

Sidcot School
Senior Handbook
2019/20



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INTRODUCTION

Dear Parent

We are delighted to be welcoming you and your child to Sidcot Senior School in September.

Please share the following information with your child to ensure that the transition to life at Sidcot is as smooth as possible. This booklet contains lots of practical information so it's well worth a careful read to prepare your family for the start of a new adventure at Sidcot.

The Admissions Office will be open during the summer holidays, so if you have any further questions, please don't hesitate to get in touch on 01934 845212 or admissions@sidcot.org.uk.

When September comes, we will do everything we can to make sure your child settles in quickly so they can make the most of all the exciting opportunities on offer. In the meantime, have a good summer and I look forward to seeing you in September.

With kind regards

Yours sincerely



Iain Kilpatrick
Headmaster



SCHOOL ROUTINE

Monday

08:30 – 08:40	Registration
08:40 – 09:30	Period 1
09:30 – 10:20	Period 2
10:20 – 10:55	Assembly
10:55 – 11:20	Break
11:20 – 12:10	Period 3
12:10 – 13:00	Period 4*
12:50 – 13:55	Lunch (Y7)
12:55 – 13:55	Lunch (Y8)
13:00 – 13:55	Lunch (all other years)
13:55 – 14:10	Registration
14:10 – 15:00	Period 5
15:00 – 15:50	Period 6
17:00 – 18:00	Prep
17:45 – 18:15	Supper
18:30	Last pick up for Senior School
21:30	Latest pick up for Sixth Form

Tuesday

08:30 – 08:40	Registration
08:40 – 09:30	Period 1
09:30 – 10:20	Period 2
10:20 – 10:55	PSHE
10:55 – 11:20	Break
11:20 – 12:10	Period 3
12:10 – 13:00	Period 4*
12:50 – 13:55	Lunch (Y7)
12:55 – 13:55	Lunch (Y8)
13:00 – 13:55	Lunch (all other years)
13:55 – 14:10	Registration
14:10 – 15:00	Period 5
15:00 – 15:50	Period 6
16:00 – 16:50	Period 7 (Y12/13) Activities
17:00 – 18:00	Prep
17:45 – 18:15	Supper
18:30	Last pick up for Senior School
21:30	Latest pick up for Sixth Form

Wednesday

08:30 – 08:40	Registration
08:40 – 09:25	Period 1
09:25 – 10:10	Period 2
10:10 – 11:00	Period X
11:00 – 11:20	Break
11:20 – 12:10	Period 3
12:10 – 13:00	Period 4*
12:50 – 13:50	Lunch (Y7)
12:55 – 13:50	Lunch (Y8)
13:00 – 13:50	Lunch (all other years)
13:50 – 14:00	Registration
14:00 – 14:50	Period 5 (Y12/13 Games)
14:50 – 16:00	Period 6 (Y12 – Y13 Games) (Y7 – Y11 PASS)
16:10 – 17:00	Period 7 Activities (Y12/13 overspill)
17:00 – 18:00	Prep
17:45 – 18:15	Supper
18:30	Last pick up for Senior School
21:30	Latest pick up for Sixth Form

- 'PASS' (Programme of Activities for Sidcot School); a very special co-curricular initiative based on key values of integrity, stewardship, self-reflection, adventure and community. Every Senior School year group will be involved in a unique and tailored range of activities on Wednesday afternoons throughout the year.

- * Y7 & Y8 go to lunch slightly earlier.
- PSHE = Personal, Social, Health and Economic lesson

SCHOOL ROUTINE

Thursday

08:30 – 08:40	Registration
08:40 – 09:30	Period 1
09:30 – 10:20	Period 2
10:20 – 10:55	Flex time
10:55 – 11:20	Break
11:20 – 12:10	Period 3
12:10 – 13:00	Period 4*
12:50 – 13:55	Lunch (Y7)
12:55 – 13:55	Lunch (Y8)
13:00 – 13:55	Lunch (all other years)
13:55 – 14:10	Registration
14:10 – 15:00	Period 5
15:00 – 15:50	Period 6
16:00 – 16:50	Period 7 (Y12/13 overspill) Activities
17:00 – 18:00	Prep
17:45 – 18:15	Supper
18:30	Last pick up for Senior School
21:30	Latest pick up for Sixth Form

Friday

08:30 – 08:40	Registration
08:40 – 09:30	Period 1
09:30 – 10:20	Period 2
10:20 – 10:55	Meeting for Worship
10:55 – 11:20	Break
11:20 – 12:10	Period 3
12:10 – 13:00	Period 4*
12:50 – 13:55	Lunch (Y7)
12:55 – 13:55	Lunch (Y8)
13:00 – 13:55	Lunch (all other years)
13:55 – 14:10	Registration
14:10 – 15:00	Period 5
15:00 – 15:50	Period 6
16:00 – 16:50	Activities
17:00 – 18:00	Prep
17:45 – 18:15	Supper
18:30	Last pick up for Senior School
21:30	Latest pick up for Sixth Form

- Flex time encourages students to take responsibility for their studies and allows them to organise activities that suit their learning style. It's an opportunity for teachers and students to hold meetings together for a variety of purposes. These meetings may be based around tutor groups, Year groups, Houses or taught subjects.
- Meeting for Worship: The School community gathers in the Quaker Meeting House and sits in stillness to listen and reflect.

SCHOOL ROUTINE

First day of term drop off and pick up times

The first day of term is Wednesday 4 September. Please arrive at the Quaker Meeting House (next to the School Health Centre by the main School car park) at 08:20 where the Headmaster, Senior School staff and Heads of Years will be waiting to meet you. After a short welcome address, parents are invited to stay for tea and coffee afterwards in the Meeting House foyer.

Note: Arrangements for Year 7 students are different. They should go straight to their tutor rooms by 08:30 on Wednesday 4 September. This follows their induction day on Tuesday 3 September when they will have been allocated to tutor groups.

On the first day, all other students will be given their timetable and assigned to their tutor group. Your child's tutor should be your first point of contact should you have any concerns.

Every day drop off and pick up times

Students should be delivered to the top car park by the Science block (which is signposted as the 'drop off point') no later than 08:30 each morning. Students advise their tutor at registration each day what their plans are for that afternoon. Lessons finish at 15:50 (16:00 on Wednesday) so students can be picked up then from the top playground. The Sixth Form pick up time varies depending on whether they have Period 7.

Day students are welcome to stay for activities, prep and supper every evening if they wish at no extra cost (some activities require additional payment). The latest pick up time is 18:30, except for Years 12 and 13 who are able to stay until 21:30.

Activities take place from 16:00 to 16:50, prep is at 17:00 and the evening meal is staggered – Year 7, 12 and 13 eat at 17:45 and Years 8 to 11 at 18:00.

Note: In the first couple of weeks we advise parents to collect younger students at the end of lessons to ensure they don't get over-tired as they adjust to life in the Senior School.

If your child is going to be late, or absent, please email reception@sidcot.org.uk or telephone Reception (01934 843102) who will forward the information on to tutors and the Year Head. If your child misses registration, or is leaving early, they must go to Reception to sign in or out.

After School Activities

Day students are welcome to stay at school to take part in activities from 16:00 to 16:50.

Students will be able to choose new activities the week commencing Monday 10 September. Many are free but some are subject to an additional fee. The schedule is available on the website: www.sidcot.org.uk/senior/beyond-classroom/activities or on request from the Admissions team.

Prep / Homework

Students can complete homework at school during 'prep' sessions or at home. Arrangements for prep sessions from 17:00 to 18:00 will be in place from the start of term and students are welcome to stay at school to take part in the supervised session. Students will receive a copy of their homework timetable at the start of term. Parents can access details about homework via the school intranet.

PASS (Programme of Activities at Sidcot School)

PASS is a very special co-curricular initiative based on integrity, stewardship, self-reflection, adventure and community. Each year group is involved in a unique and tailored range of activities every Wednesday afternoon throughout the year. Third Form students look at 'integrity' through activities that will focus on team building, friendship, protective behaviours and aspirations.

They will spend a lot of time outside – creating, building, adapting and working together. We want to carefully manage the transition into 'big school' and get them to understand and live our values through play and exploration.

Flex Time

Flex time is an opportunity for teachers and students to hold meetings together for a variety of purposes. These meetings may be based around tutor groups, year groups, Houses or taught subjects.

Flex time encourages students to take responsibility for their studies and allows them to organise opportunities that suit their learning style.

SCHOOL COMMUNICATIONS

How we communicate with parents

We make every effort to keep parents up to date with useful dates and information as well as news of what is happening at school. Below is a summary of the different elements and how to access them. It is very important that parents provide us with their email address. The email address we have for parents is the one given during the enrolment process. If you're unsure what email address we hold for you, please call Reception on 01934 843102 and ask for the SIMS Administrator or email parentportal@sidcot.org.uk.

Annual Consent

During the first three weeks of term, parents will be required to fill in our online 'annual consent' form. This is of vital importance and students will not be permitted to attend trips until it is received.

Photo ID Cards

All students have a photo ID card which must be carried at all times. The School is a secure site and the card allows access to different parts of the School which has keypads at all entry points. Students must email a photo of themselves prior to arrival in September to admissions@sidcot.org.uk.

Lost cards can be replaced, at a cost of £5, Your child can arrange this through their tutor.

On the first day of term, tutors will issue students with a four-digit code to enable access to the different faculty buildings until an ID card is created.

Mobile Phones

We have clear rules around the use of mobile phones and headphones in school. During lessons, prep, assemblies, tutor periods and in the Refectory at meal times, mobile phones must not be used. Teachers will sometimes allow the use of electronic devices in classrooms where it is appropriate for curriculum enhancement. If a student is found using a mobile phone when they are not allowed to, it will be confiscated for the rest of the day.

Connectivity and Safeguarding in School

The School provides very comprehensive Wi-Fi coverage across the campus. This Wi-Fi access is both filtered and monitored so the students should not be able to access inappropriate websites.

In addition, through monitoring, the School is quickly aware of students searching for unsuitable websites / subject matter and the pastoral team will be swift to take appropriate action. This filtering and monitoring can only be facilitated if the students access the World Wide Web through the school WiFi system.

You may have provided your child with a phone, tablet or other device which can connect to the internet without going through the school system.

Parents need to be aware that access through 3G and 4G cannot be monitored by the School. If you provide your son/daughter with a device that has a data connection through a contract, then they will have access to all sites and the School will be unable to monitor or moderate the use. For this reason, we strongly advise parents not to give their son/daughter a device with a data enabled contract when they come to school.

If you feel that your son/daughter must have access to a data enabled device; we strongly recommend that you install software which will allow you to monitor the use of your son/daughter's device(s). Below are a few websites, with helpful advice on how this can be achieved. Please note these are not school approved solutions, but they should give you a starting point to enable you to do your own research and find the right solution.

www.tomsguide.com/us/best-parental-control-apps,review-2258.html

www.mobilefence.com

uk.norton.com/norton-family-premier

SCHOOL COMMUNICATIONS

How can you help educate your son/daughter about Staying Safe Online?

Below are some web-based resources to help you and your son/daughter understand the potential dangers, which can be encountered online.

NSPCC

This is an excellent website, which provides support to keep your child(ren) safe online.

www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety.

Childnet

Another really good website, which has many resources to help you know about the online dangers and how to educate your child(ren).

www.childnet.com/resources/know-it-all-for-parents.

Think You Know

This is an excellent website run by the UK Government. It contains a wealth of resources including helpful guides and other useful information. It also has links to help you report inappropriate material on the web to the UK authorities. However, if you have an issue which is school based, please contact our safeguarding team in the first instance. www.thinkuknow.co.uk/parents

Reports

The effort and achievement of each student is closely monitored through the year and we have developed a system whereby parents receive regular reports via email as well as the opportunity to come to a parents' evening.

Parent Evening and Booking System

The School has an easy to use online parent appointment booking system. This allows parents to choose their own appointment times with teachers. As the date of the parent evening approaches, parents will be emailed with details about how to log on to this system.

School Events

Throughout the school year, parents will be invited to a variety of events such as the Boundary Walk, a hog roast, a fireworks display, skittles evenings, the Garden Party and others. Dates for your diary at the start of term are as follows;

Friday 7 September 2018

- 15:00 Whole School Boundary Walk – meet at Tom's Field, at the top of Newcombe Lane.
- 17:30 – 18:30 Drinks for new parents (adult only event), Old Library.
- 18:30 – 21:00 Junior School and Senior School staff and parents' Hog Roast (adult only event) – Junior School Amphitheatre.

Parent Teacher Association

The SCPTA (Sidcot Community Parent Teacher Association) hold monthly meetings and help to organise a variety of social events during the school year. The School PTA would be delighted to hear from parents who would like to get involved. Please email pta@sidcot.org.uk to find out more.

Sickness/Absence

Please contact Julie or Lisa on Reception (01934 843102) if your child is unable to come in to school and they will notify the relevant teaching staff.

Holiday absence requests

Holidays during term time are discouraged, especially for students in public examination years. All requests for term time holidays should be made in writing to the Headmaster well in advance.

SCHOOL ROUTINE / SCHOOL LIFE

Transport

We currently run ten minibus routes, with multiple stops, from all around the area. These routes are reviewed regularly to ensure we are providing the best routes and stops for our parents.

If you would like school transport please get in touch (schoolbus@sidcot.org.uk) and we will work with you to find the best possible solution for you and your child.

Full details of our bus routes are available on our website, www.sidcot.org.uk/admissions/school-buses. It is vital that you check there are places available on your desired school bus route. You can enquire by emailing schoolbus@sidcot.org.uk.

Year Group Names

<u>Sidcot:</u>	<u>National Curriculum:</u>
Reception	Reception
J1 to J6	Year 1 to Year 6
Third Form (3)	Year 7
Lower Fourth (L4)	Year 8
Upper Fourth (U4)	Year 9

<u>Sidcot:</u>	<u>National Curriculum:</u>
Lower Fifth (L5)	Year 10
Upper Fifth (U5)	Year 11
Lower Sixth (L6)	Year 12
Upper Sixth (U6)	Year 13

The Blue Book

At the beginning of the Autumn Term, students will be given 'The Blue Book' which clearly outlines rules and guidelines for behaviour at school.

It is important that students carefully read this booklet, so they are clear about expectations at Sidcot which will help them settle in smoothly.

Lunch and break

Break time is 10:55 to 11:20 every day (Wednesday 11:00 to 11:20) with drinks and a snack provided in the Refectory. Lunch times are staggered by year group. The Refectory opens at 12:30 and closes at 13:45. The cost of lunch and break are included in the school fees. Food is cooked on site and there is a variety of choices from hot meals to salads, soup and sandwiches with dietary options being available. Sidcot is committed to using produce that is organic, fairtrade and locally sourced wherever possible. If your child has any dietary requirements, please make sure you inform their tutor.

The Hub

The Hub is a coffee shop on the school campus. The opening hours Monday to Friday are 08:30 to 12:00 and 13:30 to 17:15. The Hub is also open some evenings and you will be told the opening times each term. Your ID card can be topped up via Firefly. All transactions in the Hub need to be made through our ID cards using Wisepay or through contactless debit or credit cards. Details of how to top up an ID card can be found on the Parent Section in Firefly, under the Parent Handbook. This is an effective, safe and easy way of providing you with credit to be used at the Hub when it is open during the day.

Assemblies and Meeting for Worship

Students meet every Friday morning during term time for a Quaker Meeting. This is a time when all staff and students of whatever faith or none, share a period of quiet reflection, a rare opportunity in today's world. On a Monday all students gather for an assembly at 10:20.

The House System

All students and staff at Sidcot are assigned to a House when they join our school community. The House system helps students to build friendships across the year groups and provides a focus for school events and activities throughout the year. These include House sports, Sidcot's Got Talent, teambuilding trips and activities, Inter-house Music competitions, charity fundraising and much more!

There are four Houses:

North House (yellow)
East House (blue)
South House (green)
West House (red)

Each House has two House Captains from Lower Sixth and two Junior Captains in J6. There are also two Vice Captains from Upper Fifth and House reps from Third Form to Lower Fifth, so plenty of opportunity to get involved. Students will be assigned to a House within the first few days of their arrival. Siblings are in the same Houses. Students will be sent a welcome note from their Head of House and a lanyard in their House colour.

SCHOOL LIFE

House Points

The system operates in all years and is designed to encourage pupils' effort, to give some immediate reward and to give Form Tutors an opportunity to monitor progress. House points can be awarded for:

- Excellent effort.
- Academic achievement.
- Club/activity (commitment, effort etc.).

House points are displayed in a visual way with the use of tokens. When students are awarded House points, they can place their token in their House box, located in the Library.

Flexi Boarding and Weekly Boarding

Recognising the changing needs of families, our approach to boarding is flexible. As well as full boarding, options for both weekly and flexi boarding may be available.

Whilst the majority of our boarders are full time, we are happy to discuss other options to meet particular needs.

The cost of flexi boarding is £42 per night and is subject to availability. Weekly boarding is now available at a very affordable price. Parents are asked to commit to half a term at a time and places are subject to availability.

Please contact our Admissions office if you are interested in exploring this option further: admissions@sidcot.org.uk.

Health Centre

The Health Centre is open Monday to Friday from 08:00 until 20:00. If your child feels unwell during the school day, they will be able to see a nurse at the Health Centre. School nurses can be contacted via phone or email: 01934 845263 / health@sidcot.org.uk.

Lost Property

Lost Property can be accessed daily through the Sports Centre office. To avoid losing items of clothing, footwear etc., please ensure it is clearly labelled. All items will be placed in Lost Property and will be available for collection from the Sports Centre office during term time. All un-named items will be kept for one term only. If you have any queries regarding Lost Property please email the Uniform Assistant: uniform@sidcot.org.uk.

Lockers

Students will be allocated a locker to store books and kit and will need a padlock for it – a 'key' type or combination. Please send a spare, labelled key to be kept in school by the tutor or inform your child's tutor of the combination numbers.

Library

The Senior School Library (Trevelyan Library) is open throughout the school day and Saturday mornings when the Librarians are available to advise students. The Library is also open in the evenings and other times during the weekend when boarding staff are on duty.

There is a good stock of books for leisure and reading to support the school curriculum as well as magazines and journals. Newspapers are available from the Hub. Students can recommend books which the Librarian will add to the Library collection. The Library catalogue (eclipse.net) is available through every student's user area and on Firefly (the School Intranet) and can be accessed via students' mobile devices. The number of items a student can borrow at a time varies according to year group.

Books should be issued through the Library desk by a Librarian or staff on duty. Resources can be kept for three weeks and renewed if needed for a longer period.

All resources should be returned to the Librarian at the Library desk. Students will be sent reminders of overdue items and will be charged for lost and non-returned stock.

Online resources are also available via the Library's Firefly pages, including Britannica Online.

SCHOOL LIFE

The Librarians are happy to advise students on research, locating or acquiring resources, concerns on plagiarism linked to academic referencing, essay structure or reading for relaxation.

Literary events are a feature of the Library with author visits, an annual book fair, national writing competitions and awards as well as after school activities such as reading groups.

The area above the Library is the Sixth Form study area. Students in Years 7 to 11 are not allowed to go up or through this area.

Sixth Form students moving through the Library to reach lockers and classrooms upstairs should remember that the Library and Sixth Form study area are quiet working areas. Students disturbing the working environment will be asked to leave. The Library is a communal space – valuables and study files should not be left unattended.

The Library team run a stationery shop for students for those occasions when they inevitably run out or lose pens, pencils, files and refill pads, calculators and other maths equipment. Stationery prices are very competitive and items are sold at a fraction above cost price. Students are able to add the cost of stationery items to their school bill. If you want to order any items at the beginning of term or would prefer your son or daughter not to add stationery to the school bill please contact the Librarian, Andrea Grist: andrea.grist@sidcot.org.uk.

Uniform and Fitting Service

Details of items your child will require are available on our website www.sidcot.org.uk/uniform. Downloadable booklets have been produced to give parents and students all the information about Sidcot's uniform, dress code and possessions in school. If you have any queries, please email uniform@sidcot.org.uk. All items of uniform and property must be clearly marked with your child's name.

All Sidcot School uniform can be bought online via our website at www.sidcot.org.uk/uniform. Alternatively, you can purchase uniform through our uniform stockist Deane & Sons of Cheddar.

Deane & Sons
Bath Street
Cheddar
Somerset
BS27 3AA

Telephone: 01934 742530

Email: info@deanesofcheddar.co.uk

Open: 09:00 to 17:00 Monday to Friday
09:00 to 16:00 Saturday

Deane's close at lunch time: 13:00 to 14:00.

Once term starts, there is a uniform fitting service available every Wednesday morning from 09:00 to 12:30 on site in the Senior School (with extended opening hours at the beginning of the school year). Ask at Reception for directions.

Specialist Tuition

Sidcot School offers specialist tuition in a wide range of subjects and activities including Music, Drama, Sports and Fencing. Learning Support is available for those with a desire for booster lessons or with specific learning needs. If you would like or need specialist tuition please email the relevant Department Head to organise and book the lessons for the following term.

Additional charges for individual and group lessons

All additional lessons will be charged in arrears at the end of each term. The hourly rate for all individual lessons is £37. The hourly rate for group lessons is £20.

For music lessons, charges are payable in arrears. Lessons missed through school trips will, wherever possible, be rescheduled. However, lessons that are missed without notification to the relevant member of staff or due to pupil sickness will not be rescheduled. A four-week notice of cessation is required in writing to the Director of Music: paul.woolley@sidcot.org.uk.

Recycling

It is important to recycle as much waste as possible and you will find there are recycling bins in your Houses and also around the school. Please recycle paper, plastic and aluminum cans.

TERM DATES

Autumn Term 2019

Boarders return	Tuesday 3 September
Term begins	Wednesday 4 September
Half term begins	Friday 18 October
Boarders return	Sunday 3 November
Term resumes	Monday 4 November
Term ends	Thursday 12 December

Spring Term 2020

Boarders return	Monday 6 January
Term begins	Tuesday 7 January
Half term begins	Friday 14 February
Boarders return	Sunday 23 February
Term resumes	Monday 24 February
Term ends	Friday 3 April

Summer Term 2020

Boarders return	Monday 20 April
Term begins	Tuesday 21 April
Half term begins	Friday 22 May
Boarders return	Sunday 31 May
Term resumes	Monday 1 June
Term ends	Thursday 2 July



Sidcot

Live Adventurously

- 1 Senior School
- 2 Junior School
- 3 Sports Centre
- 4 Equestrian Centre
- 5 Arts Centre
- 6 Trevelyan Library
- 7 Teaching Block
- 8 Science Block
- 9 Meeting House
- 10 Health Centre
- 11 School House Girls
- 12 School House Boys
- 13 Wing House
- 14 Newcombe House
- 15 Combe House
- 16 Meadowside
- 17 Main Car Park
- 18 Junior Car Park
- 19 Senior Drop-Off & Pick Up
- 20 School Garden
- 21 James O'Connell Peace Field
- 22 Junior Sports Field

