

# Shevington High School



**Information Booklet**

**2017-2018**

## SHEVINGTON'S VISION

Together we have the highest expectations for all our students, inspiring and enabling them to become amazing and successful individuals. The Shevington Way is one of:



## SHEVINGTON STANDARDS

At Shevington High School in order to meet the school vision, 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 and dignity for all. Our attitudes, systems and rules are drawn from and support these standards. They are:-

1. We will show respect for each other at all times
2. We will show respect for School property and another person's property at all times
3. We will show respect for ourselves and others by ensuring that our actions do not put at risk the health and safety of ourselves or others
4. We will show respect for ourselves and others by ensuring a high standard of personal appearance and organisation.
5. We will show respect for ourselves and others by supporting a positive climate for learning

## 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. A member of the leadership team is on duty from 8.30am

Years 7 & 8		Years 9,10 & 11	
Registration	08.45 - 09.05	Registration	08.45 - 09.05
Period 1	09.05 - 10.05	Period 1	09.05 - 10.05
Period 2	10.05 - 11.05	Period 2	10.05 - 11.05
Break	11.05 - 11.30	Break	11.05 - 11.30
Period 3	11.30 - 12.30	Period 3	11.30 - 12.30
Early Lunch	12.30 - 13.00	Period 4	12.30 - 13.30
Period 4	13.00 - 14.00	Late Lunch	13.30 - 14.00
Period 5	14.00 - 15.00	Period 5	14.00 - 15.00

## EQUIPMENT

We want to make sure all our form teams have the best possible start in the new school Year so we have put together a list of the **minimum equipment** every pupil is expected to bring to school on the first day of term and every day after:

- School bag
- Blue/black pen and spare pen
- Pencil
- Rule
- Eraser
- Pencil sharpener
- Scientific calculator
- Pack of coloured pencils
- Reading book of pupils choice for form time

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.

In September all pupils will be given a planner. 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.

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

Learning will take place in form groups with the exception of core subjects, Maths and English, where ability groups will be structured in the first term 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

Pupils enjoy periods in the Library where English teachers will structure activities around reading development.

Pupils will participate in a Homework Programme and may choose to join our after school Homework Club.

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

## SCHOOL WEBSITE & NEWSLETTER

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 newsletter will be posted home at the end of each half term to keep you updated about what is happening at Shevington.

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 5pm 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. At our school, in Year 7, this expectation is called 'Stage 7'.

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**

A copy of the bus services will be provided. 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 £5 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 Metrofresh who provide the catering in the school canteen.

The school operates a cashless catering system using biometric recognition. **Further information including a consent form which must be signed and returned, is enclosed.**

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
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.
Shirt	White 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.
Skirt	Black Pleated Skirt	Girls may wear trousers. Skirts must be of an appropriate length.
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 Y7-11 (Blazers are compulsory)  Compulsory for Y11
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).  Gold with black bands. (Y11 Head Boy & Girl).	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.
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.		
PE kit	<table border="1"> <tr> <td><u>Boys</u> Football shirt with logo Black football shorts Black football socks</td> <td><u>Girls</u> Polo shirt with logo Black skort Black football socks Black fleece with logo (optional)</td> </tr> </table>	<u>Boys</u> Football shirt with logo Black football shorts Black football socks	<u>Girls</u> Polo shirt with logo Black skort Black football socks Black fleece with logo (optional)	
<u>Boys</u> Football shirt with logo Black football shorts Black football socks	<u>Girls</u> Polo shirt with logo Black skort Black football socks Black fleece with logo (optional)			
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.			
Hair/Make-up/Jewellery	<p>Hair and make-up should present a professional appearance suitable for school. Pupils will be advised if there is doubt.</p> <p>Extreme hairstyles or extreme use of make-up is not allowed.</p> <p>Jewellery is also NOT allowed.</p> <p><b>Long hair must be tied back</b></p>	<p>Make up should be subtle.</p> <p>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.</p> <p>Hair colour, if dyed, should be of a naturally occurring human hair colour.</p> <p>Jewellery is not allowed – this includes all earrings, piercings, rings and bracelets/bangles.</p>		

#### 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.

- **A single consent will be used, for the duration of your child's time at school. Outlined below are all uses of images that the school wishes to obtain consent for.**
- **After 2 weeks from the date of issue of this document, the school will assume that it has consent to use images of children unless we receive a signed letter withholding consent.**
- Images will be stored on the School's Information Management System.
- If the press are invited to attend a school event, we will agree in advance that they will identify themselves and respect the wishes if someone objects to having their picture taken.
- Any filming or photography involving any of our children will be handled with sensitivity. No photography will happen inside school without the consent of the Headteacher.
- Images may be used on the website unless the parents have withheld consent. Please contact school if you are withdrawing consent.
- Images will not be used for anything other than the original reason for taking the image without renewed consent from parents.
- If the school employs a photographer to take images on the school's behalf, the school will wherever possible own the rights and retain copyright when the assignment is completed. The school will not agree to photographers from outside the school retaining copyright for images taken of school children, and negatives will be returned to the school or destroyed once the images have been developed and supplied. Staff will take all reasonable steps to ensure that

images taken in schools are not subsequently used or misused in a way that would offend or upset the people in those images.

- Images taken by staff on behalf of the school should belong to the school. If the equipment and media belong to the staff member, they will understand that images taken in the course of schoolwork belong to the school.
- Before allowing photographers into school, staff will ensure their suitability to take pictures of children. Anyone invited to a school to take photographs, for sale to parents will be subject to a criminal Records Bureau check. The school does not own the pictures themselves. Any contract or agreement will be between the photographer and parents who are buying the pictures.
- The use of cameras or image recording devices of any kind is prohibited in the toilets or changing rooms in any part of the school building or facility.
- Parents and relatives are legally entitled to photograph or film concerts and events. Consent is not a legal requirement, as long as images are used for private or home use. If the slip overleaf is returned stating that parents do not wish their child to be photographed then the child will not be able to take part in any school production as school allows photographs and films of concerts and events to take place.

- ***Camera phones/Tablets must not be used in school by anyone eg: pupils, contractors, parents, visitors etc.***
- ***Mobile phones are allowed in school but must be switched off during lesson time.***

- The use of cameras or image recording devices of any kind is prohibited in the toilets or changing rooms in any part of the school building or facility.

**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.

## Autumn Term 2017

Staff Training Day: Monday 4 September 2017

Term Starts: Tuesday 5 September 2017

Half-term Holiday: Monday 23 October – Friday 27 October 2017

Term Ends: Friday 22 December 2017

## Spring Term

Staff Training Day: Monday 8 January 2018

Term Starts: Tuesday 9 January 2018

Half-term Holiday: Monday 19 February – Friday 23 February 2018

Term Ends: Wednesday 28 March 2018

## Summer Term

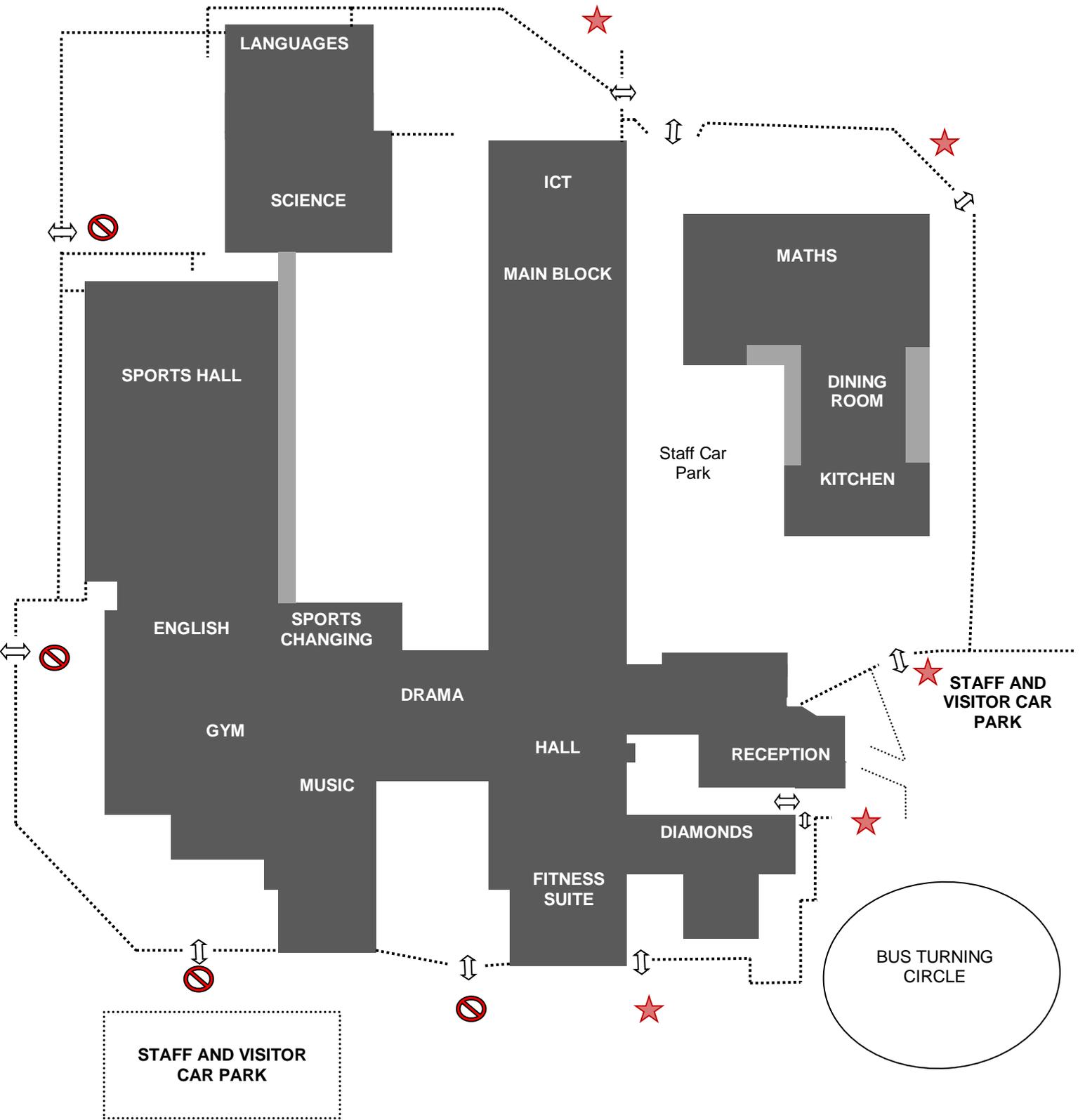
Staff Training Day: Monday 16 April 2018

Term Starts: Tuesday 17 April 2018

Half-term Holiday: Monday 28 May 2018 – Friday 1 June 2018

Term Ends: Friday 20 July 2018

**WOODS OUT OF BOUNDS**



	LOCKED GATE
	DUTY STAFF