

Codsall Community High School



New Student Induction

Parent Information Booklet 2023/24

Contents	Pages
1. Foreword from the Headteacher	3
2. Aims of the School	4
3. Home - School Partnership	5
4. Contacting the School	6
5. Times of the School Day	7
6. Term Dates 2020/21	8
7. General Information - lunch-time, water, lockers, mobile phones	9-10
8. Attendance and Student Welfare	10-11
9. Clothing and Equipment	12
10. Curriculum	15
11 Reviews and Homework	16-17
12 Discipline	18
13 Anti-Bullying, House System and Pastoral Managers	19
14 Special Educational Needs, Music Tuition, Duke of Edinburgh Award	20
15 Travel Arrangements	21
16 Meet your Tutor / Head of Year and Data Information	21-22

Foreword from the Headteacher

I am extremely pleased to welcome you to the Codsall High School Community, thank you for putting your trust in our school for your child's future education.

Codsall High School is an extraordinary, vibrant place, where students and teachers enjoy excellent relationships, work is challenging and all staff aspire for the very best future for each student, whatever that might be. I have been in post since September 2022 and am very proud of the school. The vast majority of students choose to continue their studies in our sixth form, where our reputation for having an excellent range of courses and strong outcomes is well deserved. We offer an outstanding and evolving curriculum to students in all years and combine this with outstanding care, guidance and support.

However, I believe that education is not just about the subjects we teach but also about developing students as successful citizens, able to contribute positively to society when they leave full time education. Therefore, we place a strong emphasis on personal and social education, citizenship and developing skills for life.

Outstanding education is not achieved in isolation but through partnership with students, teachers and parents. We, at Codsall Community High School, believe in working closely with all partners to ensure that the highest possible quality of teaching and learning takes place in school. We go to extraordinary lengths to make sure that students have a strong voice in running the school and use parent feedback to ensure strong engagement in school improvement.

I make no apologies that we have the highest expectations for each and every student in our care and very much look forward to working with you as parents to help each student on their journey through the school to be their best.

Mr Simon Maxfield
Headteacher

Aims of the school

Codsall Community High School aims to provide every student with the highest quality of education. We aim to work together with parents, partner schools and other agencies within the community to deliver a coherent education provision that will enable all students to reach their potential. Our ethos is built upon the following principles:

Ambition

- We believe that with the right attitude our students can achieve the most challenging of goals.
- We expect 100% effort – there is no success without hard work.
- Our learners should demonstrate determination and resilience and not give up when things get difficult.

Altruism

- We expect our young people to be selfless, kind and considerate.
- Our ethos is based on looking out for each other and taking care of each other, regardless of friendship groups.
- We are proud of our diverse school community and accept all, deriving happiness from the success of others.

Achievement

- We aspire to educate the whole person, catering for our students' academic and social needs.
- We aim to develop well qualified and well-rounded young people who understand that their goals can be achieved through hard work.

Home - School Partnership

As parents your encouragement, support and where appropriate help are very important. Therefore, as a school we need to be open and informative with our school-home communication.

You are able to track your child's behaviour, attendance, homework and achievement on **EduLink One**, our school app. Additionally, by using the app. you can see your child's time table, book parents' evening appointments and contact staff.

The EduLink One app can be downloaded from the Android Play Store or App Store, alternatively, you can access the EduLink One app via your home PC or laptop at <https://codsall.edulinkone.com/#!/login>

We will provide you with a username and password via text, our school ID is:

codsall

For IT support for the EduLink One app please email: edulink@cc-hs.com

We regard ourselves as an open school and parents/carers are encouraged to contact us over any matter of concern or clarification.

Close co-operation and collaborative working are essential elements of effective home / school working.

Contacting the school

Contact details

Headteacher	Mr S Maxfield
Address	Elliotts Lane Codsall Staffordshire WV8 1PQ
Telephone Number	01902 907560
Email	customercare@cchs.sslp.uk

Contacting the school

Codsall Community High is an open school and we are pleased to extend a warm welcome to visitors.

Parents are very welcome to contact the school at any time to discuss any matter concerning their child's education. Owing to teaching commitments it is essential to arrange, in advance, an appointment with the member of staff you wish to speak to.

By telephone	Please note the telephone number above. Please allow up to 48 hours for a member of staff to reply unless it is a safeguarding concern.
By note	Either brought in by your child or another child.
By email	Through the EduLink One app.

Your first point of contact should be your son or daughter's form tutor who is responsible for their day-to-day welfare.

The school reception is open at the following times:

Monday to Thursday	8:00 am to 4:00 pm
Friday	8:00 am to 3:30 pm

All visitors to the school are asked to report to the reception office situated through the main entrance of the school opposite the Leisure Centre.

Times of the school day

Students should be on site from 8.30 am and are required to remain on the premises during the day unless a letter is provided from a parent or carer stating that the child is allowed home for lunch. A system of bells operates in school to signal when any movement is necessary.

From 8:30 am	Students must be on site
---------------------	---------------------------------

8:40 to 8:50 am	Tutorial / assembly.
8:50 to 9:50 am	Period 1
9:50 to 10:50 am	Period 2

10:50 to 11:05 am	Break
--------------------------	--------------

11:05 to 12:05 pm	Period 3
12:05 to 1:05 pm	Period 4

1:05 to 1:55 pm	Lunch/Tutorial
------------------------	-----------------------

1:55 to 2:55 pm	Period 5
-----------------	----------

Enrichment opportunities commence at the end of the school day and at lunchtimes. A timetable for this will be distributed in September. This will be amended termly.

There is no enrichment on a Thursday evening.

Term Dates 2023/24

Autumn 2023

Inset day: Monday 4 September

Term starts: Tuesday 5 September

Holiday: Monday 30 October - Friday 3 November

Term ends: Friday 22 December

Holiday: Monday 25 December - Friday 5 January

Spring Term 2024

Term Starts: Monday 8 January

Holiday: Monday 12 February – Friday 16 February

Term Ends: Friday 22 March

Holiday: Monday 25 March – Friday 5 April

Easter Sunday: Sunday 31 March

Summer Term 2024

Term Starts: Monday 8 April

May Day: Monday 6 May

Holiday: Monday 27 May – Friday 31 May

Term Ends: Friday 20 July

Holiday: Monday 22 July – Friday 30 August

Please note a full school calendar can be obtained from www.cc-hs.com/calendar

This gives information on examinations, school sporting activities, charity days and any occasional dates/INSET days when school is closed.

General Information

Students who come to school on a bike must lock it to the bike storage between the Leisure Centre and the school.

Lunch arrangements

Most students remain on the school premises for their lunch. Meals are served in the cafeteria system and paid for through ParentPay. Students may also bring their own sandwiches to eat in the dining room or designated eating areas. Arrangements can also be made for students with special dietary requirements.

In certain cases, free meals are available. To obtain further details about free school meal entitlement please contact Staffordshire County Council through one of the following contacts.

Free School Meals
2 Staffordshire Place
Staffordshire
ST16 2DH
Telephone number: 03001118007
www.staffordshire.gov.uk/FreeSchoolMeals

Water

Students are encouraged to drink water during the day. For this purpose, students need to bring a clear bottle to refill when required. This should be done during break or lunch time. There is a water fountain in the leisure centre and in the dining room which are normally accessible. Water can be drunk in all lessons apart from science.

Lockers

Lockers are available for hire in school. A locker agreement form can be obtained from Student Services. A £5 refundable deposit secures the key for the locker. The deposit will be refunded at the end of the year when the key is returned. The locker agreement form and key deposit must be handed in to the school finance office.

Mobile Phones

Mobile phones are not allowed to be used on site. If seen or heard being used they are confiscated and parents will be asked to collect them. Contact can be made with students can be made through the school office. Please see our mobile phone policy here www.cc-hs.com/policies/

Attendance and Student Welfare

Attendance

The school is committed to achieving excellent attendance and will actively set out to minimise unauthorised absence. The *minimum* attendance required by the government is 95% in each academic year. Falling below this can jeopardise your child's chances of achieving their full potential. The school works closely with the company 'Visionary Individual Pathways'. We have an Education Welfare Officer who, with the school staff, monitor all attendance. If attendance drops to 93% warning letters will be sent out detailing concern about attendance. A persistent absence is when a child's attendance is 90% or below. At this point there may be a referral made to the Local Authority which could result in a Fixed Term Penalty Notice. Your child's attendance can be tracked through the EduLink One app.

Lateness

Students are expected to arrive at school at least 10 minutes before school begins. All students must therefore be on site by 8.30am. Good time-keeping in this stage of a young person's life gives a good foundation for the future.

Persistent lateness will be drawn to the attention of students and parents through letters and text messages home. If a student is late to school without a genuine reason, then he/she will be placed in detention at lunchtime.

Student Welfare

The Education Welfare Officer monitors attendance, visits homes, and takes action where attendance gives cause for concern. Attendance interviews will be held in school with students who are habitually late for school or whose attendance falls below 92%.

Any vaccinations offered by the NHS are arranged and facilitated in school. No student is immunised or vaccinated without the prior written consent of parents.

Illness

If your child feels ill during the course of the day, they should tell their subject teacher. If it is considered necessary, they will then be sent to Student Services where a trained first aider will assess the situation. If appropriate, school will then contact home to arrange for your child to return home or to a place of care and safety. Your child must not phone home, all communication must go through the school.

To enable us to do this and when emergencies arise, we would ask all parents to **complete the data collection form** giving details of where they can be contacted quickly during school hours. You will also be asked to give details of medical information which you feel the school should know.

Student Services will keep any **medicines** that students need to take during the school day and supervise the administration of prescribed doses. Parents/carers are asked to put all requests in writing. This must go firstly to the form tutor who will liaise with Student Services. At no time will any medication be administered to any student without written consent with parents.

If your child is too unwell to attend school, it is in the interest of parents/carers to inform school immediately. This can be done by a telephone message to Student Services. The dedicated phone number is 01902 907565 or email attendance@cchs.sslp.uk . If the absence is owing to a medical appointment, a copy of the appointment card and or an appointment letter is required. You can also contact the school through the EduLink One app.

Should a child have a personal reason for leaving school during the day, for example, a dental or medical appointment, an appointment card or a note from a parent/carer should be shown to their Form Tutor in advance and taken to Student Services. **These appointments should not take the whole day.** The student should be in school during the morning or the afternoon.

All students must sign in and out on the register located at Student Services. This is important to fulfil Health and Safety regulations.

Parental/Carer responsibility/Term time holidays

Parents/carers have a duty to secure education for their children by sending their children to school regularly. The importance of regular attendance cannot be over stressed as it ensures effective schooling is continually maintained.

The Government has instructed headteachers that they should not authorise term time holidays. All leave of absence requests must be put in writing to the Headteacher for consideration. Leave of absence forms to complete can be downloaded from our school website www.cc-hs.com/policies/ - titled '*Pupil Request for Leave of Absence Form*'. It is only in exceptional circumstances that this will be authorised. Holidays do not count as exceptional circumstances. A leave of absence can never be sanctioned when there are controlled assessments, organised revision or examinations. It is not possible to reorganise external examinations for any reason.

Clothing and Equipment

Details of school clothing and equipment are provided below. We would ask for parents' support in maintaining a good standard of appearance as this is very important in developing the student's pride in his/her appearance in and around the school, as well as a sense of responsibility and respect for their property and that of others.

Standard equipment for all students is:

- pen
- pencil
- ruler
- rubber
- pencil sharpener
- scientific calculator, protractor and compasses

A bag or rucksack is essential for carrying books and equipment.

All clothing and personal belongings must be clearly marked with the student's name. Lost property may then be easily identified. Enquiries about lost property can be made at Student Services.

School Clothing

It is accepted that by choosing to send your child to Codsall Community High School you understand and accept our uniform code

<https://www.cc-hs.com/uniform/>

School clothing is smart, practical and suitable for a working environment.

Any student improperly dressed for school may be sent home to change into the correct school uniform, asked to work in our Refocus area or the parent/carer called in to supply the appropriate uniform.

All items of school uniform are compulsory.

If your child qualifies for Pupil Premium funding you may be eligible for a clothing grant. If you require financial assistance, please write in to our Business Manager, Mr Everson.

The school will not allow any of the following to be worn at any time including to and from school or at break time:

- casual tops
- trainers
- boots
- hoodies
- coloured or patterned shirts
- denim items including jeans,
- leggings
- jodhpurs
- jeggings

All students must wear black, polishable shoes, no logos or branding permitted. Heeled shoes of no more than a one-inch rise are permitted.

Trainer shoes or any form of trainers are not permitted for school.

Students may be sent home to change or isolated away from lessons if not in the above school uniform.

PE 100% Participation Policy

Students are required to bring their PE kit to every PE lesson.

Students who are ill or injured should still bring their kit and also a note from a parent/carer stating their limitations. Your teacher will modify the lesson to make sure they are still able to access learning in some way, examples include refereeing, coaching or leading part of the lesson. If the student is limited in their ability to take part during a PE lesson, they are still required to get changed into their PE kit to avoid getting their school uniform wet/dirty.

Students who do not have correct PE kit are required to borrow kit which is of a satisfactory hygienic standard.

Refusal to borrow kit equates to refusal to access the learning that is taking place and delays the start to the lesson. Should this occur the member of staff will follow the whole school behaviour policy.

- All students must wear shin pads for football and are advised to have a gum shield for rugby and hockey.
- Long hair should be tied back and all jewellery removed for PE lessons.
- Nails must not be longer than the ends of a finger, as this becomes a health and safety issue.

Items of school uniform and PE kit can be purchased from the following local stockists:

Lads and Lasses

50A Warstones Road
Penn
Wolverhampton WV4 4LP
Tel: 01902334650
email: ladsandlassessales@live.com
<https://www.ladsandlassesschoolwear.co.uk/>

Crested Schoolwear

Units 26/27 Wulfrun Shopping Centre
Wolverhampton
WV1 3HG
Tel: 01902 593030
<https://www.crestedschoolwear.co.uk/>

Perton FREE Uniform Exchange on Facebook

The Perton Uniform Exchange group is a community swap group for parents who may be struggling to buy uniform. Parents don't charge each other for items.

<https://en-gb.facebook.com/groups/374633619888467/>

Jewellery and Hair Colour

- Make-up if worn should be discreet and unobtrusive.
- Jewellery should not be worn, as this poses Health and Safety hazards around the school.
- Students with pierced ears will only be permitted to wear one small pair of studs.
- We do not allow jewellery for piercing to other parts of the body, such as nose, eyebrows or tongue.
- Hair colour must be within the **natural range of colours**.
- **Students who break these rules will be placed in Refocus.**

Curriculum

Students at Codsall Community High School begin their GCSEs in Year 9, including their option courses, which they choose before they join in Year 8. Starting courses early means students experience more challenging work, have more time for creative learning, can explore topics in depth and spend more time studying the subjects they enjoy.

The Deputy Head (Curriculum) Mr Robinson will contact you regarding options.

Reviews

Students sit milestone tests in each subject once per term and the results of these are presented in termly reviews together with summary information about attainment, effort, conduct and overall attendance.

In addition, students also receive an 'interim' review that gives summary information about conduct and attendance; this is sent on alternate half-terms.

Homework

Purpose of homework

We feel that homework has the following purposes:

- to encourage a positive attitude to learning;
- to improve attainment;
- to stimulate intellectual curiosity and encourage independent learning;
- to consolidate skills and knowledge;
- to reinforce and extend classwork.

Students

Students are expected to make a regular commitment to homework and are encouraged to manage their own time with the assistance EduLink.

Homework should be completed by the deadlines given. The time spent on homework will increase from Years 9 to 11 as will the variety and expectation of independent working. The times listed below are what is expected in Year 9, although this will increase at certain times such as examinations and coursework deadlines.

English	40 minutes per week
Mathematics	40 minutes per week
Science	40 minutes per week
Accelerated Option	40 minutes per week
Options x 3	30 minutes per week each
Reading	15 minutes per day
Total	5 hours 25 minutes per week

Parents / Carers

Parents/carers have a vital role to play in ensuring the successful education of their children. You can support your child and the school in the following ways:

- check that your child has a quiet place in which to work
- ensure that there is a regular routine for the completion of homework, encourage the use of the school and local libraries
- check their homework diary on a regular basis
- contact school if there are any problems

If students fail to complete homework on time or to the correct standard parents will be informed by text message. Where students do not complete homework tasks this will trigger a school detention.

Conduct

In order to maintain an orderly community where students can develop both academically and socially, a code of good behaviour is expected and encouraged. It follows that students are expected to conduct themselves in a way which shows courtesy, consideration and respect for others at all times. As a school we promote the values of **ambition, altruism and achievement**.

Self-discipline is extremely important and encourages students to become independent learners. All instructions issued to students must be followed with the minimum of fuss and it should be appreciated that any rules that exist are there for a purpose. We expect students to make good choices.

Good choices are rewarded with Achievement points. Students can earn an Achievement point in each lesson, for outstanding pieces of homework, for taking part in enrichment activities, for representing the school, and for engaging in behaviour which reflects our core values of **ambition, altruism and achievement**.

We are sure parents/carers will be supportive when action is taken to remind students of their responsibilities. When dealing with cases of indiscipline, members of staff will use solution focussed language and solution focussed strategies to encourage a good working atmosphere.

There is a comprehensive behaviour policy, The Codsall Way, on the school website www.cc-hs.com/policies/. If a student's behaviour is cause for concern, then there is a school report system in place. This will start with the form tutor and if necessary, progress to Head of Year. Serious behavioural concerns will be discussed with parents and a Pastoral Support Programme will be organised. Further behavioural issues will be dealt with by the Senior Leadership Team.

If a student is removed from a lesson owing to disruption, then that student will be placed in Refocus. Details of behaviour incidents will be available to parents and carers on EduLink. Whole school detentions are set for poor conduct.

There may be times when parents/carers are invited into school to discuss with staff and share decisions about dealing with a student's conduct and attitude. In extreme circumstances students can be suspended from school by the Headteacher, to provide a "cooling off period" and to give us the opportunity to talk with parents/carers.

However, please be assured that every strategy will be employed to keep a student in school whenever and wherever possible.

Anti-Bullying

Codsall Community High School is committed to providing a caring, friendly and safe environment where all students can learn confidently in a relaxed and secure atmosphere. The school's anti-bullying policy (an appendix to the behaviour policy) was developed to minimise the effects of bullying behaviour. The policy and procedures are reviewed regularly and can be viewed in full on the school website. Guidelines and practice are clearly set out in relation to the action that students, teachers and parents should take to forge an effective partnership and deal with bullying behaviour. All school policies can be found on our website www.cc-hs.com/policies/

It is everyone's responsibility to make Codsall Community High School a happy, caring, safe and confident school.

The House System

All students will be allocated into one of four houses. The colours of the houses are red, blue, yellow and green. House allegiance will continue from the Federated Middle Schools. The aim of the house system is to encourage a variety of competitions across the houses and years. The 4 Houses are **Challenger**, **Discovery**, **Endeavour** and **Enterprise**. Please see our website for more information on the House System www.cc-hs.com/house-leaders/

Inclusion and Mentoring Officers

To support students throughout the day there are three non-teaching Inclusion and Mentoring Officers who contribute to the effective management of the school. There is an Inclusion and Mentoring Officer assigned to each year group. The Inclusion and Mentoring Officers are on hand throughout the day to provide support to students, deal with incidents if they occur and to provide an important liaison between parents and the school.

Learning Mentors

Learning mentors are non-teaching members of staff who support students who need help with any social and emotional aspects of learning, as well as discussing academic progress.

Additional Support

One morning per week there is a trained counsellor on site. We use expertise from Base 25 to provide a confidential counselling service. As a parent/carers you can contact the school to request the use of this service. If a place is not immediately available, then your child will be placed onto a waiting list. We also offer support with bereavement and anger management.

Special Educational Needs

We pride ourselves on being a fully inclusive school. Any student identified as having a special educational need or disability is supported to ensure maximum progress and success.

Support is provided in class by Teaching Assistants and or Higher-Level Teaching Assistants and through group or individual intervention sessions. Support is also offered from outside agencies where appropriate, to encourage a personalised educational approach that meets the needs of the learner.

Regular reviews are held with parents/carers, the Special Educational Needs Coordinator (SENCo) who can be contacted at senco@cchs.sslp.uk mentors and the student. Individualised support strategies are agreed with students and parents/carers and shared via a 'student profile' with teaching staff. This ensures the best quality teaching to meet the needs of all young people.

Music Tuition

If you require music tuition for your child please contact Mr Wilson, Head of Music on the following email cwl@sslp.uk to discuss the options available.

Duke of Edinburgh Award

The school offers the bronze Duke of Edinburgh award scheme to Year 9 students. Places are limited. Further information will be provided during the Autumn term.

Travel Arrangements

Most students walk to school, catch a bus or a coach. Your child may be eligible for a bus pass if he/she lives three miles or more away from the school and Codsall Community High is the closest school to home.

Staffordshire County Council Schools Transport

To enquire if you are eligible to claim please contact Staffordshire Pupil Support via the following website www.staffordshire.gov.uk/schooltransport, or email any enquiries to transport.entitlement@staffordshire.gov.uk

Your child's bus pass will be posted home by Staffordshire Pupil Support, with a letter informing you of the times and locations of their pickup point.

Codsall Community High School Transport

For parents/carers who do not qualify for free transport to Codsall Community High School from Perton and for those who wish to use the school minibuss service, please contact Student Support at studentsupport@cchs.sslp.uk who will provide you with an application form.

Costs for the school minibuss service will be available when final numbers for the service for this academic year have been finalised.

The first payment must be returned with the application form.

Meet your Tutor and Head of Year

Miss Guest is your child's Head of Year (2023/2024).

If you have any concerns about your child at school in the first instance, please contact your child's tutor through the EduLink One app.

Miss Guest can also be contacted through EduLink One should the need arise.

Please see the school website for more information on your child's Head of Year <https://www.cc-hs.com/heads-of-year/>

