avoid losing kit)	A bag large enough to carry books and stationery
Ruler	Water bottle (energy drinks are banned and will be confiscated)
*Set square	Lunch or money to buy food

NB: Students cannot access parts of the maths exam without the above maths* equipment

All of the stationery above can be bought in the school shop.

If you prefer not to use the school shop, the maths equipment can be bought very cheaply as a set from most supermarkets. All of the above is essential. It is not possible to access all of the maths curriculum without a calculator, protractor and set square.

We provide a student planner which students can use if they wish. However, some students prefer to record their timetable, diary and homework on their phones. Either method is acceptable, but phones, headphones or ipods are not allowed in lessons **for general use at all and will be confiscated if this rule is flouted.**



Financial assistance

We are able to consider any requests for financial support to purchase essential equipment, or to take part in activities or trips. These should be made in writing to the school office, or via email to Mr D McGuigan, Assistant Headteacher on stdanmcguigan@redborne.com. All requests will be treated in confidence.

Prohibited Items

The following items should not be brought to school			
Alcohol Chewing gum Illegal drugs	Laser pens Aerosol cans	Screwdrivers Other tools	Weapons including knives and blades
Smoking materials including matches, lighters, electronic, herbal and all other types of cigarettes			

The Library

The library is a quiet, calm and relaxed area for the students to work independently during their break, lunchtimes and, for the sixth form, their study periods. The library is open before and after school. Food and drink is not permitted in the library during these times. However, there is a book club in the library, open to all year groups, on a Thursday lunchtime where students are permitted to eat their lunch during this time. Thus, the library is closed for general use on Thursday lunchtime.

Mobile phones and electronic listening devices are not permitted in the library. However, if occasion arises, they may be used if permission has been given.



General opening times:

Monday to Thursday	8am-4pm
Friday	8am-3.30pm



Study Club

The after-school study club has been set up to provide opportunities for students to get extra support and tutoring with their school work, homework and revision. We have appointed and trained a team of sixth formers who work as learning mentors, providing 1-1 tutoring or support to individuals and small groups as appropriate, supervised at all times by Mrs Randhawa. Students work on core subjects or other subjects that have been identified as a priority, using their own resources, textbooks or SAM Learning. They can also get advice on organisation and study skills.

The club runs in the library after school (Monday-Thursday, 3.15pm to 4.30pm) and light refreshments are provided. In situations of financial hardship, or for pupil premium students, we can offer a taxi home for students who would otherwise not be able to attend.

For more information on all of the above, please contact Mrs Randhawa (stvrindhawa@redborne.beds.sch.uk) or visit the library (we are based in South School).



Careers Guidance

What is careers education information, advice and guidance?

Students need to be given information on a range of choices to help them make well-informed, realistic decisions about their future options in education, training and employment. This information should be independent, impartial and in the best interests of the student.

What is careers information?

Good careers education will support students choosing GCSE options, improve motivation, raise aspirations and encourage engagement in education. We can offer this.

At Redborne we have a structured careers programme for each year group to support student decision making and choices at different stages of their education.

- Students have the opportunity to have a careers meeting. Parents are welcome to attend.
- Throughout the year there are presentations, workshops and lunchtime activities.
- Planning for the future is included in Personal Wellbeing lessons.
- Employers come into school to motivate and inspire, helping students understand the skills they will need for the future.
- Work experience is promoted.
- Labour market information is shared with students so they understand where employment opportunities are and areas of growth.
- A range of careers related trips are organised across the school curriculum.

We encourage extra-curricular activities and volunteering so students make the most of the opportunities available to them. This also allows them to have relevant information to include on college/sixth form/apprenticeship and university applications.

What can you expect?

- The opportunity to think about where you are now, where you want to be and how you are going to get there.
- The use of interactive careers software to help you start exploring your future.

Careers meetings to discuss options and choices are with our qualified careers advisor, Mrs Armstrong.

Students can request a meeting via their form tutor, or other member of staff, or self-refer using the request box in the library or email the advisor direct stkarmstrong@redborne.com

- The meetings take place in the careers office, situated at the back of the school library.
- At the end of the meeting every student is given an action plan.
- Students are encouraged to take ownership of their plans and understand the importance of impartial careers support.

Mrs Armstrong is in school Monday to Wednesday. Appointments can be made between 8.40am and 3.10pm.



Redborne School Council

Each year has a year team council with representatives from each form. These councils meet to discuss issues raised within the year group, organise social events and plan the charity week that is associated with that year. The year councils are supervised by a member of the year team, usually an assistant head of year.

Elections to the school council take place in the first half of the autumn term and the students vote for one boy and one girl to represent them. Meetings take place weekly at lunchtimes on a day that suits the council best, and are chaired by the head boy and head girl, with Mr Gray and Ms Brennan in attendance to represent the staff.

This year, the council have designed and produced a whole school map that is now available throughout the grounds. This was in direct response to concerns raised by year 9 students who were unable to find the right classrooms. The council have also introduced additional seating; had significant input into the effort grading system and most recently brought in a rewards system based upon food - always a hot favourite with students!

Council members are often called upon to represent the school when meeting external visitors. The council representatives from Year 12 also serve as deputy head boy and head girl.

The School Council Team



Mr S Gray
Head of School



Ms N Brennan
Assistant Head teacher



Pupil Premium

What is Pupil Premium?

Pupil Premium is funding from the government which is allocated to every school in addition to their main school funding. Schools are awarded funding for every student on their roll who is currently eligible for free school meals or has claimed free school meals in the last 6 years. Funding is also available to schools for any student currently in Local Authority Care or:

- who was adopted from care in England;
- who left care under a Special Guardianship Order;
- who left care under a Residential Order.

In addition, schools receive a £300 Service Premium for each student who has a parent currently serving in the armed forces.

How may the Pupil Premium be used?

Schools are free to spend the Pupil Premium as they see fit. There is no requirement for the Pupil Premium to be spent on individual students simply because they fall into this category. However, it is expected that the funding will be used to support eligible students, to enable them to make the same progress as their peers and participate fully in school life.

How do I know if my child is eligible for free school meals?

The qualifying benefits to receive free school meals are:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- the Guarantee element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit, and your annual gross income does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (during the initial roll-out of this benefit)

If you think you meet the free school meals eligibility criteria, please call Central Bedfordshire council on **0300 300 8306**. When you call to apply for free school meals, please have the following information ready:

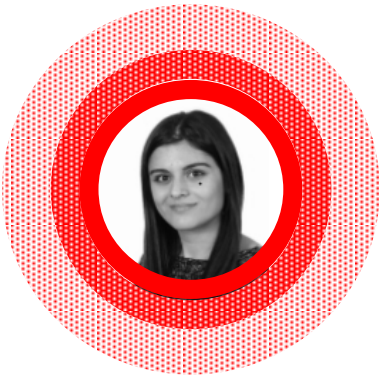
- National Insurance numbers and dates of birth for you and your partner
- Dates of birth for your children
- If you receive support from the National Asylum Support Service, your NASS number

For more information please contact Mr McGuigan (Assistant Headteacher with responsibility for Pupil Premium) at the school on stdanmcguigan@redborne.beds.sch.uk

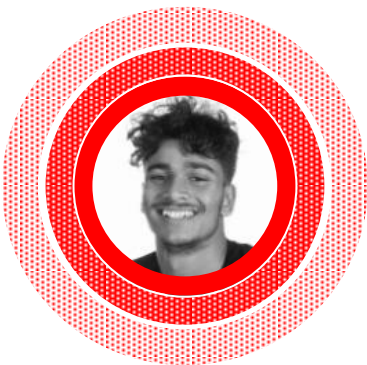
Head Boy and Girl

Each year Redborne hold elections to elect a Head Boy and Head Girl. They are seen as role models to all of our students and it is a role which carries great prestige and respect.

Our Head Girl 2016-17 is Saffron Dhillon and our Head Boy is Kiran Aatkar.



I believe Redborne is a unique school and will tailor every student's education on a personal level to ensure that their weaknesses are improved and strengths are recognised. For me, throughout my GCSE courses, I was consistently encouraged and pushed to do the best I possibly could. Year 11 is an important year; finishing your GCSEs before moving onto the next stage and finding your career path. With motivation, the teachers' constant efforts and our wonderful facilities, you will succeed in Year 11.



From English to German, maths to drama and physics to geography: Redborne Upper School truly caters to everyone's strengths. Having studied here for 4 years I can tell you that wherever your strengths lie, Redborne will help to develop them further. Here you can improve upon your weaker areas and investigate a variety of career paths that may suit you. We are lucky here to have such great teaching staff who genuinely care and push you harder, while taking extra time out of their own time at lunch and after school to help with things you don't quite understand first time. This helped me greatly at GCSEs and they continue to do so throughout my A levels. Redborne runs a massive selection of extra curricular activities such as sports clubs, photography clubs, STEM club which is based around physics, etc. All which help develop yourself in all areas of life, not just intellectually, which is very important. The huge variety of courses on offer here, as well as our extra-curricular activities are what make Redborne so unique, so special and a genuinely enjoyable experience.

Medical arrangements

Mrs L Jeffrey has overall responsibility for the administration of first aid in the school and is assisted by a number of qualified first aiders. She is based in the North School reception and is in school throughout the day. In the case of illness, Mrs Jeffrey will contact parents to arrange for a student to be sent home. Students will not be sent home without parental permission.

In the case of serious illness or an accident, Mrs Jeffrey, or a first aider, will arrange for the student to be referred to a local hospital. Every attempt is made to contact parents by telephone at home or via the emergency contact number.

Please ensure that your contact details are accurate and that the school is informed of any changes.

Students may carry a maximum of two analgesic tablets, for example paracetamol or ibuprofen and should not give these to anyone else. The school does not provide pain relieving medication. If your son or daughter is required to bring any other medication to school, or there are medical matters you wish the school to be aware of, please inform your child's tutor in writing.

Our School Nurse is Ms Jo Mallams, telephone 01525 631245 (8245).

Parents' rights to remove their child from religious studies

Section 389 of the Education Act 1996 gives parents the right to request that their child is removed, either wholly or partly from religious studies or collective worship or both. Please write to the Head of School, Mr Gray, indicating the nature of your request.

School Canteen



We have a canteen in both North and South school buildings. Breakfast is available in the North School canteen 8.15am to 8.35am. At lunchtimes we offer a selection of hot and cold food, fruit, biscuits and drinks in both canteens.

Sample Menu

Meal of the Day

Main course + dessert - adult	£3.00
Main course + dessert - student	£2.60
Main course – adult	£2.40
Main course – student	£1.90

Other Dishes

Pasta Pot	£2.00
Chicken Wraps	£1.60
Chicken Kebabs	£1.60
Pasta Bake	£1.50
Beef Curry	£1.50
Quiche	£1.50
Toad in the Hole	£1.50
Lemon Chicken	£1.50
Sweet and Sour	£1.50
Fajitas	£1.50
Baked Potato + filling	£1.50
Humous. Carrot + Cucumber Dip	£1.30

Snacks

Baked Beans	£0.50
Vegetables	£0.50
Rice	£0.90
Pasta	£1.00
Chips	£1.20
Pizza from	£1.50
Cold Pasta Salad Box	from £2.00
Salad Box (various)	from £1.00
Bacon + Cheese Roll	£1.60
Toasties	£0.80

Sandwiches

Panini	£2.20
Sandwiches from	£1.30
Cheese, Ham, Tuna, Salad	
Luxury Sandwiches from	£1.80
Chicken Tikka, Chicken Mayo	
Luxury Baguettes from	£2.20
Chicken Tikka, Chicken Mayo	

Fruit

Fresh fruit pots (large)	£1.30
Fresh fruit	£0.60
Yogurt	£0.60

Biscuits

Shortbread	£0.60
Iced Sponge	£0.70
Pain aux Choc	£0.70
Flapjacks	£0.70
Cookies	£0.70

Drinks

Fresh Juice	£0.50
Milk	£0.50
Flavoured Milk	£0.50
Bottled Water	£0.50
Appletizer	£1.00
Min Maid	£1.00

The school operates using cash payment. Termly payment for a set meal is available.

FAQ - everything you need to know but did not like to ask...

Where can I get some guidance on how to make the most of year 11?

Read and use the study guide we will send out in November. It is written by your teachers and contains lots of advice.

Can I bring valuables into school?

You should not bring into school, anything you do not wish to lose. You are responsible for your own valuables. During PE lessons, all valuables, including money **MUST** be handed in at the start of the lesson.

Can I wear a hoodie?

You can wear a hoodie with a zip at the front. It is only to be worn as outer wear and not instead of a school jumper. If you do not have a school jumper underneath, it will be confiscated for the day, regardless of the weather. Offensive logos are not permitted.

Can I bring a bike to school?

Yes. Bike racks are available for use in North and South school. Their location is on our map. You should wear a bike helmet.

How do I get a place at study club?

Email or see Mrs Randhawa in the library, or see Mr McGuigan or Ms Brennan.

Do I have to attend a detention as I can't get home?

Yes. Your parent/carer has to organise your transport home. It may be possible for you to reorganise with the teacher concerned, but it is at their discretion.

I was away. Do I need to do the homework?

Come on - you are year 11! Of course you do. It is expected that you copy up all missed work; find out what the homework was and complete it. It is not up to the teacher to do this for you.

Can I chew gum?

Chewing gum is banned in all places, at all times in school.