

REDBORNE UPPER SCHOOL
& COMMUNITY COLLEGE



Handbook for Parents, Carers and Students

Year 9

2017-18



Academic Excellence Shared Values Outstanding Education



Some thoughts from our students

I don't know where to begin when describing how grateful I am to Redborne. I didn't start with everyone else. I came in October. I doubted that I would fit in here, but my whole year group were nothing but welcoming and friendly. Students and teachers were really helpful when I got a bit lost. I have joined several clubs and teams. Before I came here, I hardly spoke I was so shy. But being here, my confidence has grown massively. I am one of the chattiest in the form. It's really a bit of a dream school.

Year 9 student: 2016 entry



I think Redborne has so many opportunities and facilities. I made so many new friends this year and have achieved a lot. Most lessons are really fun and I like that we get to choose our own path in PE based upon how confident we are. There were so many options for GCSEs and honestly, it was hard to choose. I absolutely love Redborne and am excited to start GCSEs. I enjoy the charity events such as non-uniform and cake sales. I also play cricket. I can't wait for next year!

Year 9 student: 2016 entry

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Our school - a message to new students from all staff

Welcome to you all as we plan to start a new academic year in September 2017.

Redborne Upper School is a fully comprehensive school for students aged 13-18. We are a large site, which encompasses lots of green space and our own working farm, complete with prize winning livestock. Our facilities include 13 laboratories, many ICT rooms, classrooms, drama and dance studios. We also have a brand new art and technology block. We are fortunate to have a state of the art central building: the Connolly Hall. Here you will find our impressive theatre, ample study space for the sixth form, and additional classroom space. You will really enjoy exploring our school; making use of our wonderful facilities and learning in the company of other year 9 students. Hopefully, you will join at least one of our extra-curricular clubs: from recycling to debating, to the Duke of Edinburgh awards, there is something for everyone. We are a National Support School and were graded as outstanding in 2008 and this was endorsed by Ofsted in May 2016.

Both students and staff are a hard working team. We have high expectations of all, in every aspect of school life, not just in the classroom. There is so much on offer and we hope you will join us ready to work, fully equipped and willing to take a full part in the life of our school. See you in September!

A message from the School Principal Nigel Croft

I am delighted your child has gained a place at Redborne and we look forward to working with you.

Whilst Redborne is extremely successful in terms of academic results, we also want to ensure every student reaches their potential and we will work very closely with parents and carers to ensure this is the case. We offer a very extensive extra-curricular provision and we urge students to get involved as much as they can. This includes The Duke of Edinburgh Scheme, sports, drama, dance, music and a whole range of trips and visits. There are over 70 different clubs and societies so there is plenty of opportunity for every student to enjoy life at Redborne.



Once you join Redborne you get helpful feedback from teachers; this helps you to succeed even further in your work. You get supportive advice and recommendations in every lesson... I hope you love Redborne, just like I do!
Year 9 student, 2016 entry

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
Amphill
Bedfordshire
MK45 2NU

General email address: admin@redborne.beds.sch.uk
Teacher email address : stforenameinitialfullsurname@redborne.beds.sch.uk
eg John Smith stjsmith@redborne.beds.sch.uk
Website: www.redbornecommunitycollege.com

Telephone Number: 01525 404462
Year 9 Direct Line 01525 842618

Governors: Chairman: Dr R A'Court

Office Staff: Principal's PA: Mrs L Ellis
Main Reception: Mrs L Jeffrey
Mrs D Watson
South School Reception: Mrs T Barnard




North School office is open:

Monday to Thursday: (North School) 8.00am-4.30pm
Friday: 8.00am-4.00pm

South School office is open:

Monday to Thursday: (South School) 8.00am-4.00pm
Friday: 8.00am-3.30pm

Senior Leadership Team

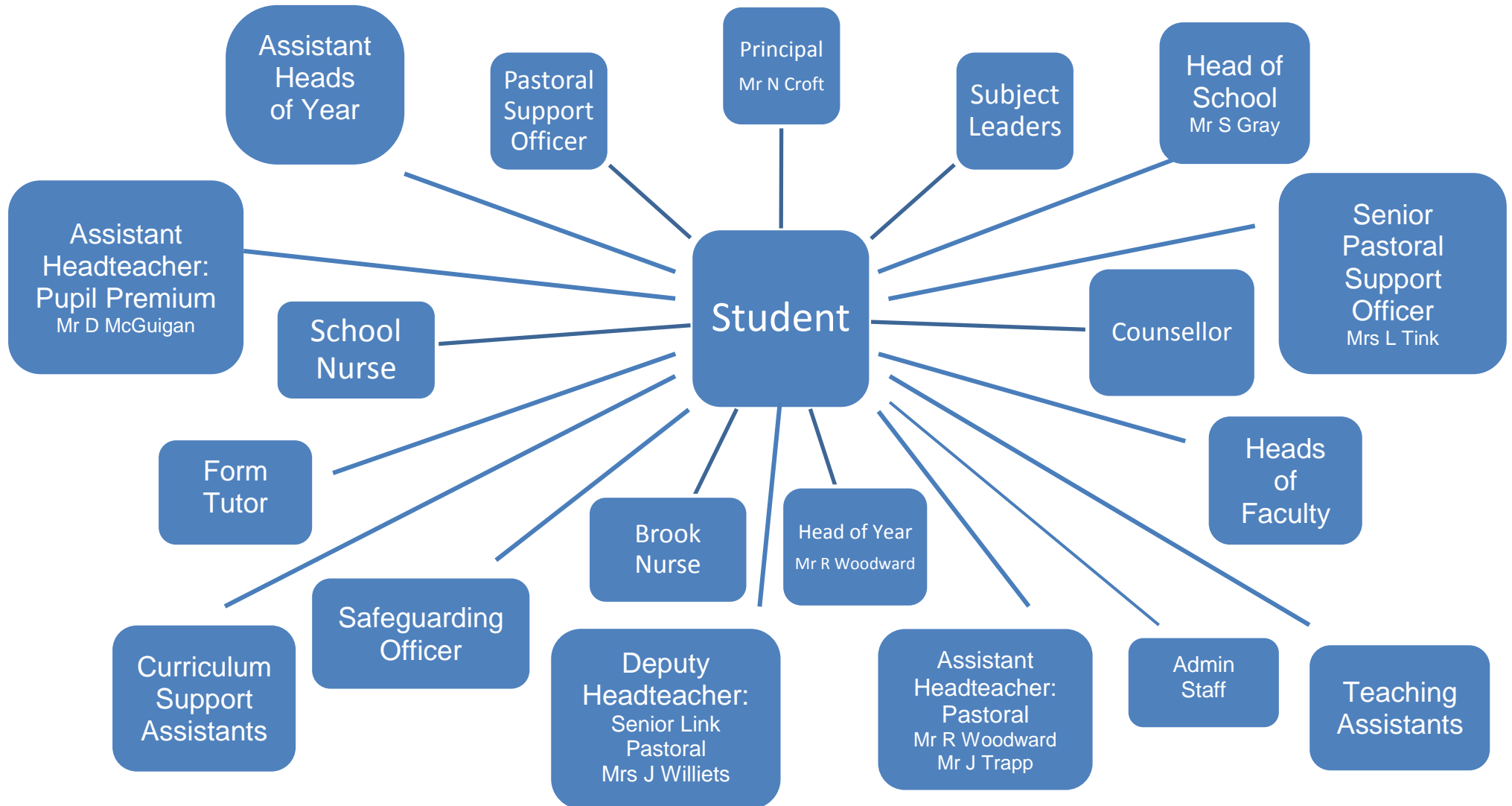
<p>Head of School</p>  <p>Mr S Gray</p>	<p>I'd like to offer a warm welcome to all students who will be joining us in September. I'll be looking forward to meeting you and getting to know students who stand out for all the right reasons. I'm sure that you will be proud to become part of the Redborne family and that you will be great ambassadors for the school in the future.</p>
<p>Deputy Headteacher</p>  <p>Mr A Day</p>	<p>"Academic Excellence, Shared Values, Outstanding Education". With a strapline like this we are all so lucky to be able to call Redborne our school, our place of work and our home from home. Redborne is a focal point for the community providing varied opportunities for so many young people. Welcome to Redborne and all that it offers.</p>
<p>Deputy Headteacher</p>  <p>Mr A French</p>	<p>I am one of the Deputy Head Teachers at Redborne and I am responsible for the school's finances and business matters. Redborne is an excellent school to be part of and I look forward to meeting you at some point during your time here.</p>
<p>Deputy Headteacher</p>  <p>Mrs J Williets</p>	<p>Welcome to Redborne! We are really looking forward to you joining the Redborne family and wish you a happy and successful time with us. You will find friendly and kind young people, helpful staff who strive to get the best for our students and a lovely environment. We very much look forward to meeting you.</p>

Senior Leadership Team




<p>Assistant Headteacher</p>  <p>Ms N Brennan</p>	<p>Welcome to Redborne - it's so nice to meet you all! I hope you will grab as many opportunities as you can to take part in and contribute to the life of our school, as well as working incredibly hard for yourself and your own success. This is such a welcoming and yet successful school. I am very proud to work here.</p>	<p>Assistant Headteacher</p>  <p>Mr D McGuigan</p>	<p>Redborne is a caring community where students are treated as individuals and every pupil is supported to enable them to fulfil their potential. There are widespread opportunities for students to develop academically, socially and morally; whilst the pastoral support offered is outstanding. I am confident that you will do well at Redborne and we are looking forward to you joining this vibrant community.</p>
<p>Assistant Headteacher</p>  <p>Mr C Graves</p>	<p>Redborne is a fantastic place to study, and to work. The curriculum here is incredibly varied, with opportunities for every student to find something that they enjoy and can succeed at. I look forward to welcoming you to the school in September</p>	<p>Assistant Headteacher</p>  <p>Mr V Parry</p>	<p>Having taken on this new responsibility in addition to my other roles in the Humanities Faculty, I am very much looking forward to getting started in September. Redborne is an excellent school and I am pleased to be able to play my part in its continuing success.</p>
<p>Assistant Headteacher</p>  <p>Mr J Trapp</p>	<p>I have been at Redborne for four years now and am excited to be joining such a forward thinking Senior Team and contributing more to the school. I am also a Head of Year and a Teacher of English, so there are a number of ways I might run into you. I am always pleased to see how friendly and polite our students are around the site, so if you do see me, please feel free to say hello</p>	<p>Assistant Headteacher</p>  <p>Mr R Woodward</p>	<p>It has been a pleasure to serve this school for the best part of twenty years. In that time I have seen the school go from strength to strength. We do not only pride ourselves in the academic achievements of our students, but we seek to nurture the talents of all of the children in our care. I hope that you will make the most out of your time at Redborne by working hard and grabbing every opportunity, because once they're over you can never get them back.</p>

Pastoral Care Team



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












Year 9 Pastoral Team

<p>Head of Year</p>  <p>Mr R Woodward</p>	<p>First of all a huge WELCOME to Redborne! You will be joining a year group of over 400 students but I do not want any of you to feel as though you are not important to us as individuals. If you are worried, anxious, lonely or lost then do not hesitate to come and see us as we will try and get you back on track.</p> <p>The next 500 days is vital in shaping your future. Of course we want you to do well academically but I also want us, as a school, to nurture decent young people who are thoughtful, tolerant, kind and courteous. To achieve this make sure that you work with your teachers and you make the most of the fantastic opportunities that we can offer.</p> <p>As the late, great boxer Muhammad Ali once said, “Do not count the days but make the days count”. Anyone who has left school will tell you about how quickly it passes by so make the most out of it – firstly by being here every day and by taking every chance that we can offer! Best wishes to you all!</p>
<p>Assistant Head of Year</p>  <p>Mr K Brooks</p>	<p>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 from word go.</p> <p>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.</p> <p>Your attendance and punctuality is one of the keys to your success. 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 the strongest, then be proactive in positively changing your ways. I wish you all the very best for your short but critical time here.</p>
<p>Assistant Head of Year</p>  <p>Mrs M Jones</p>	<p>You are very fortunate to be joining an excellent school with so many opportunities available to you over the next few years – make sure you seize every one you can as the time will pass before you know it! We are very much looking forward to getting to know each and every one of you; yes, there are a lot of you but you are all equally as important to us. We look forward to finding out what you are good at, what skills you have and what talents you will develop over the next three years as well as learning what makes you all tick so we can help you become the best person you can be.</p> <p>Do come and see us in the office if you ever need anything. No question 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. If we don’t have the answer, we may know someone who does and can be a signpost to helping you deal with whatever is bothering you. Welcome to Redborne! Enjoy every moment.</p>






Year 9 Pastoral Team

<p>Pastoral Support Officer</p>  <p>Mrs D Smith</p>	<p>Joining a new school is such an exciting opportunity, making friends, joining clubs, new lessons and teachers. For some of us this can be a bit daunting. Don't worry, we are all here to support you and get you through. No matter what your question or concern, come and see me. Nothing is unimportant or too trivial. You count.</p>
<p>Senior Pastoral Support Officer</p>  <p>Mrs L Tink</p>	<p>I thoroughly enjoy working with students and supporting their journey at Redborne whilst empowering them for future challenges.</p>

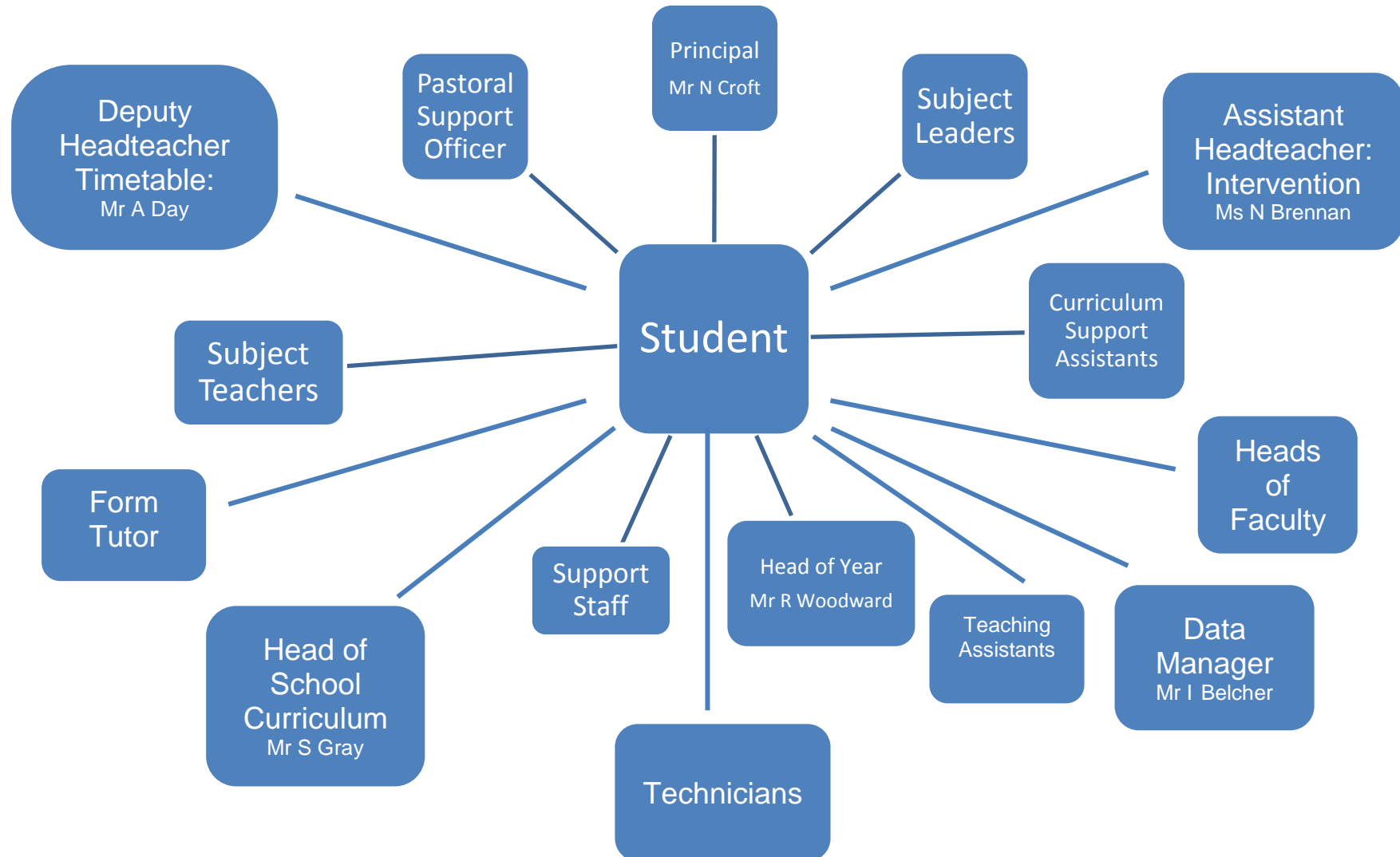
Year 9 Form Tutors

 <p style="text-align: center;">Mr A Briggs</p>	<p>I am thoroughly looking forward to meeting you all. Your step up to Redborne allows you a fresh start, you can make new friends, try new subjects, just make sure you be yourself. Together we will make the next three years as rewarding as possible.</p>	 <p style="text-align: center;">Miss O Calloway</p>	<p>You alone hold the greatest power to determine your own destiny and success - so make the most of your time here at Redborne! Get involved in as much as you can and ensure that you look back on your time here with fondness and pride - no regrets. Good luck, make the most of every opportunity, and enjoy it.</p>	 <p style="text-align: center;">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 style="text-align: center;">Mrs H Esler</p>	<p>Welcome to Redborne! I'm really looking forward to us making your time here a great experience for you!</p>	 <p style="text-align: center;">Mr S Fisher</p>	<p>One way or another, you will remember upper school for the rest of your life so do your best to fill it with positive memories and personal success.</p>	 <p style="text-align: center;">Mr A Francis</p>	<p>Now you're in an upper school, you will need to forge good working relationships with your peers and staff. You will also need to make friends with reading, research and revision in order to set yourself up for a fruitful future.</p>
 <p style="text-align: center;">Mr D Jones</p>	<p>The harder you work now, the easier your life will be in the future.</p>	 <p style="text-align: center;">Mr A Kelly</p>	<p>This is an opportunity for you to make a fresh start and to make a good first impression. There are lots of different clubs going on at Redborne so make the most of them, especially in year 9.</p>	 <p style="text-align: center;">Ms K Startin</p>	<p>I'm really looking forward to meeting you and getting to know you over your next three years at Redborne. I'll be here to help and motivate you so that you can make the most of all the opportunities that Redborne has to offer.</p>








Year 9 Form Tutors

 <p>Mrs L Mackie</p>	<p>My advice for the next 12 months is to work hard and take advantage of every opportunity that comes your way. Take time to make new friends, work hard at subjects you have never studied before and start to think of what your future will be like. Christmas will come more quickly than you think and then you will be making your subject choices for your GCSE's. Take all the help and advice you can get to make years 10 and 11 a success.</p>	 <p>Ms H McCord</p>	<p>Your time at Redborne will go so quickly. There are so many amazing opportunities here. Make the most of every opportunity and remember that in life you always get out what you put in.</p>	 <p>Mr G Patmore</p> <p>Year 9, welcome to Redborne. I hope you enjoy the next 3, potentially 5 years here with us. If you have any issues or questions, come and see me or any of your tutors and between us we should be able to get you sorted. Redborne is an excellent school so really make the most of it. There are plenty of after school activities going on around school so get involved with them. The more you put into Redborne, the more you'll get out of it.</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 that you make the most of every opportunity.</p>	 <p>Miss E Williams</p>	<p>In life, no one and nothing will help you until you start helping yourself. So try your hardest, make sensible choices and don't worry about what others are doing. You will remember your years at Redborne for the rest of your life, so make sure you remember them for the right reasons!</p>	

Achievement Support Team












Heads of Faculty

<p style="text-align: center;">ENGLISH</p>  <p style="text-align: center;">Ms C Harvey</p>	<p>I have been working at Redborne for over 10 years; why have I stayed here this long? I have the pleasure of working with an English department who are an amazing team of dedicated teachers, all of whom work hard to ensure all students have the best experience they can.</p>	<p style="text-align: center;">MATHEMATICS</p>  <p style="text-align: center;">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 style="text-align: center;">EXPRESSIVE & PERFORMING ARTS</p>  <p style="text-align: center;">Mr B Bottone (maternity cover)</p>	<p>I have been working at Redborne for 8 years and I am enjoying the opportunity to support staff and students across the Expressive Arts. We have a vibrant faculty with dedicated staff and brilliant students. I am particularly proud of the work we do together as a school in supporting each other.</p>	<p style="text-align: center;">HUMANITIES</p>  <p style="text-align: center;">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 style="text-align: center;">MODERN FOREIGN LANGUAGES</p>  <p style="text-align: center;">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 would urge all students to get involved in as many of the extra-curricular activities as possible as they are so enriching and rewarding.</p>	<p style="text-align: center;">SCIENCE</p>  <p style="text-align: center;">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's Award.</p>
<p style="text-align: center;">TECHNOLOGY</p>  <p style="text-align: center;">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. The range of subjects that we offer within the Technology faculty allows students to fully express themselves and make excellent progress. It is a great place to work.</p>		








Subject Leaders

<p>AGRICULTURE/ ENVIRONMENTAL STUDIES</p>  <p>Mr A Hodds</p>	<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>	<p>ART & DESIGN</p>  <p>Mrs S Blackwell</p>	<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>	<p>BIOLOGY</p>  <p>Dr K Juty</p>	<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>
<p>BUSINESS STUDIES</p>  <p>Mrs S Wilson</p>	<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>	<p>CHEMISTRY</p>  <p>Mr P Ciampa</p>	<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>	<p>CHILD DEVELOPMENT</p>  <p>Mrs L Hartley</p>	<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>
<p>DANCE</p>  <p>Miss L Nemeth (maternity cover)</p>	<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.</p>	<p>DRAMA</p>  <p>Mrs T Francis</p>	<p>I am proud of Redborne's commitment to the arts and enjoy leading lessons in which students learn not only performance skills but are able to demonstrate the maturity, tolerance and concentration necessary to produce worthy group pieces.</p>	<p>ENGLISH</p>  <p>Ms C Harvey</p>	<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 the school magazine.</p>

Subject Leaders

<p style="text-align: center;">FOOD & CATERING</p>  <p style="text-align: center;">Mrs G Colby</p>	<p>Food, nutrition, catering and hospitality is an ever changing and exciting area of study. The practical nature of the courses ensure that students learn through doing and experimentation. We have brilliant facilities and are ever expanding our range of equipment for students to create skilled and exciting dishes.</p>	<p style="text-align: center;">FRENCH</p>  <p style="text-align: center;">Mr C Flynn</p>	<p>Bonjour! I am passionate about French and all things relating to France and the French-speaking world. At Redborne, all the French teachers strive to ensure that each of our students has an enriching and rewarding learning experience.</p>	<p style="text-align: center;">GERMAN</p>  <p style="text-align: center;">Mrs R Neale</p>	<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>
<p style="text-align: center;">GEOGRAPHY</p>  <p style="text-align: center;">Mrs K Wheeler</p>	<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>	<p style="text-align: center;">GRAPHICS</p>  <p style="text-align: center;">Mr C Forbes</p>	<p>Graphics is a popular subject and we have a wide and varied team teaching at all levels. I particularly enjoy the fact that so many staff and students work outside of lesson time in the subject area and this is key in the production of superb graphics work from all year groups.</p>	<p style="text-align: center;">HISTORY</p>  <p style="text-align: center;">Mr V Parry</p>	<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>
<p style="text-align: center;">ICT & COMPUTING</p>  <p style="text-align: center;">Mrs M Williams</p>	<p>ICT and Computer Science are an ever evolving subject and I am proud of the experiences our students receive in these two subjects. The IT sector is massive and so diverse I am pleased that we can offer both these subjects at Redborne.</p>	<p style="text-align: center;">LATIN</p>  <p style="text-align: center;">Mr S Dobson</p>	<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>	<p style="text-align: center;">MUSIC</p>  <p style="text-align: center;">Mr B Bottone</p>	<p>I have worked at Redborne for 8 years. The department ethos is one of inclusivity. We work hard to offer a wide range of musical opportunities for students to enjoy all musical styles. We put on regular concerts, musicals, trips and external concerts.</p>

Subject Leaders

<p>MATHS</p>  <p>Mr M Jones</p>	<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. All students have access to a number of digital resources to support their independent learning.</p>	<p>PHYSICAL EDUCATION</p>  <p>Mrs R Grainger (maternity cover)</p>	<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>	<p>PHYSICS</p>  <p>Miss O Calloway</p>	<p>Studying physics is known to be tricky, but rewarding. The Physics department at Redborne is very strong and I hope that we can inspire you in the realms of physics, as well as enjoying it. Be prepared to put yourself forward in lessons - Albert Einstein once said 'Anyone who has never made a mistake never tried anything new'.</p>
<p>PRODUCT DESIGN</p>  <p>Mr K Brooks</p>	<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>	<p>RELIGIOUS STUDIES</p>  <p>Ms K Eldridge</p>	<p>All RS teachers at Redborne are passionate about high quality teaching of religion, philosophy and ethics. Year nine students have the opportunity to meet a Holocaust Survivor in person which is an experience they never forget.</p>	<p>SPANISH</p>  <p>Miss H Bennett</p>	<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>
<p>TEXTILES</p>  <p>Mrs A Dun</p>	<p>The fashion rooms are always busy after school and students from all years are very supportive of each other. There is a weekly Year 9 Textiles club. I love our regular trips to local businesses or to see exhibitions in London.</p>				

Attendance and Punctuality

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 persistent 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** 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.

REDBORNE ATTENDANCE POLICY



<p>STAGE 1 1-5 days absence</p>	<ul style="list-style-type: none"> • Letter 1 – this is a gentle reminder that your son/daughter has missed the equivalent of a week’s worth of lessons. • This is up to 25 hours of teaching and learning.
<p>STAGE 2 2-7 days absence</p>	<ul style="list-style-type: none"> • Letter 2 – asks for medical evidence to explain absence. • Your son/daughter will have missed up to 35 hours of learning.
<p>STAGE 3 3-9 days absence</p>	<ul style="list-style-type: none"> • The Pastoral Support Officer will contact home and your son/daughter will be discussed at the fortnightly attendance meeting. • Your son/daughter will be highlighted as a concern to the Educational Welfare Officer (EWO). • Your son/daughter has now missed up to 45 hours of learning.
<p>STAGE 4 4-11 days absence</p>	<ul style="list-style-type: none"> • There will now be a meeting with EWO, a member of the year team and your son/daughter. As a parent you will be expected to attend. Target set/monitored. • Your son/daughter has now missed up to 55 hours or over two weeks.
<p>STAGE 5 12.5 (or above) days absence</p>	<ul style="list-style-type: none"> • A member of the School’s Senior Leadership Team meets with your son/daughter and they will contact you. • A report will be written with targets. • Your son/daughter has now missed at least 60 hours of lessons.
<p>STAGE 6 13 days or above</p>	<ul style="list-style-type: none"> • A referral will be made to the Educational Welfare Officer (EWO) and they will make a home visit (65 hours missed). • The EWO may issue a fixed penalty notice (FPN).

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, Deputy 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:

- Arrive at each lesson ready to learn and work hard.
- Show good manners and respect to all adults and fellow students at school.
- Co-operate with all; work hard in lessons and do 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. Students from Ampthill, who need to cross the main road, should cross at the pelican crossing.

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/carers, with 24 hours' notice given. **It is the parent/carers' 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 2017/2018

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

October 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

November 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	
Sat	4	11	18	25	
Sun	5	12	19	26	

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

January 2018					
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	

February 2018					
Mon		5	12	19	26
Tue		6	13	20	27
Wed		7	14	21	28
Thu	1	8	15	22	
Fri	2	9	16	23	
Sat	3	10	17	24	
Sun	4	11	18	25	

March 2018					
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	

April 2018					
Mon		2	9	16	23 30
Tue		3	10	17	24
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

May 2018					
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	

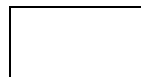
June 2018					
Mon		4	11	18	25
Tue		5	12	19	26
Wed		6	13	20	27
Thu		7	14	21	28
Fri	1	8	15	22	29
Sat	2	9	16	23	30
Sun	3	10	17	24	

July 2018					
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

August 2018					
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	



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.

Autumn Term, 2017

Monday 4 September	-	Friday 8 September	A
Monday 11 September	-	Friday 15 September	B
Monday 18 September	-	Friday 22 September	A
Monday 25 September	-	Friday 29 September	B
Monday 2 October	-	Friday 6 October	A
Monday 9 October	-	Friday 13 October	B
Monday 16 October	-	Friday 20 October	A

Half-Term

Tuesday 31 October	-	Friday 3 November	B
Monday 6 November	-	Friday 10 November	A
Monday 13 November	-	Friday 17 November	B
Monday 20 November	-	Friday 24 November	A
Monday 27 November	-	Friday 1 December	B
Monday 4 December	-	Friday 8 December	A
Monday 11 December	-	Friday 15 December	B
Monday 18 December		Tuesday 19 December	A

Spring Term 2018

Thursday 4 January	-	Friday 5 January	A
Monday 8 January	-	Friday 12 January	B
Monday 15 January	-	Friday 19 January	A
Monday 22 January	-	Friday 26 January	B
Monday 29 January	-	Friday 2 February	A
Monday 5 February	-	Friday 9 February	B

Half-Term

Monday 19 February	-	Friday 23 February	A
Monday 26 February	-	Friday 2 March	B
Monday 5 March	-	Friday 9 March	A
Monday 12 March	-	Friday 16 March	B
Monday 19 March	-	Friday 23 March	A
Monday 26 March	-	Thursday 29 March	B

Summer Term 2018

Tuesday 17 April	-	Friday 20 April	A
Monday 23 April	-	Friday 27 April	B
Monday 30 April	-	Friday 4 May	A
Tuesday 8 May	-	Friday 11 May	B
Monday 14 May	-	Friday 18 May	A
Monday 21 May	-	Friday 25 May	B

Half-Term

Monday 4 June	-	Friday 8 June	A
Monday 11 June	-	Friday 15 June	B
Monday 18 June	-	Friday 22 June	A
Monday 25 June	-	Friday 29 June	B
Monday 2 July	-	Friday 6 July	A
Monday 9 July	-	Friday 13 July	B
Monday 16 July	-	Friday 20 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- you should be outside of your classroom at this time
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 2017-2018 for Year 9 Students

AUTUMN TERM

Friday, 8 September	Year 9 Course Descriptions booklet issued
Friday, 22 September	Enrichment Booklet issued
Thursday, 28 September	School Photographs
Saturday, 7 October	Redborne Racing
Sunday, 15 October	Indoor Boot Fair
15-20 October	German Exchange – German students in UK (tbc)
Tuesday, 14 November	5.00-8.00 pm Parents' Consultation Evening with Year Team and Senior Leadership Team. Students are invited to attend
Tuesday, 14 November	PEP booklet 1 issued 'How can I help myself achieve?'
Friday, 17 November	Progress Checks issued to students
22-24 November	7.00-9.00 pm School Production – Connolly Hall
Sunday, 26 November	Indoor Boot Fair
Thursday, 14 December	7.00 pm Christmas Concert – Connolly Hall
Tuesday, 19 December	School closes 1.10 pm

SPRING TERM

Friday, 12 January	Curriculum Booklets describing courses available in Years 10 and 11 issued to students
Thursday, 18 January	3.30-5.00 pm Battle of the Bands auditions – Connolly Hall
Friday, 2 February	Subject excellence information issued to parents and carers
Friday, 2 February	Educational Visit History, Ypres, Belgium
Friday, 2 February	Reports, IEP's and option blocks proforma issued to students.
Thursday, 8 February	5.00-8.00 pm Options Evening. Students are expected to attend.
Monday, 19 February	Last day to return Option Forms
Sunday, 25 February	Indoor Boot Fair
Wednesday, 28 February	7.00 pm KS3 Battle of the Bands Performance – Connolly Hall
Thursday, 1 March	7.00pm Redborne Battle of Bands – Connolly Hall

Note: Dates and information correct at time of going to print and subject to change

Important Dates 2017-2018 for Year 9 Students

SPRING TERM

4-8 March	Spanish immersion visit
Thursday, 22 March	7.00 pm Community Music Concert – Connolly Hall
Sunday, 25 March	Indoor Boot Fair

SUMMER TERM

w/b 7 May	Year 9 Charity Week
Wednesday, 9 May	7.00 pm Jazz Café – Connolly Hall
Sunday, 13 May	Boot Fair
Friday, 18 May	Progress Checks and IEP's issued to students
Monday, 4 June	New Year 9 into 10 timetable begins
Sunday, 24 June	Outdoor Boot Fair
Thursday, 5 July	Summer Concert – Connolly Hall
8-15 July	Educational Visit Languages German Exchange Bavaria
Wednesday, 18 July	School Festival (provisional)
Wednesday, 18 July	Progress Checks issued to students

Note: Dates and information correct at time of going to print and subject to change

Extended Learning

Preparing for lessons

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

From year 9, certain subjects will begin teaching the GCSE syllabus. This means students will be examined in year 11 on content learned in year 9. Thus, for these subjects, it is essential students keep their exercise books from year 9 until the end of year 11. They will be required for revision and exam preparation.

How is 'homework' different at Redborne compared to the middle school?

We expect all students to complete set work, but also to get into the routine of reviewing each lesson (see below). This forms the basis of upper school 'homework'.

It is important both parents and students understand that there is always school work to be done. This is either independent learning (see below) or set work from a teacher.

Expectations of all students in terms of independent learning

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).

Just like any sport or other activity, if you really want to be good at it, you must practise whenever you can.

Extended Learning

How parents 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.
- We suggest putting the mobile phone away. Students need to be able to concentrate without distraction.
- 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 (SMHW) site.

The link for SMHW 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; complete their set homework by the agreed deadline and complete independent learning 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.

I found it hard to get used to looking over the notes I made in class. But, my science teacher showed me how to make revision cards to use for revision. I do that all the time now as there's too much to learn for science all in one go at the end of the year.
Year 9 student, 2016 entry

Extended Learning

How parents and carers can support the core subjects

Maths - practise, practise and practise again....

If your child does some independent maths learning (on top of their set maths tasks) every week, (we recommend 20 minutes, 3 times per week), then over 40 weeks this adds up to an extra 40 hours of maths per year.

This will have a really positive effect on maths progress, regardless of their starting ability.

This is an easy win. Parents - please support this as good habits are best formed early.



The maths resources are listed on the next page.

We recommend:

For students with an indicator grade of 2 or below in maths, try MyMaths.

The students should not be using the games.

For students with an indicator at grade 3 or above, try ActiveLearn.

Use the exercises - ask a maths teacher to help if you cannot find the right exercises.

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!

Year 9 boy, 2016 entry

Improving English skills

- **In year 9 students should focus on developing their reading skills; including a range of texts from fiction to non-fiction. A good place to start for fiction would be with the school library or WH Smith's 'Zoella' book club. Students should also read non-fiction (particularly broadsheet newspapers).**
- When they find words where the meaning is unknown, encourage them to look it up and add it to a wordlist that is stuck on the fridge. Test them on this list; little and often is best.
- Ask your child to talk to you about what they are reading or ask them to produce a re-write of what they have read in their own words. Can they summarise the main points for you? This makes them think about what they are reading.
- Play word games when you can: try Scrabble, Boggle or Hangman.
- Anything that practises and develops new vocabulary is a bonus.



Extended Learning

Digital Revision Resources List, June 2017

- Pearson ActiveLearn – www.pearsonactivelearn.com
This is an online textbook resource that includes a number of exercises and videos on the whole GCSE course. Should be used from year 9.
Login: School email address **Password:** ChangeMe639
- MathsWatch VLE – <https://vle.mathswatch.co.uk/vle>
This has videos, interactive questions and worksheets on every topic of the new GCSE.
Login: School email address **Password:** ChangeMe639
- MyMaths – www.mymaths.co.uk,
Login: redborne **Password:** factorise
- SAM Learning – www.samlearning.com
Centre ID: MK4RU
Password and username are both the same and unique to your child. They find this out from their tutor.
- Corbett Maths – www.corbettmaths.com
This site has worksheets & videos for each topic.
There is no login required for the site.
- GCSE Bitesize – www.bbc.co.uk/education
Make sure you select Maths (2015 onwards).

For the very able year 9 mathematician

- Redborne Maths Website – www.redbornemaths.co.uk
This has a number of practice papers that you can print off and complete. All the solutions are on the site so you can mark the work yourself.
You do not need to sign up, just use the details below:
Login: redborne@maths.co.uk **Password:** factorise

Extended Learning

How parents and carers can support the core subjects

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. (Buy from Tesco or WH Smith or make them by cutting up A4 card).

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.

Instilling good habits in year 9 will help a lot in years 10 and 11.

Students - this one is for you:

Turn off all social media and text alerts when you work. It wastes lots of time and you need to learn to concentrate for longer periods of time.



Digital resources to try:

www.freescience lessons.com.

A series of 3-5 minute videos on every topic in the syllabus.

Many, many students think these are really useful.

SamLearning (this covers all subjects)



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.

Uniform Regulations

All students in years 9-11 must wear our school uniform which comprises the items detailed below.

Jumper

Black V-neck jumper with school badge – a hoodie 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:

- Boys' flat front, slim fit trousers
- Boys' single pleated, regular fit trousers

Shoes

Plain black with flat or low heels. Boots are not allowed.

Socks / Tights

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

Outerwear

Coats or fleece jackets in plain dark colours. Any hoodie must have a zip and be worn with a school jumper underneath. Failure to do so will result in the hoodie being confiscated.

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.
- If a student has gel/acrylic nails they need to be neutral coloured and short in length or they will be asked to remove them.
- 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.
- Trainers, boots or backless shoes are not permitted.
- 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.
- Hats and caps are not permitted inside the building.

Stockist

School Shop (Via North Reception) – Tel. 01525 842654, email stewood@redborne.com
Opening hours: 5 days a week during term time only between 10.00am-3.30pm Monday to Thursday and between 10.00am and 3.00pm Fridays. 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	Snacks and lunch or money to buy food

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. This starts from September 2017.

Prohibited Items

The following items should not be brought to school			
Alcohol	Roller skates	Skateboards/scooters	Weapons including knives and blades
Chewing gum	Laser pens	Screwdrivers	
Illegal drugs	Aerosol cans	Other tools	
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-4.30pm

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, SAM Learning or other digital resource. 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 may be able to supply a taxi home for students who would otherwise not be able to attend.

Please contact Mr D Mcguigan if you would like to discuss this.

stdanmcguigan@redborne.beds.sch.uk



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).

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 two senior students, with Mr Gray and Ms Brennan in attendance to represent the staff.

Last year, the council 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.

This year, the council have had a significant input into the praise and reward system; are working to suggest improvements to upgrade the Culcheth Centre (a sixth form base), as well as improving the variety of canteen food and drink - always a favourite topic 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 senior students.



Mr S Gray
Head of School



Ms N Brennan
Assistant Headteacher

Students who have special educational needs (SEND)

The SEND Code of Practice 2014 outlines the ways in which the school, parents and other agencies must work collaboratively to ensure the appropriate provision of all students with SEND.

How do we identify both the students and their needs?

A student has a special educational need when they have a greater difficulty in any aspect of learning than the majority of students of the same age. The Redborne Learning Support staff meet their colleagues at middle schools to identify such students and to discuss how their individual needs might continue to be met. On a day to day basis, teaching staff, parents or students themselves may raise concerns about any additional needs and bring these concerns to the **SENCo, Miss M Ellis**.



How do we help?

We operate a whole school approach with regard to the Code of Practice. All members of staff have a responsibility for students with SEND. The overall co-ordination is the responsibility of Miss Ellis but several members of staff will contribute to the provision we make.

Students with significant needs

If it is felt that a student's needs cannot be met within the school's existing resources we can ask the local authority for help. In such cases the student may be issued with an Education, Health and Care (EHC) plan. Usually, extra resources are then provided by the local authority to help the school with the needs of that particular student. However the statutory assessment process can be a lengthy one.

Teaching Assistants

A team of Teaching Assistants work to support the learning of all students across many curriculum subjects. The Learning Support team has a broad range of qualifications, training and experience and collectively are able to provide additional support to our students, and practical guidance to staff and parents.

Teaching assistants are mainly faculty based and work to support learning in the classroom by assisting the classroom teacher with all students in the room. They also mentor students, liaise with parents and produce bespoke resources.

Students who have special educational needs (SEND)

The SEND Code of Practice 2014 outlines the ways in which the school, parents and other agencies must work collaboratively to ensure the appropriate provision of all students with SEND.

What can parents and carers do?

The student with SEND can be at their most vulnerable on entry to upper school. Suddenly they are faced with a bigger building, more teachers, a more complicated timetable and probably more reading and writing than ever before. The confidence of the student can suffer at this time. Parents and carers should try to compensate for this by helping with the organising of homework, checking that the student has the correct equipment for the day, know which lessons they are taking and, of course, informing the school of any problems as they arise.

A copy of the school's Special Educational Needs Policy is available on the school website.



I found LS an inspiration for me because I learnt interesting things. It has helped my understanding and use of phonic sounds which has helped me to improve dramatically throughout year 9. You can do the work you need help on the most and you can make sure your homework is done. One of the best things about LS is getting new and better friends and you can spend your break and lunch there with friends too.

Year 9 student: 2016 entry

Students who are Able, Gifted and Talented

We believe that all students are individuals with their own special needs and requirements. We recognise our responsibility to ensure that opportunities are made available for all students to realise their potential.

How do we identify students who are able, gifted and talented? (A, G&T)

- Middle school liaison and the collection of data.
- Staff nominations: Subject staff nominate students in December of Year 9 for **Subject Excellence**.
- Years 10-13 students are nominated for our Able, Gifted and Talented register.
- Parental nomination, particularly regarding students with an excellence outside traditional subject areas.



At Redborne, we are pleased to support our Able, Gifted and Talented students by offering a number of provisions:

- An individual student profile.
- A careers interview.
- The opportunity to attend any of the enrichment opportunities run by the school; such as masterclasses, visiting speakers, inspiring practitioners, trips to universities and Oxbridge interview evenings.
- Subject target setting and review: for students in Years 10-13, subject staff will negotiate specific targets and strategies with students, according to their individual needs. These will be reviewed in a scheduled session.
- A personalised curriculum with the reduction or addition of courses where appropriate and necessary.

Pupil Premium

Starting at Redborne

We have developed strong links with our middle school partners and, as a result, we have created a robust system for the handover of information about students. This means that before the end of Year 8 we have detailed information on all students that are planning to join us, including details of those who qualify for Pupil Premium.

Once the students start at Redborne it is our aim to provide Pupil Premium students with every opportunity to make good progress and fulfil their potential; we will do our best to facilitate this over the coming years.

How is Pupil Premium used?

The best way to ensure that students fulfil their potential is through high quality teaching provision. Interventions should ideally take place in the classroom although a range of strategies may be required for some students which are carefully targeted for maximum impact.

This means that each Pupil Premium eligible student at Redborne receives a unique provision; however to give some idea of how we use the funding:

- English and maths are provided have additional staffing to reduce class sizes for groups containing large numbers of pupil premium students
- Only highly qualified and specialist teachers are appointed to deliver lessons
- After school mentoring and study club is provided all year round
- Study skills days are arranged to boost performance in particular subjects
- Small group tuition is provided in English
- Up to 6 hours per week of 1-2-1 tuition in year 11 in preparation for exams
- Support from professional counsellors

There are many other means of support from equipment to revision materials available, it really does depend on the needs of the student.

Is your child eligible for Pupil Premium?

There are a number of indicators for Pupil Premium eligibility, these include those who:

- are eligible for free school meals or who have claimed them in the last 6 years;
- have been adopted from care in England;
- have left care under a Special Guardianship Order or under a Residential Order;
- have a parent currently serving in the armed forces.

In order to be eligible for free school meals the parent(s)/guardian(s) of the pupil must receive one of a range of qualifying benefits. For more information on this please either visit the Central Bedfordshire website (<http://www.centralbedfordshire.gov.uk/benefits/free-school-meals/qualifying-benefits.aspx>) or contact the school.

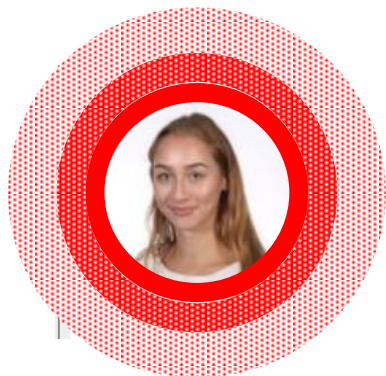
Finally...

Every student is unique and brings their own character, skills, abilities and needs to Redborne and, as a true comprehensive, we welcome you all. As Assistant Headteacher with responsibility for Pupil Premium I look forward to helping your son/daughter during their time at Redborne but in the meantime if you have any queries please do not hesitate to contact me, Mr McGuigan, on stdanmcguigan@redborne.com.

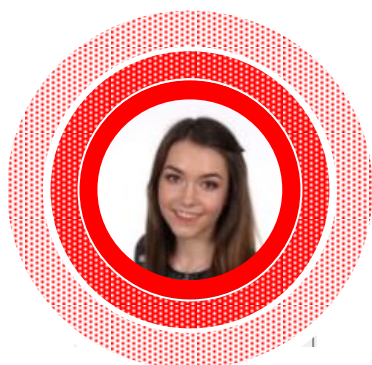
Senior Students

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

Our Senior Students 2017-18 are Harriet Lockey and Helena Milton-Jones.



Transitioning into a new, older and bigger school can be a scary prospect but after four years of experiencing life at Redborne I would like to reassure you that it is far from a scary experience. Not only will you be welcomed into Redborne by a fantastic team of teachers, but friendly students that will know what it feels like to be in your position as well. There is a huge amount of community here at Redborne as we represent our school in competitions across all subjects against other schools, supporting each other to be part of a school that we can all be extremely proud of. With games and competitions come extra-curricular activities; from athletics to public speaking, proving a great place to meet those with similar interests and develop or further your skills. From performing arts to Business Studies, Redborne is able to offer one of the best varieties of options to cater to your individual style. I can personally say that I have had incredible support from teachers, with their constant efforts to give me the motivation to achieve the best I possibly can. So don't feel nervous, just think how you've still got all of this ahead of you to experience and achieve.



Having joined Redborne back in September 2013, I have come such a long way since then. The transition from middle school to upper school can be daunting, and many students may feel worried about the concept of fitting into a larger school with new people. However, I remember settling in quickly and feeling comfortable here from day one. Redborne is a fantastic school and caters for a diverse array of students. Not only are students supported in achieving academic excellence, they are encouraged to develop confidence in themselves and essential skills for their future careers – such as teamwork, organisation and time management. Redborne recognises students' hard work, so there are numerous occasions throughout the year to be congratulated and rewarded. You can feel assured that you will be learning in a supportive and friendly environment too. Personally, I am studying Mathematics, Biology and Chemistry in the sixth form – with the hope of studying Medicine at university. Whatever you discover your subject of interest to be, Redborne has the facilities to spark your imagination and help you achieve your dreams – no matter how big they may be!

Important Information

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 Jo Mallams, telephone 01525 631245.

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 8.15 to 8.35. 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	£2.00

Other Dishes

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

Snacks

Bacon + Cheese Roll	£1.70
Chicken Roll	£1.70
Baked Beans	£0.50
Chips	£1.20
Cold Pasta Box	from £2.00
Pizza	from £1.50
Rice	£0.90
Salad Box	from £1.00
Toasties	£0.80
Vegetables	£0.50

Sandwiches

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

Luxury Baguettes from Chicken Tikka, Chicken Mayo	£2.20
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Fruit

Fresh Fruit	£0.60
Fresh Fruit Pots (large)	£1.30
Yogurt	£0.60

Biscuits

Shortbread	£0.70
Iced Sponge	£0.80
Pain aux Choc	£0.80
Flapjacks	£0.80
Cookies	£0.80

Drinks

Bottled Water	£0.50
Flavoured Milk	£0.50
Fresh Juice	£0.50
Milk	£0.50

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...

Can I chew gum in school at break/lunch?

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

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 have a locker?

Yes, there are some available for rent for 3 years. You need to pay a £5 fee and will be given a key. On its return, £3 will be refunded. Each spare key costs £3.

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.

Can I buy food at school?

Yes - breakfast from 8am; snacks at break and a variety of food at lunch.

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?

Yes. 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.

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

Can I wear make-up?

Yes - but only if it is discreet and can't really be noticed.

Can I wear nail polish or have gel/shellac /false nails?

Yes, BUT, only if it is in neutral colours. No bright red, orange etc. So, keep the coloured gel nail appointments for the long holidays.

Can I bring a phone to school?

Yes, but it cannot be used in lessons, unless to record homework as agreed by the class teacher. All sounds should be switched off.
Parents/carers - please don't call or text your child during lessons. Any unauthorized use or checking of a phone in lessons will lead to confiscation until the end of the day.

Can I have back any item that is confiscated?

If it is a prohibited item, then a parent/carers must call into school to collect it from the office.
Otherwise, this is usually collected at the end of the day from the school office as directed by the staff member who confiscated it.

What do I do if I feel ill?

Inform the teacher you are with. At break and lunch time, go to the school office and we can assess how you are. We encourage you to stay at school for minor ailments.

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

Yes, if you want to ask something specific, BUT, at Upper School, the teacher will ask you to answer questions even if your hand is not up! So, be ready and listen at all times!

