

# Shevington High School



## Information Booklet

## SHEVINGTON'S VISION

Through our values and personalised approach to learning we expect students to achieve the highest academic excellence, recognise opportunities, have a positive view of challenges and dare to think in new ways - to be creative - and realise that "life is what I make it !"

## SHEVINGTON STANDARDS

### Our Shevington Standards...

At Shevington High School in order to meet the aims of this policy, Students and Adults are expected at all times to work hard to meet our 5 Shevington Standards which we have set in order to promote respect. Our attitudes, systems and rules are drawn from and support these standards.

They are:-

- I consistently maintain high standards of behaviour within and outside of school.
- I treat people with dignity and build relationships rooted in mutual respect.
- I take responsibility for my own learning, set challenging goals and show resilience by never giving up.
- I am self-aware and reflect on my own progress and value the advice and feedback from others.
- I have a curiosity and willingness to learn that enables me to develop or acquire new knowledge, skills or experiences regardless of the challenges involved.

## SCHOOL DAY

Canteen facilities are open to pupils from 8.30am with breakfast being served from 8.30am. The main school will open to pupils at 8.45 am. No pupil should be in school before this time.

School Day	Monday, Wednesday, Thursday, Friday	School Day	Tuesday
8:30	Coaching	8:30	Coaching
8:45	Registration	8:45	PHSE
9:05	Period 1	9:15	Period 1
10:05	Period 2	10:05	Period 2
11:05	Break	11:05	Break
11:30	Period 3	11:30	Period 3
12:30	Y7 & Y8 Period 4 12:30-1:30 Late Lunch 1:30-2:00  Y9, Y10 & Y11 Early Lunch 12:30-1:00 Period 4 1:00-2:00	12:30	Y7 & Y8 Period 4 12:30-1:30 Late Lunch 1:30-2:00  Y9, Y10 & Y11 Early Lunch 12:30-1:00 Period 4 1:00-2:00
2:00-3:00	Period 5	2:00-3:00	Period 5

## EQUIPMENT

- School bag
- Black pen and spare pen
- Pencil
- Rule
- Eraser
- Pencil sharpener
- Scientific calculator
- Pack of coloured pencils
- Reading book of pupils choice for form time
- Ear phones (only for use at the direction of the teacher)

The PE department also require all pupils to have the full PE kit plus running trainers. Full details of Shevington High School's uniform requirements can be found on the school website. It is also a good idea to make sure all items of uniform are clearly marked with your son/daughter's name.

Most of you received your son/daughter's planner on the Transition Evening. If you did not attend this meeting, your son/daughter will be given a planner on the first day. The planner plays a very important part in school life and is an excellent communication tool for both parents and teachers. Pupils will be shown and encouraged to use their planners effectively so it is essential that the planner is looked after and replaced if lost or damaged. Planners will need signing by a parent/carer at the end of each school week.

Your son/daughter will also use their SAIL log bog alongside their pupil planner. This is used to set learning goals each week.

We welcome your support and encouragement and look forward to working with you in making your son/daughter's smooth transition to high school. We truly anticipate an excellent and exciting journey for your child.

If you have any issues or concerns, please do not hesitate to contact your child's form tutor.

## LEARNING AT SHEVINGTON HIGH SCHOOL

Pupils will have an exciting learning timetable to include:

- Maths
- English
- Modern Foreign Languages
- Science
- Design and Technology
- Humanities
- Drama
- Music
- Art
- ICT
- PE
- Personal Development
- SAIL Workshop

Pupils enjoy periods in the Library where English teachers will structure activities around reading development. All pupils will have access to Accelerated Reader and parents can view your child's progression with their reading on Accelerated Reader Home Connect which is accessible through our school website.

**Further information about homework can be found on our website.**

## SCHOOL WEBSITE, SOCIAL MEDIA AND PARENT BULLETIN

Further information regarding aspects of school life can be found on the website eg school policies, uniform, buses, latest news etc. [www.shevingtonhigh.org.uk](http://www.shevingtonhigh.org.uk).

A Parent Bulletin will be emailed home at the end of each half term to keep you updated about what is happening at Shevington. (please ensure you have provided an upto date email address then you don't miss out on any news)

Also you can find up to date news on our social media pages:



[facebook.com/shevingtonhigh](https://facebook.com/shevingtonhigh)



[twitter.com/shevingtonhigh](https://twitter.com/shevingtonhigh)

### Communication

Please keep school up to date with any changes to your child's information such as address, contact numbers and health.

You can update school via email, letter or completing a pupil information sheet.

Please ensure we have an up to date email address and mobile number so all communication can be sent home in the most efficient manner.

## EXTENDED LEARNING OPPORTUNITIES

Learning at Shevington High School doesn't stop at 3pm and pupils will be able to select from a wide menu of after school activities with something on offer from all curriculum areas.

Most extended learning takes place between 3 – 5pm. Sporting activities may last longer.

At 4.30pm main shutters are closed and reception can be accessed by the main foyer doors.

## LEARNING ASSESSMENT, REPORTS AND PARENTS' EVENINGS

At Shevington, we believe everyone can achieve the highest possible standards for each subject for that year. This means that you will be aiming to achieve the expected standard for the end of that year just like in primary school. This will be known as Gold, Silver or Bronze depending on your child's individual goals. Students working beyond the year group expectations will be Platinum.

We will monitor your progress towards this through regular assessments and you will sit one formal assessment in each subject per term as well as other end of topic assessments that you will revise for.

We also want you to be fully involved in your progress and you will be given opportunities throughout the year to self-reflect and set your own goals. You will therefore take a lead role in your own learning as this will help you understand more about your progress.

The two questions you need to ask yourself at each assessment point is:

- What can I do now that I couldn't do before?
- What do I need to do to reach the next steps in my learning and achieve mastery?

As part of the preparation for adult responsibility in Key Stage 4 the following programme is integrated as part of their varied programme of life issues as follows

- Contraception
- Sexual Transmitted illnesses

- “The Baby Borrowers” a tool to understand the problems and issues arising from having a baby at an early age.

The school nurse plays an active role in delivery of some of the above and is available for advice and support when and if necessary.

If you have any concerns about this delivery or wish to discuss any issues arising from this please contact school.

## **Personal Development**

Personal Development includes activities that improve awareness and identity, develop talents and potential, facilitate employability, enhance quality of life and contribute to the realisation of dreams and aspirations.

**These lessons are about you!**

Personal Development is about your growth as a person.

You decide what sort of person you are. You develop values, likes and dislikes, morals, coping strategies, life skills, mind sets, a career.

## **MUSIC LESSONS**

As you will be aware Shevington High School has an excellent reputation for Performing Arts. We are one of few schools in the country to have achieved the prestigious Arts Mark Gold award on 3 separate occasions. As part of the opportunities offered to pupils to ensure high quality performances, we have a range of vocal and instrumental lessons on offer. These are supplied by Wigan ITP (Instrumental Tuition Providers), and all lessons and teachers are of the highest standard. Further information is enclosed about music lessons.

## **EDUCATIONAL VISITS**

Pupils will be invited to participate in a range of ‘out of school’ activities. Regular features of this programme include visits to French Markets, London Theatre visits, museums, galleries and field trips.

## **ADMINISTERING MEDICINE IN SCHOOL**

Following advice from Department of Health, we are unable to administer medicine to students, which includes issuing paracetamol, unless it is prescribed medicine from a medical professional.

Should your son/daughter require prescribed medication during the school day the following should apply:-

- Only medicine prescribed by a Doctor can be administered in school.
- Parents must complete a parental agreement form.
- The Headteacher must complete an agreement to administer medicine form.
- Parent must bring medicine into school in original box issued by chemist and complete and sign a medicine form.
- Medicine must be stored in the medical room and a record of medicine form completed and filed in care plan and medicine form file.
- For long term medication a care plan is needed. An appointment needs to be made with a member of staff, parents, school nurse, and student.
- The record of medicine form must be completed each time medicine is administered.

- Parent will be informed when medicine is running low and parent must bring in replacement.
- Once medication period runs out, parent to collect medicine and take responsibility for disposal.
- Medication must be collected by parents at the end of each half term and parents must bring this into school at the start of the new term.

In the event that your son/daughter may need non prescribed medicine then we are happy for parents to come into school and administer the medication themselves in the medical room.

I hope this information helps you understand our situation regarding prescribing medicines but should you have any further queries please do not hesitate to contact us.

## **BUSES**

Details can also be found on our website or at [www.tfgm.com](http://www.tfgm.com)

### ***IGO PASS***

If you're aged 11 to 16 and live or go to school in Greater Manchester you must have an **igo pass** to travel for the concessionary child bus fare in Greater Manchester.

- You can have an **igo pass** if you are under 11. Children under 11 will need one to purchase saver tickets e.g. System One Junior Bus Saver.
- You do not need an **igo pass** if you currently hold a GMPTE Disabled Person's National Concessionary Travel Pass.
- If you live outside Greater Manchester you need to complete this form and have it validated by your school in Section F.
- Your **igo pass** is valid until 31 August after your 16th birthday and costs £10 which is non-refundable. More information is available from [www.gmppte.com/igo](http://www.gmppte.com/igo)

### **YELLOW BUSES**

To use a Yellow School Bus a children must have a Yellow School Bus pass for the specific service they will use. To apply for a pass complete the application online at [www.tfgm.com/buses/yellowschoolbus](http://www.tfgm.com/buses/yellowschoolbus). Please provide all the information requested to arrange where and when your child will be picked up.

It is recommended that you apply for your Yellow School Bus pass early. Applications will be prioritised taking into account distance from school, alternative service availability, vulnerability and availability of spaces. Following the deadline of one calendar month prior to service start date passes will be allocated on a 'first come, first served' basis so your bus may be fully booked before the start of the new school year. Passes will be posted to you before the start of the new school year. Applications received during the school year will be processed within five working days of us receiving them.

Transport for Greater Manchester will continually review the use and if children become infrequent users they may/will reallocate the seat. You must have an 'igo pass' to buy tickets to use Yellow School Buses.

## **SCHOOL MEALS**

For menus and details of school provision for break and lunchtimes please log on to our website where you will find a link to Mellors who provide the catering in the school canteen.

The school operates a cashless catering system using biometric recognition.

To clarify the situation regarding energy drinks: They must not be brought into school due to health issues relating to the amount of caffeine and sweeteners, please check the ingredients when buying products.

We do encourage pupils to have a personal water bottle in school. There are numerous points where pupils can refill bottles.

Canteen facilities are also open to pupils from 8am with breakfast being served from 8.20 am.

## PARKING

Parents are requested not to use the main car park for dropping off and collecting students. The main car park is for staff members and visitors only as this is the drop off point for the buses. Having a large volume of traffic passing through the car park is dangerous when the children are coming in and leaving school. Thank you for your co-operation in this matter.

## REWARDS & BEHAVIOUR

There are a many opportunities for students to earn reward points which can be exchanged for goods in the 'Rewards Shop' and each term pupils gaining a set number of points will be invited on special rewards trips.

Details of sanctions for inappropriate behaviour can be found in the Behaviour Policy on our website.

## UNIFORM

One of our core 'Shevington Standards' is that: ***"We will show respect for ourselves and others by ensuring a high standard of personal appearance and organisation."*** To support the above Shevington Standard the following are Shevington School Uniform Rules:

Uniform Item	Description	Notes/Clarification
Shirt	Blue School Shirt to be worn with school tie.	Shirt to be tucked in to skirt/ trousers and tie to the top button hole.
Trousers	Black school style trousers – NO fashion trousers including cords, jeans or tight cuts.	Tailored fit – not 'skinny' fit.
Socks/Tights	Plain Black	
Shoes	Plain Black flat heeled school shoes – No trainers, boots, pumps, high heels or other fashion shoes.	PLAIN Black Footwear – no other colour on shoe, laces or soles. No logos. No wellingtons or boots.
Outdoor Coat	Plain Black – no leather, denim, sports tops or other fashion coats – coats ONLY to be worn outside.	Dark colours acceptable. NO hoodies.
Scarves/Hats/Gloves	If worn, scarves, hats and gloves should be dark coloured. Sports or other fashion styles are not allowed.	Only to be worn outside.
Bag	A suitable bag to carry books, PE Kit and personal possessions.	
Skirt	Tartan Pleated Skirt – Y7 Compulsory Black pleated Skirt - Y8 – 11 Optional until 2021	Girls may wear trousers. Skirts must be of an appropriate length (no shorter than 2.5cm above the knee).
Blazer	Maroon/Burgundy school blazer worn with school badge on top pocket. The School blazer is Viscount made by Beau Brummel style S39T	Compulsory for Years 7-10.
Tie	Plain burgundy tie with school crest (Y7-10)  Black with gold stripe running against the tie (Y11).  Black with gold double stripe running against the tie. (Y11 Senior Students.	All ties must be worn to the top button and tied in such a way to give appropriate length with a small knot. Crested ties should be tied in a way that ensures the badge sits below the knot.

	Gold with black bands. (Y11 Head Boy & Girl).	
Jumper	Long-sleeved Shevington High School jumper in dark maroon with gold lines around the V neck.  Long-sleeved Shevington High School jumper in black with gold band around the V neck with an SHS Logo.	Optional for Y 7-11 (Blazers are compulsory)  Compulsory for Y11
PE Kit	<u>Boys</u> Football shirt with logo Black football shorts Black football socks Trainers/Football Boots	<u>Girls</u> Polo shirt with logo Black skort Black football socks Black fleece with logo (optional) Trainers
Hair/Make-up/Jewellery	Hair and make-up should present a professional appearance suitable for school. Pupils will be advised if there is doubt. Extreme hairstyles or extreme use of make-up is not allowed. <b>Jewellery is also NOT allowed. Jewellery is not allowed – this includes all earrings, piercings, rings and bracelets/bangles.</b>	Make up should be subtle. Coloured nail varnish is NOT allowed. Acrylic/Gel nails must be natural looking and not coloured. Length should be appropriate for school and PE activities. Hair below shoulder length will need to be tied back at all times. In order to maintain the school's reputation for high standards of appearance the rules on hairstyles are: • NO EXTREME HAIRSTYLES • Hair must be kept neat; any ribbons or slides must be of a reasonable colour for school uniform. • Hair should be of a natural and uniform colour. No distinct lines or steps are acceptable. • No shaved heads.

#### Slaters

Unit 7 Eckersley Mill  
Swan Meadow Rd  
Wigan  
WN3 5BD  
Tel 01942 244426

#### AC Sports

795-797 Ormskirk Road  
Pemberton  
Wigan  
WN5 8HE  
Tel: 01942 216537

#### Standish Sports and Uniforms

Cross Street  
Standish  
Wigan WN6 0HQ  
Tel: 01257 400010

#### Westar Uniforms

25 Mesnes Street  
Wigan  
Lancashire  
WN1 1QP  
Tel: 01942 820089

## PHOTOGRAPHS AND FILMED IMAGES OF CHILDREN IN SCHOOL

Could you please read this carefully as it shows the basic details of the school's policy, which was adopted from the Wigan LA policy on using photographs and filmed images of children in school.

As a school, we regularly use photographs to show how our pupils and the school as a whole develop. Images can also help us illustrate and communicate with parents about upcoming events and can help advertise and market the school to prospective parents and pupils.

We are also aware that parents and pupils really enjoy being able to see their images and would like to give all pupils this opportunity.

There are a number of instances when the school may take photos of your child, specifically: -

- We publish photos on the school's website to promote the school to current and prospective parents as well as providing updates on current events;
- We publish photos on our social media accounts such as Facebook, Twitter, Instagram to provide updates on events and news within the school. The school ensure that its privacy settings are such to limit viewing of photos to followers of the school accounts (as approved by the school);
- From time to time we put videos on our you tube channels which can be seen by subscribers to our channel;

- Within our newsletters, we may provide photos of recent events or achievements from our pupils;
- In order to promote the school, we send out prospectuses, flyers, leaflets and brochures which contain images to show life at our school. These will be sent to prospective parents;
- We may also use other promotional materials such as banners and signs which may contain photographic images for prospective parents to view;
- We may be visited by the media who will take photographs or film footage of events. Pupils will sometimes appear in these images, which may then be published in local or national newspapers, in televised news programmes and on social media sites;
- We publish photos in and around the school building to illustrate to current pupils and parents life around the school including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the school;
- In promotional materials to show the history and character of the school to future generations.

We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photos in schools and obtaining consent.

The data protection laws give children rights over their own data where they are considered to have the required capacity to understand their data rights. Most children will reach this level of understanding from the age of 12 and so it may be necessary for the school to obtain this consent from the child directly. If this is not suitable, the school will consider preferences set out below.

Usually pupils will not be named in the photographs unless they gain specific consent in the first instance, this usually verbally at the time of taking.

Consent to using your child's images will last throughout your child's time at the school and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

We would like to seek your consent to the use of your child's images and will respect your decisions when publishing photos moving forward.

You can withdraw your consent at any time and can do so by writing asking them to stop using your child's images. At that point they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.

**IF YOU DO NOT GIVE CONSENT TO THE ABOVE PLEASE CONTACT SCHOOL IN WRITING**

## **ABSENCES AND APPOINTMENTS**

If your child is absent from school due to illness or for any other reason, parents are requested to telephone the school before 9am to inform us of the absence, and provide a note on their return to school. Please note that we operate an automated system to contact parents of students with unexplained absences.

If your child needs to leave school for an appointment during the school day, please telephone us or provide a note giving the details of the appointment including times and who will be collecting your child from school.

## HOLIDAYS IN TERM TIME

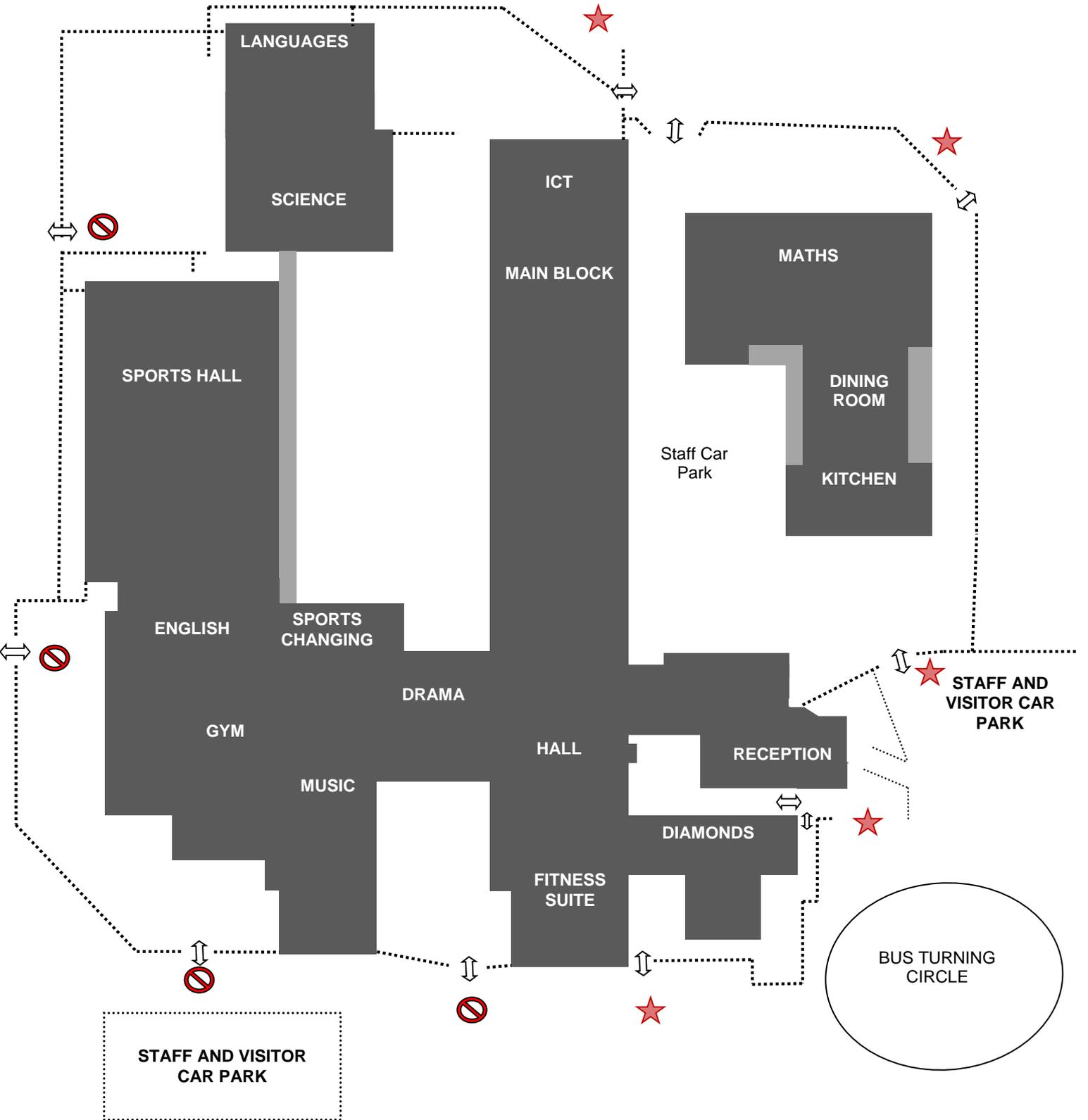
The DFE is asking schools to encourage parents to avoid term-time holidays whenever possible. As I am sure you will appreciate, regular school attendance is essential if your child is to maximise their educational opportunities. Interruptions in school attendance not only disrupt your child's education it makes it harder to catch up on work missed, and it can also affect their social life within school. It is the school's responsibility to provide the best education possible. We can only do this if your children attend regularly.

Further information is available on the DFE website and a copy of the Education (Pupil Registration) (England) Regulations 2006 is available on the UK Statute Law Database. Visit the DFE website for more information. Thank you in anticipation of your co-operation. This process was ratified by Governors on 9 July 2009 and will come into effect as from September 2009.

## HOLIDAY DATES 2019/20

Autumn Term 2019
<b>Monday 2nd September 2019 – Staff Inset Day</b> <b>Tuesday 3rd September 2019 – Staff Inset Day</b> Wednesday 4th September 2019 – School opens for Students Friday 18th October 2019 – School closes for Half Term <b>Half term: Monday 21st October – Friday 25th October 2019</b> Monday 28th October 2019 – School opens for Staff and Students Friday 20th December 2019 – School closes at (12.00pm) for Christmas <b>Christmas Holidays: Monday 23<sup>rd</sup> December 2019 – Friday 3<sup>rd</sup> January 2020</b>
Spring Term 2020
<b>Monday 6th January 2020 – Staff Inset Day</b> Tuesday 7th January 2020 – School opens for Students Friday 14th February 2020 – School closes for Half Term <b>Half term: Monday 17th February – Friday 21st February 2020</b> Monday 24th February 2020 – School opens for Staff and Students Friday 3rd April 2020 – School closes for Pupils Easter <b>Easter Holidays: Monday 6th – Friday 17th April 2020</b>
Summer Term 2020
Tuesday 21 <sup>st</sup> April 2020 – School opens for Staff and Students <b>Friday 8th May 2020 – Bank Holiday – School closed for Staff and Students</b> Friday 22nd May 2020 – School closes for Half Term <b>Half Term: Monday 25th May – Friday 29<sup>th</sup> May 2020</b> Monday 1 <sup>st</sup> June 2020 – School opens for Staff and Students Friday 17th July 2020 – School closes at (12.00pm) for Summer <b>Summer Holidays: Monday 20th July – Friday 28th August 2020</b>

**WOODS OUT OF BOUNDS**



	LOCKED GATE
	DUTY STAFF