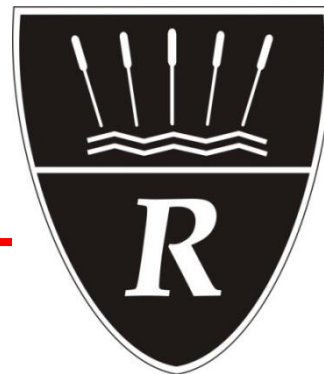


REDBORNE UPPER SCHOOL
& COMMUNITY COLLEGE



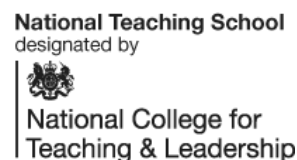
Handbook for Parents, Carers and Students

Year 10

2017 -18



Academic Excellence Shared Values Outstanding Education



Advice from our current year 11 students...

My advice to year 10 students:

'Take your tests and mocks seriously in year 10 as it is a chance to get used to the feeling of exams. Revise for them, so you can focus on how to answer the questions and not be struggling to recall the knowledge. This also helps as you will have all of the revision materials which you can use again in year 11.'

Year 11 student, 2017



My advice to year 10 students:

'Stay on top of homework and schoolwork otherwise it will build up. If you miss a lesson, make sure you catch up as soon as possible.'

Year 11 student, 2017

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Our school - a message to our 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 2017 achieved very good results. Surprisingly perhaps, year 10 goes remarkably quickly and it is essential to take every opportunity to help yourself make progress.

The most useful advice we would give you is: ***be in lessons, be on time and work effectively, both in and out of lessons.*** 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.

Make good use of your independent study lessons in year 10. We aim to teach you how to learn effectively both in and out of lessons; how to revise and prepare for exams and a number of skills that will make you a better learner.

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 10 and 11. If you need additional support, Mr Armstrong, Mrs Lonsdale, Mr Schmidt and Miss Grove are all available to offer advice or just listen.

Work hard, both in and out of school and you can be proud of yourself and your achievements this year.

A message from the School Principal Nigel Croft



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

Over the 35 or so remaining school weeks until year 11, 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.

Advice to year 10 students:

'Just because GCSEs seem a long way away, don't think it is not important to pay attention in lessons and revise. If you don't, it will catch up with you - this year matters a lot. However, learn to relax and look after yourself too. Next year is even harder!'

Year 11 student, 2017

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

To contact a subject teacher please do so via the head of faculty: email addresses on our website

Website: www.redbornecommunitycollege.com





Telephone Number: 01525 404462

Year 10 Direct Line: 01525 842661



Governors: Chairman: Dr R A'Court

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

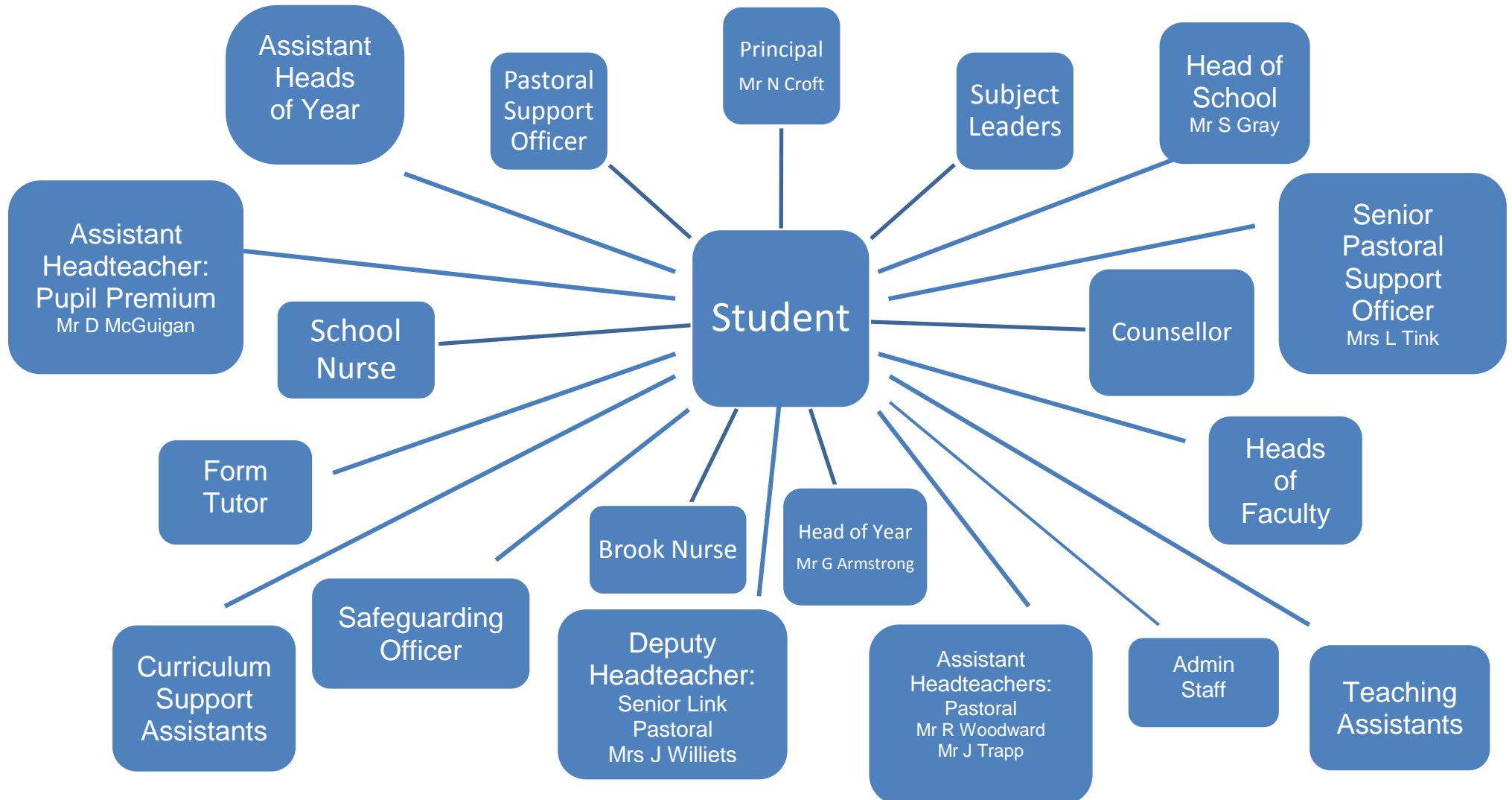
<p>Head of School</p>  <p>Mr S Gray</p>	<p>It was good to get to know a few more of you towards the end of last year and particular thanks to those students who contributed to the 'I love Redborne' initiative. I hope that you have now settled in well to your options and that you will have even greater motivation now that you are studying subjects you have chosen. I'm expecting to see you setting a positive example to the new year 9 students and I look forward to seeing you continue to improve as you mature.</p>
<p>Deputy 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. Success only comes with hard work so please don't waste this year.</p>
<p>Deputy Headteacher</p>  <p>Mr A French</p>	<p>I am one of the Deputy Headteachers in the school and my main role is to manage the finances of the school as the business manager. I have to make sure we can cover the costs of everything we need from staffing to stationery without overspending. Redborne is an excellent school in so many ways and an enjoyable and very rewarding school to be part of whether you are a student or a member of staff.</p>
<p>Deputy Headteacher</p>  <p>Mrs J Williets</p>	<p>With year 9 behind you, you are on the countdown to your GCSEs. It probably still feels a long way off but it will pass much quicker than you think so make the most of every day with us. Work hard and try to be positive in all you do and if you need help, please just ask. We are here to support you and guide you through these important years.</p>

Senior Leadership Team






<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. 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 MathsWatch to review maths topics. All of this additional work will pay dividends in year 11 and make your final year much easier, as you will already be into good study habits. Don't forget to look after your mental health too – try one of our extra-curricular clubs and ensure you have some time to just relax and enjoy life.</p>	<p>Assistant Headteacher</p>  <p>Mr D McGuigan</p>	<p>You've been at Redborne for some time now and have hopefully settled well. You've probably also started to see how quickly your time here passes and know that your exams are already just around the corner. That's why it's really important that you make the most of every lesson and take the opportunities that you're given. Equally, remember that study club is available in the library every Monday to Thursday; this can help you with homework, reviewing your class work and preparing for exams. Good luck with everything and remember that the staff are here to help, you just need to ask!</p>
<p>Assistant Headteacher</p>  <p>Mr C Graves</p>	<p>It's really important that you ask your teachers for help if you have not understood what's been taught. Many subjects build upon what's been taught previously, which is difficult to do if there are gaps in subject knowledge.</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 have joined such a forward thinking Senior Team and contributing more to the school. As Head of Year 11 and a Teacher of English, 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>Remember that what you learn in year 10 will eventually be tested in June 2018 so make sure that your notes are well organised and up to date. If you have any doubts about your work then be sure to speak to your teachers.</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 10 Pastoral Team

<p style="text-align: center;">Head of Year</p>  <p style="text-align: center;">Mr G Armstrong</p>	<p>Welcome back, I hope you've enjoyed the summer break and are well rested. Your time here at Redborne totals approximately 500 school days before you sit your GCSEs; you're now 190 days into that journey. During that time there will have been highs and some not so highs, the same will be true for the future. Make the most of every lesson, every opportunity offered to you and ensure you learn from past mistakes, there's still around 300 days in which to make a positive impact upon your future.</p> <p>I hope you have all settled into your option choices and look forward to hearing about all the fantastic achievements over the coming year.</p>
<p style="text-align: center;">Assistant Head of Year</p>  <p style="text-align: center;">Miss S Grove</p>	<p>I've got to know quite a few of you this year and look forward to getting to know many more of you. Good luck with all of your GCSE courses.</p>
<p style="text-align: center;">Assistant Head of Year</p>  <p style="text-align: center;">Mr M Schmidt</p>	<p>I am an Art teacher primarily but also teach Design and Technology and PSHE. You can often find me in North School between these buildings. Some of my other hobbies include: ice hockey, volleyball, football and fishing. Once you meet me you might gather I have a bit of a Canadian accent.</p>
<p style="text-align: center;">Senior Pastoral Support Officer</p>  <p style="text-align: center;">Mrs L Tink</p>	<p>At Redborne we offer excellent opportunities for our students to thrive academically, but we also appreciate the importance of supporting our students' emotional wellbeing. After all, exams are stressful and life still happens. When a student needs support it is important they know who they can talk to and be able to trust those people are going to do what is best for them at that time of their lives.</p> <p>Having worked closely with students, families and agencies I believe we have a strong network of support which can be accessed as and when we require it. This is on top of our large, dedicated pastoral team at Redborne, which I am proud to be part of.</p>
<p style="text-align: center;">Pastoral Support Officer</p>  <p style="text-align: center;">Mrs S Lonsdale</p>	<p>Your wellbeing and happiness at Redborne is one of my main concerns. I am based in the year room, my door is always open for you. Talking is a great remedy for many life obstacles, I am here to listen and signpost you to extra help if required. You will never be judged. We are #One Team, working together with you, your parents/carers and teaching staff we will do our utmost to ensure that your Redborne journey is a happy positive one!</p>

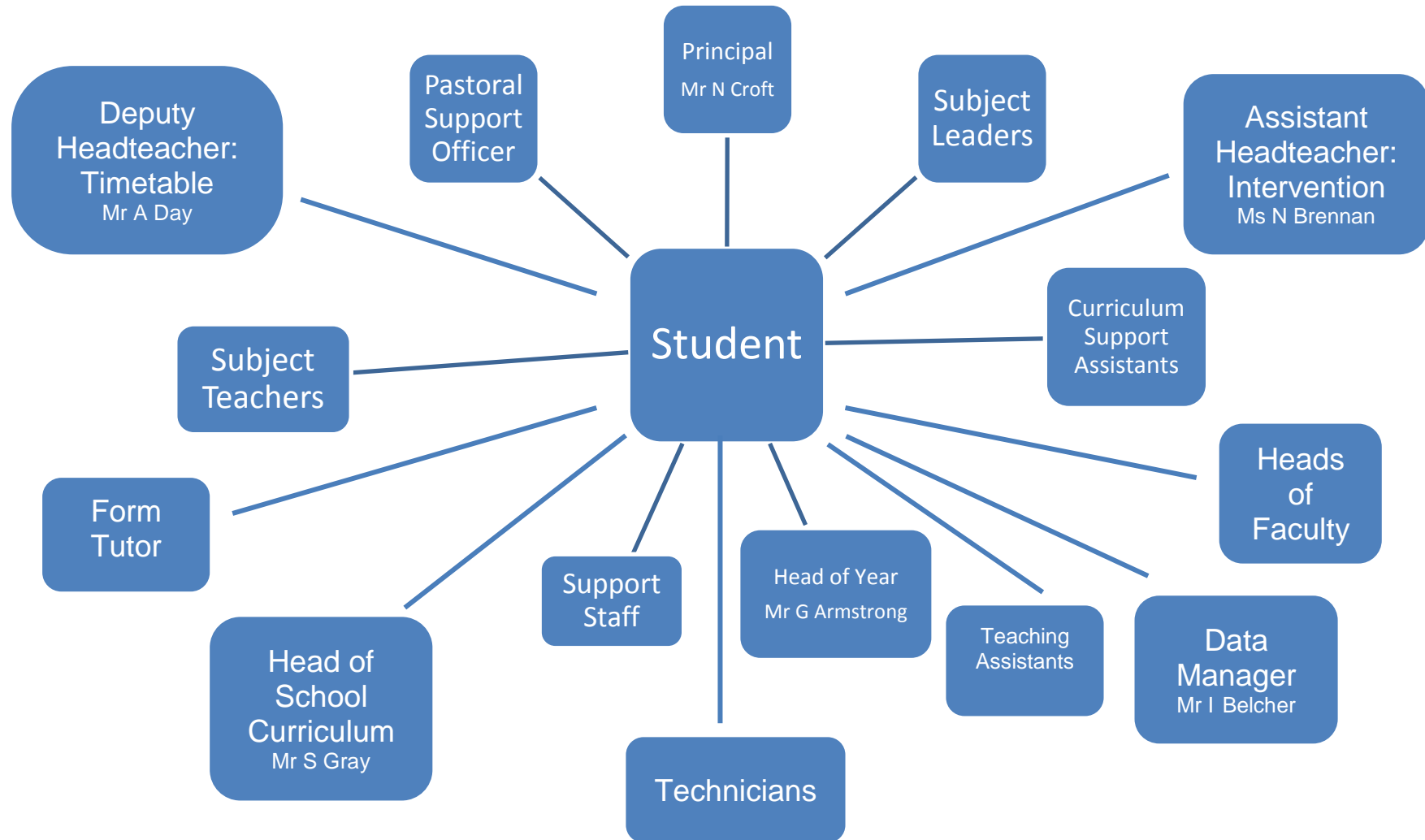
Year 10 Form Tutors

 <p>Mr D Brady</p>	<p>Someone once said 'you get out what you put in' and my role is to help you put in as much as possible.</p>	 <p>Mr M Butcher</p>	<p>Year 9 has passed and now the hard work of GCSEs start. Good luck and I look forward to the laughs the next 2 years will bring.</p>	 <p>Mrs A Carlton</p>	<p>I look forward to helping you move forward with your GCSEs to get the best results you can. But most of all I am looking forward to karaoke on Friday afternoon!</p>
 <p>Mr P Ciampa Subject Leader Chemistry</p>	<p>I am a science teacher genuinely crazy about chemistry; I look forward to the next bang or flash or smell that I can create.</p>	 <p>Mrs S Coulson</p>	<p>My role as a form tutor is to help you give your best at all times. My motto is "Good, better, best. Never let it rest. Until your good is better and your better is best."</p>	 <p>Dr D Howe</p>	<p>I have always been impressed by the Redborne ethos; I am looking forward to helping our form be supportive, successful, respectful and fun.</p>
 <p>Miss L Malby</p>	<p>It's genuinely a joy to have such a fantastic group of students as my tutees. We just gel... and the constant level of cake helps.</p>	 <p>Miss D Osborn</p>	<p>I am passionate about maths with a background in, and love for, engineering. I expect maximum effort and respect to be given in my classroom.</p>	 <p>Miss P Prasannan</p>	<p>I look forward to another year of fun, laughter and most importantly cake!</p>








Year 10 Form Tutors

 <p>Mr W Scutt</p>	<p>I ask that you read and follow my three simple steps to success whilst in my lessons:</p> <ol style="list-style-type: none"> 1. Be courteous. 2. Be hard working. 3. Be honest . 	 <p>Mr G Stevens</p>	<p>I look forward to working with you all in year 10 and hope you can make continued progress at Redborne.</p>	 <p>Miss C Surtees</p>	<p>What if maths teachers are really pirates and they're just asking you to find x so they can have the buried treasure? Come on, let's do this together and I promise I'll share that treasure.</p>
 <p>Dr P Sutton</p>	<p>Thank you for a fantastic year. I am looking forward to playing a supporting role in your future successes, and whatever else the year may bring. Good luck in year 10 - use it to build a solid platform for your final year at Redborne!</p>	 <p>Mrs K Wheeler Subject Leader Geography</p>	<p>In the words of the great Danny O' Donoghue 'When you've been fighting for it all your life, when you've been struggling to make it right, that's when a superhero learns to fly'. I want you all to fly this year- let's make it happen together.</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>The dance department aims to develop dancers practically through performing in various situations, as well as the theoretical appreciation of professional dance works in the UK. Highlights are the annual dance show and trips to the theatre.</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 style="text-align: center;">MATHS</p>  <p style="text-align: center;">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 style="text-align: center;">PHYSICAL EDUCATION</p>  <p style="text-align: center;">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 style="text-align: center;">PHYSICS</p>  <p style="text-align: center;">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 style="text-align: center;">PRODUCT DESIGN</p>  <p style="text-align: center;">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 style="text-align: center;">RELIGIOUS STUDIES</p>  <p style="text-align: center;">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 style="text-align: center;">SPANISH</p>  <p style="text-align: center;">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 style="text-align: center;">TEXTILES</p>  <p style="text-align: center;">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

My advice to year 10 students:

*'Be in as much as you can. Have as few days off as you can.
Missing any lessons really puts you behind.'*

Year 11 student, 2017

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 more than 5 minutes to get onto the school site at busy times.

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** (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.

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, e.g. 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 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/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 2017/2018

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

January 2018							February 2018							March 2018							April 2018						
Mon	1	8	15	22	29		Mon		5	12	19	26		Mon		5	12	19	26		Mon		2	9	16	23	30
Tue	2	9	16	23	30		Tue		6	13	20	27		Tue		6	13	20	27		Tue		3	10	17	24	
Wed	3	10	17	24	31		Wed		7	14	21	28		Wed		7	14	21	28		Wed		4	11	18	25	
Thu	4	11	18	25			Thu	1	8	15	22			Thu	1	8	15	22	29		Thu		5	12	19	26	
Fri	5	12	19	26			Fri	2	9	16	23			Fri	2	9	16	23	30		Fri		6	13	20	27	
Sat	6	13	20	27			Sat	3	10	17	24			Sat	3	10	17	24	31		Sat		7	14	21	28	
Sun	7	14	21	28			Sun	4	11	18	25			Sun	4	11	18	25			Sun	1	8	15	22	29	

May 2018							June 2018							July 2018							August 2018						
Mon		7	14	21	28		Mon		4	11	18	25		Mon		2	9	16	23	30	Mon		6	13	20	27	
Tue	1	8	15	22	29		Tue		5	12	19	26		Tue		3	10	17	24	31	Tue		7	14	21	28	
Wed	2	9	16	23	30		Wed		6	13	20	27		Wed		4	11	18	25		Wed	1	8	15	22	29	
Thu	3	10	17	24	31		Thu		7	14	21	28		Thu		5	12	19	26		Thu	2	9	16	23	30	
Fri	4	11	18	25			Fri	1	8	15	22	29		Fri		6	13	20	27		Fri	3	10	17	24	31	
Sat	5	12	19	26			Sat	2	9	16	23	30		Sat		7	14	21	28		Sat	4	11	18	25		
Sun	6	13	20	27			Sun	3	10	17	24			Sun	1	8	15	22	29		Sun	5	12	19	26		



School Holiday



Bank Holidays and Weekends



Pupil Day



Training Day



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

NOTES

Students should be on site by 8.30am at the latest.

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.

AUTUMN TERM

Sunday, 8 October	Redborne Racing
Sunday, 15 October	Indoor Boot Fair
15-20 October	German exchange – German students visit Ampthill (prov)
Friday, 20 October	Progress checks and Able, Gifted & Talented targets issued
22-24 November	7.00-9.00 pm School Production – Connolly Hall
Sunday, 26 November	Indoor Boot Fair
Friday, 1 December	Science Live visit to Apollo Victoria Theatre, London
10-13 December	Religious Studies educational visit to Krakow, Poland
Thursday, 14 December	7.00 pm Christmas Concert – Connolly Hall
Tuesday, 19 December	School finishes end of Period 4

SPRING TERM

w/c 29 January	Year 10 Charity Week
Thursday, 1 February	Intermediate Maths Challenge – Years 10 & 11
9-17 February	Skiing Trip to Italy
Friday, 23 February	English educational visit to Poetry Live, Apollo Theatre, London
Sunday, 25 February	Indoor Boot Fair
Thursday, 1 March	Battle of the Bands – Connolly Hall
2-5 March	Latin educational visit to Italy
Sunday, 4 March	Silver D of E Training Day
4-8 March	Educational Visit Spanish – Exchange
Friday, 9 March	Progress Checks issued
Friday, 16 March	Dance visit to 'Move It' Dance Convention, Excel, London
Thursday, 22 March	7.00pm Community Concert – Connolly Hall
Sunday, 25 March	Boot Fair

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

SUMMER TERM

25-26 April	Geography educational visit to Southwold
Wednesday, 9 May	7.00pm – Jazz Café – Connolly Hall
Sunday, 13 May	Outdoor Boot Fair
18-21 May	Duke of Edinburgh Silver Practice Camp A
Friday, 25 May	Reports issued
Monday, 4 June	New Year 10 into Year 11 timetable starts
8-11 June	Duke of Edinburgh Silver Practice Camp B
11-22 June	Exam Focus Fortnight
Wednesday, 13 June	5.00-8.00 pm Parents' Consultation Evening. Students are invited to attend.
15-17 June	Geography educational visit to Swanage
25 June – 6 July	Mock Examinations
Sunday, 24 June	Outdoor Boot Fair
Thursday, 5 July	7.00 pm Summer Concert – Connolly Hall
7-10 July	Duke of Edinburgh Silver Assessment A (prov)
8-15 July	Educational Visit Languages German Exchange Bavaria (prov)
12-15 July	Duke of Edinburgh Silver Assessment B (prov)
Wednesday, 18 July	School Festival (prov)
Thursday, 19 July	Progress Check and IEP's issued to students

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

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 10?

My advice to year 10 students:

'If you want good grades in your brown envelope at the end of year 11, now in year 10 is the time to change. Don't leave it too late. You only get one chance at GCSEs.'

Year 11 student, 2017

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 10 and 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 Sixth Form 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 – practise, practise and practise again....

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.

- Pearson ActiveLearn – www.pearsonactivelearn.com
This is an online textbook resource that includes a number of exercises and videos on the whole GCSE course
Login: School email address e.g. 16joebloggs@redborne.beds.sch.uk
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
- 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
- **MyMaths** is still available for all students, and is better than no maths; however, we encourage use of the Pearson e-book (above) or MathsWatch. 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.**

'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, year 11

Improving English skills

Reading regularly 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. Ten minutes a day would really make a difference.

To support with their studies, your child can access their set texts 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. 16andrewsmith

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 notes and annotations with friends.
- ✓ Become familiar with their collection of poems – there are 15 in total. They can also organise them into groups, research the context and add notes on them. Alternatively, they could make a revision card for each poem.
- ✓ Highlight words with which they are unfamiliar 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.
- ❖ Read news stories and discuss current affairs.
- ❖ Impromptu spelling tests of key vocabulary.

Anything that practises and develops new vocabulary is a bonus.

Websites that we recommend are as follows:

www.bbcbitessize use for poetry or language

www.sparknotes

SAM Learning can be used for ALL subjects

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

The link can be found on our homepage.

Centre ID: MK4RU

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

The most useful option is to review work that has been done, but perhaps was not well understood. Don't always look at topics that are already understood.



Science (AQA)

Students will be offered the opportunity to buy a class text book at a heavily discounted rate and/or a CGP revision guide - also discounted. The advantage of purchasing a revision guide is that your child can write in it and add their own annotations or highlights. If you do not wish to purchase a revision guide, we will loan one out for the two year period. Obviously, this cannot be written in. Students in receipt of pupil premium funding will be supplied with a revision guide to keep at no additional cost.

All subjects

How should a revision guide be used?

- Read the pages and select the key points. Add these to revision cards, a mind map, picture cards or similar. Help your child to learn the key facts by testing them on a regular basis. Encourage your child to use the techniques learned in their independent study lessons to support learning at home.
- Also, your child should look through class notes and highlight key facts. These key facts can be put onto cue cards or post-it notes to be stuck into their text book.
- 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.
- Please 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. It is essential to learn some content in year 10. Leaving it all until year 11 may prove too much of a challenge for many students.

Students - this one is for you:

Turn off all social media and text alerts when you work. You need to practise concentrating without interruptions.

Top tip for year 10 students

'There was so much science to learn. I used to watch the videos from free science lessons <http://freesciencelessons.co.uk/> and just listen and make notes of what he said.'

Year 11 male student, 2017

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 and supplied by our stockist:

- Boys' flat front, slim fit trousers
- Boys' single pleated, regular fit trousers and supplied by our stockist.

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 zipped fleece jackets in plain dark colours. A plain hoodie with a zip, or a Redborne hoodie, can 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 shop@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.

Students can purchase a school planner from our school shop 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 Chewing gum Illegal drugs	Roller skates Laser pens Aerosol cans	Skateboards/scooters 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.



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. For pupil premium students, we may be able to offer 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).

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.
- 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 two senior students 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.

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

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.

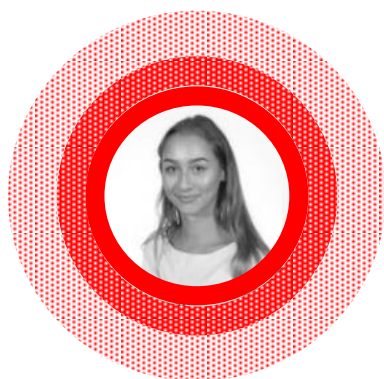
Finally...

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.



Starting GCSEs is no way near as bad as you may be anticipating; you have the opportunity to study what you want to do, ridding of the subjects that you don't engage with as much. In doing GCSEs I felt so much more passionate and willing to work much harder as they were the subjects I truly was interested in. This passion and interest for your subjects is also shared with the fantastic team of teachers who are here to get you the best possible grades by supporting and guiding you above and beyond what is usually expected of teachers. GCSEs helped me discover my path and future goals for the next coming years as well as showing me the real passion teachers have for students who choose to be studying their subject. Remember to consider Redborne's fantastic extra-curricular activities, taking advantage of what Redborne has to offer, finding an interest away from lessons and working on other skills you don't gain so much in class. So with a bit more control over what you want to do and a great year ahead of you, I wish you all the best in finding your strengths and progressing through GCSEs.



Year 10 is an exciting year, as you can now properly begin the study of your chosen GCSE subjects! It is a great opportunity to get to know people in your new classes – you'll be mixed with people who you may not have met before in year 9. While your exams are in the summer of year 11, you'll be having GCSE mocks this year and experience the exam hall for the first time. It can be a daunting time, but all of your hard work will pay off for next year. My advice for year 10 would be to take advantage of as many opportunities as possible, such as joining new clubs and making new friends. It's a lovely year to have fun before your exams, but also to ensure you are well prepared for next year. As always, Harriet and I are around to discuss your ideas, to make sure you get the best out of year 10!

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...

Where can I get some guidance on how to make the most of year 10?

See your independent study teacher and use these lessons wisely.

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 10! 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.

