



# Bishop Luffa School

A CHURCH OF ENGLAND SCHOOL



**Welcome**  
**Year 6**  
**Parents and Carers**

# Our Vision

Our school vision is underpinned by the following aims. We will:

- ❖ Maximise aspirations and progress for all
- ❖ Encourage and develop leadership for all staff and students
- ❖ Develop Partnerships within, and beyond, the school
- ❖ Foster engagement in personal and spiritual development
- ❖ Nurture a sense of belonging to a safe school and the wider world

We express this vision through our school motto:

***Always our best because everyone matters***

Bishop Luffa School is part of the Bishop Luffa Learning Partnership. The shared aim of all schools within the partnership is for students to experience 'life in all its fullness', taken from John 10:10.

***John 10 v10: I have come that they may have life, and have it in all its fullness***

| Heads of Faculty  |                |
|-------------------|----------------|
| Arts              | Miss J Lawlor  |
| English           | Mr K Allman    |
| Humanities        | Mr J Barnett   |
| Languages         | Mrs K Christie |
| Mathematics       | Mr M Healy     |
| Science           | Mr G King      |
| Design Technology | Mr J Bonney    |
| RE                | Mrs C Duke     |

| Subject Team Leaders         |                   |
|------------------------------|-------------------|
| Art                          | Miss L Thorpe     |
| Computer Science             | Mrs H Williams    |
| Drama                        | Mrs N Furnell     |
| Food Preparation & Nutrition | Mr A Thompson     |
| Geography                    | Mrs M Wilburn     |
| Music                        | Mrs J Bowen-Melfi |
| Physical Education           | Mr T Godfray      |
| Textiles                     | Mrs M Witherow    |
| Support                      | Mrs O Basurto     |

| HOUSE     | HEAD OF HOUSE    | FORM TUTOR    |
|-----------|------------------|---------------|
| ANDREWES  | Mr R Goldsmith   | Ms K Wells    |
| BURROWS   | Mrs R Bagdoniene | Mr T Blewitt  |
| KING      | Miss K Hurry     | Mr K Allman   |
| OTTER     | Mrs J Stone      | Mrs V Wallace |
| RIDGEWAY  | Mr J Vann        | Mr T Godfray  |
| SHERBORNE | Mr T George      | Mrs J Tyler   |
| STORY     | Mrs S Charge     | Mr A Locke    |
| WILSON    | Mr A Bravo       | Mrs C Twinn   |

## COMMUNICATION BETWEEN SCHOOL AND HOME

### Reports on Students' Progress

An annual written report is sent to parents and carers in the form of a Record of Achievement (Years 7 - 10), or Action Plan (Year 11), which indicates progress towards target levels in each subject and includes a record of experiences and achievements outside the curriculum, both in and out of school. The Record of Achievement results from joint discussion between teachers and the student, who is central to the whole process and who contributes to it by expressing his or her own thoughts on the progress and achievements. Additionally, one interim grade sheet is provided (Years 7-11) and an effort and targets report (Years 7-10) during the Autumn term. All reports are provided through Arbor which also allows you to view achievements and amend some details we hold about your child such as your contact details.

Parents and Carers Consultation Evenings are arranged through [Parents' Evening system](#) and give you an opportunity to discuss your child's progress with individual teachers. These meetings are normally sufficient to keep you informed of your child's progress. If, however, you are particularly concerned about any individual subject at other times you should contact the relevant class teacher, Team Leader or Head of Faculty. If your concern is more general then your child's Form Tutor or Head of House should be contacted. It is easier for the school if your initial concern is put in a letter or email, but the telephone can save time on matters needing a quick reply.

The Head Teacher or another senior member of staff is also available for consultation, by appointment, and usually when the relevant Team Leader, Head of Faculty or Head of House has been consulted first.

### Newsletters, Calendar and Trips

Most communication between school and home is via email. Our email provision is provided through Arbor. All parents and carers are actively encouraged to register for email communication. This speeds the process of communication and avoids letters getting lost in transit. You will receive an email, to the address you have provided, inviting you to register. Should you choose not to register, hard copies of all communication will be sent home. As part of this service we also have the ability to text parents and carers should the need arise e.g. in the case of unforeseen school closure and also you have ability to pay for school trips and provide your child with lunch money online.

Newsletters are published and available on the school website at the beginning and end of each term to keep parents and carers informed of the many activities in school. The whole school calendar is also available on the school website. Parents and carers will receive a letter from the school outlining details of any trips or events which their child may wish to join.

## **PERTINENT POLICIES AND DOCUMENTS ABOUT SCHOOL**

The following documents can be found on [www.bishopluffa.org.uk](http://www.bishopluffa.org.uk) under “About Us”, then “Policies”

- Anti-Bullying Policy
- Attendance Policy, including information about holidays in term time
- Behaviour Policy
- Child Protection Policy; our Designated Safeguarding Lead is Mrs L Watson, Assistant Head, Wellbeing Strategy
- Mobile Phone Policy
- Rewards & Sanctions
- Uniform
- Worship

If you have any questions or comments about the information, please contact your child’s Form Tutor or Head of House.

### **Absence and Holidays**

We are asked by the Department for Education to remind you that, as parents and carers of registered students of compulsory school age, you are under a legal duty to send your child to school regularly, and that you risk prosecution if you fail to do so.

### **School Attendance at Bishop Luffa**

Regular and punctual attendance at school is important. It underpins high achievement and it is one of the main factors in determining your child's future and opportunities in life.

Attending school ensures that students receive a coherent education programme. It supports the development of good social relationships, ensures students are safe and their welfare is being monitored. It supports their health and well-being, builds their confidence and offers a sense of belonging as a member of a community.

At Bishop Luffa School, we aim for every student and Sixth Form student to attend at least 96% of the school year as a minimum.

Children who are absent from school regularly do less well in achieving their academic potential and have fewer career choices.

## ATTENDANCE

Good attendance means being in school at least 96% of the time (182 to 190 days)



365 days in a calendar year



**DID YOU KNOW?** A two week holiday in term time means that the highest attendance you can achieve is **94.7%**

## PUNCTUALITY

...being in school, on time, every day, ready to learn.



Very poor punctuality  
Serious impact on education  
and reduced life chances

**DID YOU KNOW?** If you are 15 minutes late each day you will have missed a full 2 weeks of school in one year?

## **What can you do to help?**

- Please actively support and encourage your child's attendance and punctuality
- As children grow up, there may be social or academic reasons why they find school difficult. Please be alert for any particular reasons for non-attendance, and be prompt to discuss these with your child's Form Tutor or Head of House
- If your child is ill or absent for any other reason, please contact the school on the first day of absence (01243 832681) You can also email us at [absence@bishopluffa.org.uk](mailto:absence@bishopluffa.org.uk)
- It is helpful to book medical appointments outside of school time as far as possible

We are keen to work together to help your child make the most of their time at Bishop Luffa.

## **Change of Contact Details**

Please inform the school via an online change request on Arbor or in writing if:

- you are about to change your address
- there is any change to emergency contact details (we will need details for at least two different people)

## **ASSESSMENT**

At KS3 all attainment/projected and target grades are reported as Bishop Luffa Steps. You can find out more about Bishop Luffa Steps [here](#).

Our school assessment system is as follows:

### **Attainment Grade**

This is used to indicate the standard of students' work during term time and is based on work completed in school and at home.

### **Projected Grade**

This is used to indicate the A Level/GCSE/Step grade the student is projected to obtain at the end of the Key Stage if they maintain current levels of effort, application and progress.

### **Effort for Learning Grade**

A four point grading scale is used to indicate students':

- Attitude to Learning
- Behaviour for Learning
- Organisation for Learning
- Homework for Learning

[Further details can be found on the School website.](#)

### **Key Stage 3 (Years 7, 8 and 9)**

Target Grades are allocated for the Key Stage and are Bishop Luffa Steps.  
Attainment Grades are also Bishop Luffa Steps.

### **Key Stage 4 (Years 10 and 11)**

Target Grades are allocated for the Key Stage and are GCSE grades.

## **PLANNERS**

A Student Planner is issued to all students in Years 7 and in it students can record the homework that has been set. It will also contain a lot of important information including a homework timetable. Please inform the Form Tutor or Head of House, at the Consultation Evenings or by email, if you think that your child is being set too much or too little homework.

## **ARBOR**

You will be able to use Arbor to keep a track of your child's behaviour, view attendance records, access their weekly timetable, view assigned homework tasks and track scheduled detentions. If you have more than one child, you can access Arbor information about your child from a single, centralised parent account. Arbor for parents and carers can be accessed through their iOS and Android apps.

You can find more information about Arbor [here](#). If you are a new parent or carer, we will write to you in September with instructions on how to set up your account. Please note that for Arbor to work correctly each parent / carer will need an individual email address.

## **HOMEWORK**

All homework is recorded on Arbor and many faculties routinely use Google Classroom or other online platforms for homework.

It is important that children get into the habit of completing homework thoroughly from Year 7. As students move up through the school the homework demands will increase. It is helpful if you can take an active interest in your child's homework. It is important that they have a quiet area in which to work. Please check each evening that homework has been completed and sign the planner at the end of each week. Subject teachers will use an online platform to set homework which can be accessed by students and monitored by parents and carers to support the completion of work.

Please contact your child's subject teacher if you are concerned over any aspect of homework in a particular subject, or your child's Head of House if there are more general homework concerns.

### **Time Allocated to Homework - Per Subject**

- Year 7 – 20 minutes per subject
- Year 8 – 30 minutes per subject
- Year 9 – 30 minutes per subject
- Year 10 – 40 minutes per subject
- Year 11 – 50 to 60 minutes per subject

## WORSHIP AND SPIRITUALITY

We hope you will soon meet our school Chaplain, Father Phillip and the Year 7 Clergy Team member, Reverend Paul Collins. They will both be supporting students and tutors in Year 7. Students will then work with the rest of the Clergy Team, as each year group has a different Clergy Team member, as they move through the school.

Our CONNECT programme will mean each student has the daily entitlement to reflect and have the opportunity to 'Pause and Pray' during their daily tutorial times. We also have a special 'Quiet Place', designed by former students and staff.

## GENERAL INFORMATION

### Transport

Since September 2012 transport to and from school is no longer organised by the Transport Co-ordination Group at West Sussex County Council and parents and carers are expected to make their own arrangements for students' travel. You may find the following link helpful:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport>

We do urge parents and carers to try the journey to and from school by public transport at least once before the children start to travel on their own. Parents and carers can familiarise their children with the location of bus stops and alternative methods of travel home should they get stranded. In case of emergency, please ensure that your child always has sufficient cash for their journey home by public transport.

### Parents and carers driving students to school

As part of the conditions placed on the school by the County and District Councils, parents and carers are respectfully requested **not to bring students into the area at the back of the school, but to use the southern access, near the railway line.** If necessary, drop students at the turning circle by the Sports Hall. Under no circumstances should parents or carers pass this point and enter the playground.

### Cycling to School

Parents and carers of students who wish to cycle to school should agree to the terms of Cycle Parking Permit - this will be sent at the start of the school year. All students must wear a suitable cycle helmet to and from school. Cycles can be left in the cycle shed just inside the back school gate, and should be padlocked. The cycle shed is locked at 8.30am until 2.15pm.

## Telephoning the School

The school switchboard is open from 7.45am to 3.30pm every school day. However, please note that the Receptionists do not have time to pass messages from parents and carers to students or vice versa. Messages of this sort can be taken in an emergency only. Likewise, it is not possible for the Receptionists to arrange for items to be delivered to students during the school day.

Parents and carers make contact in the following situations:

- To inform the school about something to do with their child
- Would like to contact a member of staff

Absences are reported to the absence line.

All students that are leaving the site always sign out with the member of staff at the main school reception.

## Uniform

Full uniform has to be worn by all students in Years 7-11. Please see the list previously issued to all new parents and carers. The uniform list is also on the School [website](#).



In consultation with students we decided on a 'Davenport' style skirt with a knife pleat in grey, with the expectation that the band would be showing and the skirt would reach the student's knee.

Since launching the new skirt feedback suggests it has proved difficult to find alternative retailers, other than our official supplier, which sell the 'Davenport' style skirt. We have therefore decided that there is a need to change the skirt specification.

Students will now need to wear a stitched down pleated skirt, which is grey and importantly knee length, this includes the Davenport design that was originally specified.

Skirts of this specification are available at the following shops for a variety of prices. Please use the following links to see more information:

- [Game, Set and Match \(official supplier\)](#)
- [Marks and Spencer](#)
- [Next](#)
- [Asda](#)

Our intention is that our uniform is affordable for all and that the students are smartly dressed for school.

Recent fashion trends have led to a proliferation of casual black shoes with leather uppers that appear at first glance to be acceptable as school footwear. Converse and Vans trainers are a particular case in point. Indeed, we are told that many retail outlets promote these shoes as being 'school shoes'. Footwear of this type is not formal and is consequently not appropriate for our school.

Please note carefully the type of footwear which is acceptable as part of School uniform - students should not wear boots, trainers, plimsolls, deck shoes, clogs, strapless sandals or high heels with school uniform. Shoes must be black, dark grey or dark brown, and one colour only.

Please check with your child's Head of House if you are in doubt about appropriate footwear before you buy. Trousers must be charcoal grey or black; 'skinny fit' trousers are not appropriate.

**The following are examples of footwear that is inappropriate for school:**



### **Uniform Shop**

There is a second hand uniform shop at the school which is open on the second Monday of every month (2.00pm-3.30pm). Dates are usually advertised in the School Newsletter and [website](#). For further information please see the leaflet previously issued to all new parents and carers.

### **School Nurse**

We have a School Nurse who has an office in school. The School Nurse can look after any prescribed medications, in the original pharmacist's container, which have to be taken during the school day. Students should bring these to the Nurse, with an authorisation form (obtained from the school [website](#) or Reception) stating required time and dosage. Students should be discouraged from carrying medication around with them, with the exception of asthma inhalers and epipens, which must be clearly labelled with the student's name.

If your child has a long term medical condition the School Nurse can be telephoned to discuss their medical need, between 8.00am and 2.45pm each day on 01243 832737. However it is the responsibility of parents and carers to ensure relevant medical advice is sought for symptoms which present outside school time. If your child is unwell in the morning and will not cope with the school day, please keep them at home and seek relevant medical advice. First Aid provision is for emergency care during school hours only and the school cannot provide a triage service for students.

If your child is unwell and needs to go home early from school the School Nurse will telephone you to make arrangements for you to collect them.

### **The School Library**

The Library is a friendly, welcoming place, open to students at break times, lunchtimes and after school until 4.00pm Monday to Thursday and until 3.30pm on Friday. For the first half term the Library is open for Year 7s only at breaktime. Students can borrow up to two books for a two week period, and renew them as many times as they like as long as they are reading and enjoying them! There are fourteen computers which are available for research and completing homework. Students will also visit the Library with a variety of subjects throughout their time here for research using both printed and digital resources.

### **Free School Meals**

Enquiries regarding entitlement should be made direct to the Education Office at County Hall in Chichester (Telephone 01243 777100).

## **Appointments out of school**

If students have to leave school (e.g. for a dental appointment) they must sign out at Reception, and sign back in again. The receptionist will need to see an appointment card or letter from home confirming the appointment. Students who arrive late to school for any reason should also sign in at Reception.

## **Lockers**

In Year 7 all students are issued with a locker and a key which they keep until the end of Year 8. The locker is a storage place for books, PE kit, outdoor coats, packed lunches etc., but not for valuables. Students are responsible for the care and well-being of their locker and should ensure that they:

- look after their key
- check that they have it with them every day. A member of the Site Team will not always be available to open lockers for students who have forgotten their keys.

A charge of £9.30 per key will be made for replacement keys. This can be paid via Arbor using the 'Replacement Locker Key' item in the Shop. This is a standing item and only needs to be used when a replacement locker key is required.

## **Lost Property**

The school cannot be held responsible for any property lost by your child at school. Parents and carers are advised that students should only bring the minimum of cash required, should not wear expensive watches, and should not bring valuable belongings to school. Lost items may be reclaimed from the Medical Room. Articles left unclaimed may be disposed of by the school after a reasonable period has elapsed (usually one term).

Lost Student Planners can be replaced by contacting Reception; there is a cost of £6.

## **Valuables**

If large sums of money or valuables have to be brought to school they should be given into the safe keeping of the Finance Assistant via Reception.

## **Lunches**

The canteen is run by Caterlink. A variety of drinks, snacks and main meals are available every day including a pasta bar, salads, baguettes and pizza.

A daily special which includes a main meal and a pudding is available, currently priced at £3. Vegetarian options are always available. [Click here](#) for more information. Many deals are available daily as well as monthly promotions and regular events and theme days. Alternatively, students may bring a packed lunch to school.

## **Stationery**

All children need to be equipped with basic stationery – pencil case containing a pen (including a green pen), pencil, sharpener, eraser, glue stick, highlighter, whiteboard pen, geometry set. Additionally, the Art Department would like students to have the following:

- HB, 2B pencil
- Black Fine Liner/Felt tip pen
- Set of felt tip pens, such as Sharpies (optional but very useful)
- Set of Colouring Crayons (optional but very useful)

## **Calculators**

We live at a time when most people need to be confident in the use of a calculator in their daily lives. This need is reflected in the National Curriculum and in GCSE examinations. Calculators are used in many subject areas, are particularly helpful in Science, and are essential in Mathematics. The Mathematics course considers a calculator to be part of a student's standard Mathematical equipment along with the more conventional pencil, ruler, geometry set, etc. Up to GCSE a simple scientific calculator will suffice.

The Mathematics Faculty are able to supply suitable calculators at an advantageous price. All students will be given a letter detailing the arrangements during the Autumn Term. We strongly advise parents not to purchase new calculators until they receive this letter.

## **Use of the School Network**

Students have discrete Computer Science lessons in Key Stage 3 and use the facilities in all subject areas with each student having their own username and password. They have internet access and their own email account. Students have access to Google Classroom and other platforms at home and in school where there are resources and assigned work. Students, parents and carers sign an acceptable use policy when they join the school to agree to follow the rules that are designed to protect the students and the network.

## **Online Safety – Support for Parents**

The rate of technological change means that our children's world is changing rapidly – the challenges faced by parents and carers today are very different to previous generations.

The latest research shows that 48% of parents and carers believe their children know more about the Internet than they do, and 73% of children agree. It also shows that children are spending significantly longer on the internet than their parents and carers – and twice as long on social media.

Many parents and carers simply do not know where to turn for advice. Therefore, we have compiled a list of websites offering valuable information and comprehensive guides on how to ensure your child is safe online.

CEOP ([www.ceop.police.uk](http://www.ceop.police.uk)) - The Child Exploitation and Online Protection Centre (CEOP) works across the UK tackling child sex abuse and provides advice for parents, young people and students.

Childnet ([www.childnet.com](http://www.childnet.com)) - Includes a guide for parents and carers on how to keep children safe on the internet, includes advice and educational resources.

Get Safe Online ([www.getsafeonline.org](http://www.getsafeonline.org)) - An online safety resource website sponsored by the British Government and leading businesses to help individuals and many businesses protect themselves against internet problems.

Google ([www.google.co.uk/intl/en/safetycenter/families/start/](http://www.google.co.uk/intl/en/safetycenter/families/start/)) - Provides family safety advice and specific Google features designed to help you keep your family safe online.

UK Safer Internet Centre ([www.saferinternet.org.uk](http://www.saferinternet.org.uk)) - A network of national nodes that coordinate internet safety awareness in Europe. Comprehensive and informative, it provides a wealth of information on internet safety.

Internet Matters ([www.internetmatters.org](http://www.internetmatters.org)) - Backed by the UK Council for Child Internet Safety (UKCCIS), this site provides advice for parents and specific safety guides on using the popular social networking sites including; including INSTAGRAM, WHATSAPP and SNAPCHAT.

NSPCC ([www.nspcc.com](http://www.nspcc.com)) - Covers a section on child safety—what children do online and on social networks, the risks and dangers they can face, plus advice for parents on keeping children safe online.

Think You Know ([www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)) - A guide to internet safety and safe surfing for young people from Think U Know.

## **Mental Health, Wellbeing and Resilience**

There are several definitions of wellbeing, but most are based on health and happiness. It is important because this is what we truly want for our children. Research has proven that without emotional and physical wellbeing, students will not be able to reach their full potential.

We believe that mental health and wellbeing is the basis for a happy and successful life at school and beyond. Wellbeing plays a key role in our school ethos, and shapes our policies and procedures implicitly and explicitly. We strive to improve the wellbeing of our students and staff in everything we do, seeking to build resilience, identify and monitor concerns, and support students and families who face challenges.

By creating an environment that is both caring and challenging, encourages risk while permitting failure, and provides opportunities to step out of their comfort zone, we seek to develop resilience in our students. Alongside a varied curriculum, encouraging all our students to take part in activities outside the classroom allows them to gain experience from which we hope they learn, develop and grow as individuals.

As a parent and carer, you can help by encouraging your child to engage with all the school has to offer, inside and outside the classroom. Simply by being there for them and spending time talking with them you will be helping them develop the skills they need to overcome challenges in later life. By working together, we can support our children more effectively.

You can access further information on how to support mental health and wellbeing via the following websites.

<https://youngminds.org.uk/> A leading UK charity committed to improving children's wellbeing and mental health. Discover information, advice & support for young people affected by mental health. The site also has a section dedicated to supporting parents: <https://youngminds.org.uk/find-help/for-parents/> There is also a free parents' helpline for confidential, expert advice: 08088025544.

[www.annafreud.org](http://www.annafreud.org) The Anna Freud National Centre for Children and Families is a children's mental health charity with over 60 years' experience of caring for young minds. Their vision is a world in which children and their families are effectively supported to build on their own strengths to achieve their goals in life. [A leaflet about mental health for parents of young children.](#)