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The Purbeck School

Achieving Excellence Together

New Parent Information Booklet 2024 – 2025



Kindness, Aspiration, Perseverance



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School Information

2024 - 2025

'Achieving excellence together.'
Kindness, Aspiration, Perseverance

Dear Parent/Carer,

I am delighted to welcome you and your child to The Purbeck School community whether you are joining us for the first time, or we are welcoming you back.

The Purbeck School is an exciting and vibrant environment in which to learn in. The principles of 'kindness', 'aspiration', and 'perseverance' are at the core of everything that we do, and we encourage our students to embrace these principles so that they are able to grow into confident young adults who strive to be the best they can be.

Academically the school has gone from strength to strength. The importance of being in, and learning, in every single lesson is paramount, and an academic rigorous curriculum ensures that this is the case. Alongside this there is a commitment to ensuring that there is a caring and nurturing school community that will support your child whenever there is a need to do so.

I very much hope that your child will take up a number of the opportunities that are available as a student at the school. Whether it be taking part in one of the many sporting teams, taking an active role in STEAM club, playing a part in the school show, or joining the school band, there really is something for everyone.

This booklet is designed to provide you with the most important information for ease of reference and to acquaint you with our systems before your child comes to us in September. There is a separate consent form which includes signing up to the 'Purbeck Contract', we would appreciate you spending some time reading through this with your child, and then signing and returning before the start of the autumn term. The website is a fantastic source of information, and all this information has been placed under the Information/Transition tab.

I look forward to welcoming your child to the school and developing a partnership with you all over the next 5 years.

Best wishes,



Adam Darley
Headteacher

The Purbeck School

'Student Teaching and Learning' document

The 'Student Teaching and Learning' document sets the standards that we aim for all students at The Purbeck School to achieve – these are the fundamental expectations within lessons and around the school and will be commented on in each report.



PASTORAL SUPPORT TEAM 2024 – 2025

Pastoral Support

The Pastoral Support team are there to support your child throughout their time at The Purbeck School. If there is a need for social, emotional, or behavioural support they will always be on hand.

The House system is based around 4 Houses (Kingfisher, Kestrel, Skylark, Swift) and each House has a House Leader and a team of tutors who will be with your child for their time at the school.

Head of Swift House	Mr A Barker
Head of Kingfisher House	Mr N Hunt
Head of Kestrel House	Miss K Yarnold
Head of Skylark House	Mr J Deremaux
Head of Sixth Form	Mr S Holmes

Safeguarding is paramount at The Purbeck School.
If you have any safeguarding concerns, please contact one of the following.

Mrs R Stevens	Designated Safeguarding Lead (DSL)
Mr S Holmes	Designated Safeguarding Lead (DSL) for 6 th Assistant Headteacher and Head of Sixth Form
Mr J Mead	Deputy DSL, Pastoral Lead and Assistant Headteacher
Mrs C Smith	Deputy DSL
Mr A Darley	Deputy DSL and Headteacher
Miss D Hamilton	Senior Learning Mentor
Mrs M Coronilla	Senior Learning Mentor

Other Key Pastoral Staff members

Special Educational Needs Coordinators	Miss R Alls
Wellbeing lead	Mr Hopwood
Sixth form Manager	Mr J Waterman
Attendance Officer	Mrs K Woodward / Mrs S Youngs
Student Services	Miss A Samuel / Mr M Woodward

[For a full list of staff please see the school website](#)

Attendance

The Purbeck School is committed to ensuring that all families understand the importance of high attendance. Attendance in school is vital for academic success. It is our duty to consistently strive to achieve a goal of 100% attendance for all students. We will work hard to provide a safe and welcoming environment for your child and will monitor attendance closely.

Any drop-in attendance is proven to have a negative effect on student progress, just a 5% to 10% absence rate can equate to a grade loss in each subject. It is therefore vital that full attendance is aimed for by parent and student. This forms an important part of our parent/school agreement.

Absence for one or more days

Pupils must arrive in school before 8.40am. If your child will be absent, parents must notify the school on the first day of absence and then each day thereafter. To report your child's absence, please complete our [Pupil Absence Form](#) , found on our school website, as early as possible.

The school will contact parents on a daily basis if you fail to inform the school of an absence. The school must be notified of the reason for a child's absence in order to safeguard the child and protect their educational well-being.

The NHS provides this advice for parents on whether your child is too ill to attend school. We only authorise 3 days of illness without receiving medical evidence. If your child is still absent after this 3-day period, then their absence will be marked as unauthorised, unless you are able to provide medical evidence, such as a photograph of prescribed medication clearly showing the student's name and the date it was prescribed, or a hospital/doctors note or confirmation of a doctor's appointment etc.

If students need to leave school during the school day, for example for dental and medical appointments, they must produce an appointment card or a note from parents.

Request for leave of absence

Our [attendance policy](#) which is common to all schools in the Purbeck area says that "regulations state that Headteachers may not grant any leave of absence during school time unless there are exceptional circumstances". Holidays in term time are not classed as exceptional. You may be fined for absence due to unauthorised reasons.

[Please see the school website for the full attendance policy](#)

Academic Organisation

In most subjects, students are taught in sets according to their ability. All students follow the same curriculum pattern in Years 7, 8 and 9: those with special educational needs may be supported by a teacher, or a learning coach, teaching within a subject or by the provision of individualised learning materials and programmes of study.

Key Stage 3

In Year 7 and 8: English, Maths, Science, PE, DT on a carousel (Product Design, Textiles, Graphics and Food Technology), Performing Arts on a carousel (Art, Music, Drama) French, Spanish, History, IT, RE, PSHE.

Key Stage 4 (Years 10 & 11)

During Year 9, students make the choice of subjects for Years 10 and 11. Our courses at this Key Stage are under continuous review and full details are available in a booklet published each year. Choices are made in conjunction with parents at an evening held early in the Spring Term. Please contact us if you would like a copy of the current Key Stage 4 booklet. This is also available on the school website, www.purbeck.dorset.sch.uk.

In addition to the option choices students must complete the statutory requirements of Information & Communication Technology, Personal, Social & Health Education, Physical Education and Religious Education.

Key Stage 5 (Years 12 & 13) sixth form courses

Around 50% of our Year 11 students choose to stay on in the sixth form and we offer a very wide range of A level and Applied courses.

Full details of the courses on offer can be found on our website here:

<https://www.purbeck.dorset.sch.uk/sixth-form/curriculum>

The Sixth Form section of the website includes a range of detailed information including our prospectus, student testimonies and sections about careers support, bursaries and our leadership and enrichment opportunities.

Home learning/Knowledge Organisers

Home learning

At The Purbeck School, we believe completing home learning is essential to the academic success of all students. It gives students the opportunity to extend their learning and to reinforce what has been learned in class. In Years 7, 8 and 9, students will be set 60 minutes of home learning on every day. Home learning will be in three parts – Literacy, Maths, and Knowledge organiser quizzes – each lasting 20 minutes.

Home learning for Literacy is aimed at increasing reading age and developing vocabulary through our *Reading Plus* website. Maths home learning is aimed at increasing your child's numeracy levels and providing additional time to practise and consolidate the skills they learn in lessons. Every week students must complete tasks from our *Sparx-Maths* website.

In every subject, once a fortnight, students will be quizzed on the knowledge that they are expected to learn. Using their *Knowledge Organiser* and a practise book, students will be coached in using *Look, Cover, Write, Check* in order to revise and check they have learnt specific knowledge from their lessons.

All students will also have the opportunity to take part in *Enrichment Projects*, which are subject based and aimed to stretch and challenge. House points are given to all students to reward hard work and effort.

Parents are expected to monitor home learning. Each week, please support us by checking your child has completed all three home learning tasks. If they are struggling with any aspect of home learning, then please encourage them to see their teachers or attend our after-school home learning club.

Academic tracking and mentoring

All students are set challenging target grades or levels based on their prior attainment and academic ability. Students' progress will be tracked to ensure they are achieving the grades they are capable of. They will talk through their progression on a regular basis with their tutor and set individual targets to help them achieve their potential.

Should you wish to discuss your child's academic progress please contact their tutor via the school office.

Reporting and reviewing procedures

As a school we are constantly striving to improve our communication with parents. One of the ways in which this is now possible is through the SIMS Parent app. This allows us to publish information to support the learning of your child in a safe environment that can be accessed anytime and anywhere there is an internet connection. An invitation to register for SIMS Parent will be sent to each contact with parental responsibility on our system for whom we hold an email address; once registered, this will allow the school to contact you through push notifications to the app, and give you access to your child's timetable, attendance, homework, reports, and extra-curricular activities. It will also allow you to view and make changes to the information we hold for you and your child through the data collection section.

When reports are published you will receive an email and a push notification message to let you know they are available to view through the app. Further information on SIMS Parent is available on the school's website at <https://www.purbeck.dorset.sch.uk/login/it-help/sims-parent>

Personal Development and RE

Personal Development

All students follow the Personal Social and Health Education programme. This encompasses a wide range of topics including aspects of Sex and Relationships Education, Careers Education and Citizenship. The main aims of Personal Development are to increase knowledge, promote responsible attitudes and teach those skills which will enable students to become active responsible citizens. Sex and Relationships Education is taught within the context of relationships and responsibilities. It includes family and parenthood, gender roles, social pressures and sensitive issues such as sexually transmitted infections and contraception. The governing body has approved the school's policy on Sex Education which is available on request. Personal Development is taught through the tutor programme once a fortnight through a designated lesson.

Parents have the right to withdraw their children from Sex and Relationships Education and should contact the House Leader if they wish to do so.

Religious education

Religious Education **must** be provided in the school under the terms of the 1944 Education Act and the 1988 Education Reform Act. The Dorset Agreed Syllabus lays down broad guidelines within which the school is required to work out its own scheme of work.

The Purbeck School has no affiliation with any religious denomination and enjoys warm relationships with local religious communities. RCS (Religious & Cultural Studies) is taught throughout Years 7 - 11 and as a full option to GCSE and A level. Parents have the right under the 1944 Education Act to withdraw their children from RCS and from worship and should contact Miss E Wetherall if they wish to do so. Regular assemblies are held for each year group.

The Local Education Authority has set up a Standing Authority Council for Religious Education (SACRE) with the following role:

1. To support and encourage good practice in Religious Education and School Worship.
2. To monitor staffing, resources, and training.
3. To keep the agreed syllabus of Religious Education under consideration, and, when necessary, call for its review.
4. To issue an annual report.
5. Within the framework of the Statutory Regulations, to deal with complaints and requests for waiving of the requirements that worship should be wholly or mainly of a broadly Christian character.

The SACRE meets three times a year and correspondence should be addressed to the County Education Officer at County Hall, Dorchester.

Extra-curricular Activities

We are pleased to say that our extra-curricular programme is now up and running, the clubs that we are currently offering to our students can be found on the school [website](#). It would be our hope that all students would take part in at least one club as it is a fantastic opportunity for them to enrich their School day.

[Extra-curricular Activities](#)

Students should check the daily bulletin and extra-curricular display board in the language corridor for up to date information about all events.

Our extra-curricular provision will be posted termly as the clubs on offer vary through the year. The clubs on offer cover a wide variety of activities and interests and we hope that students will take up these opportunities that are provided by our staff and sixth form students.

The PE department offer an amazing variety of clubs and this helps us to utilise the sports facilities that are on offer as well as participate in many fixtures across the year. In addition to this there are sports facilities available daily for Year 8 & 9 on the front playground and in the tennis courts as well as football club on the astro pitch for Year 10 & 11.

Departments may still offer extra sessions on days other than those identified on the document as a need presents itself, including many revision sessions which are provided in particular as the exam season approaches.

Provision of lunchtime and after school study clubs

The provision of lunchtime and after school sessions is highly valued both as a means of supporting student attainment and also as a valuable form of curricular enrichment in many subject areas and skills in the wider context.

Special Educational Needs

The Purbeck School is fully committed to supporting all students and providing a wide range of opportunities in a mainstream setting for students with special educational needs. The SEND Department helps to develop the variety, quality and quantity of learning support it can offer to all its students.

In Key Stage 3, specialist literacy and numeracy lessons will be available for students whose basic skills cause a barrier to them accessing the curriculum and making the expected rates of progress. These students are identified through liaison with partnership schools.

In Years 10 and 11 lessons have been included in our curriculum offer for students who would benefit from extra time to focus on their literacy and numeracy; this also enables additional support to be given to their GCSE courses. Individual and group provision is also provided through the deployment of Learning Mentors for students unable to access all parts of the curriculum across the whole school.

We are confident that the skills, experience, and hard work of all our staff allow us to implement the requirements of the code of practice for SEND to a high standard. We also recognize that parental engagement is an important factor in the success of students with SEND and therefore encourage regular contact to ensure that success is celebrated, and problems resolved.

For more information please see the [SEND](#) information report on our school website.

Behaviour & Relationship Policy

Section A: The Purbeck School Behaviour & Relationship Policy – Our School Ethos

'Achieving excellence together'

At The Purbeck School it is our profound belief that every student has the right to make progress, excel, and feel valued within a safe and secure environment. Irrespective of background, current academic progress or learning requirements we seek to develop a whole-school ethos built upon mutual respect and strong working relationships.

At The Purbeck School, we believe that all students have the same equal right to an education. This right, however, is also a responsibility and everyone at The Purbeck School must play their part in working together to help create the best possible learning environment both inside and outside of the classroom. We seek to work collaboratively with our students, parents, carers, staff, and governors to support the school ethos around 'kindness, aspiration, perseverance' which enables all students to thrive and achieve their ambitions.

The Purbeck School believes that poor behaviour should never interfere with learning. As a school we have a responsibility to teach our students values and good character. We will do this by modelling the key values and characteristics to our students, rewarding desirable behaviour with praise and tangible rewards and also by imposing consistent and clear consequences for behaviour that does not represent our school ethos. Students feel safe with clear boundaries and it is the job of the school to provide these. The school will be relentless in its expectations of the behaviour of our students and seek to work in partnership with students, parents and governors in reinforcing these standards and expectations.

Principle Card – NME & Kindness

Each half term students are presented with a foldable principle card which features a not meeting expectation table and a kindness table. The back of the card explains what we expect to see outside of lessons.

If students fail to meet expectations around our community responsibilities, then staff will sign the card & remind students of our Purbeck principles. If students get three signatures, this card is taken and a detention is issued.

Students are also encouraged to show acts of kindness around the school site. If they get 3 signatures, then this will result in further house points and rewards around celebrating positive behaviour.

A student with two NME signatures can make up for their mistakes by gaining three signatures around acts of kindness resulting in rewards.

Principle Card				Student Community Responsibilities			
Name _____							
Date _____				TG _____			
NME		SUMMER 1 2023		KINDNESS			
	Date	SCR Number	Signed		Date	Staff comment	Signed
1				1			
2				2			
3				3			
The Purbeck Principles Kindness Aspiration Perseverance				Once complete, take the card to the Nest to claim			
				<div style="text-align: center;"> Kindness Card Outside of lessons, I will look for opportunities to go above and beyond meeting my community responsibilities. I will be a good role model by:- Actively keeping our school tidy, helping staff on duty or running a club, helping pupils who need assistance, being an excellent example of the Purbeck Principles of Kindness Aspiration Perseverance </div>			
				Outside lessons, it is my responsibility to make sure that I meet the expectations below. 1. I will always remain within bounds. 2. I will always walk when inside the school building and calmly and sensibly between lessons. 3. I will make sure I am neatly dressed, in the correct uniform at all times, and will not chew gum in school. 4. I will follow instructions given by any member of staff, immediately and without question. 5. I will help to keep my school free from litter. 6. I will line up silently, for assembly (and during emergency evacuations), in alphabetical order. 7. I will use appropriate language in school and will speak, and behave, in a calm manner and without shouting. 8. I will always conduct myself in a respectful manner when interacting with other members of the school and wider community.			

Celebrating Positive Behaviour

Reward	Description
House Points	During every lesson, staff should seek to reward students exemplifying the Purbeck Principles by issuing them with House Points. These House Points will be added to Epraise, an online platform which students can access and track their House Points.
Positive Principle Card	Each complete card is worth 5 House Points. Once complete, it is also entered into a prize draw that occurs at least once a half term. The card enables teachers to reward students who exemplify the Purbeck Principles of Respect, Aspiration and Perseverance.
The Super '7s'	A postcard is sent home, by the Senior Pastoral Lead, to all those students who have achieved a '7' for that subject area.
The 'Super 7' Wristband	Those students who have achieved a '7' score will be eligible for a 'Super 7 Wristband' in the following week. This wristband will entitle students to privileges around school.
Celebration Assemblies	These assemblies take place each term and are a wonderful opportunity for students to share in the success of their peers.
Attendance non-uniform days	Every term, one tutor group from each year group will be rewarded with a non-uniform day. This may be because they have the highest overall attendance in their year group or that they have had the biggest improvement in attendance.
Celebration of Success Evenings	These evenings are held annually and are a chance for students, parents, governors and staff to meet to share in the success of our students. Awards are handed out for a variety of reasons and include subject prizes and those focused on The Purbeck Principles.
Student of the Week	Every week, each subject area nominates a 'Student of the Week'. Students are rewarded for ' Kindness, Aspiration and Perseverance '
Tea and Cakes with the Headteacher	During the school year, our students are sometimes invited to share their successes with our Headteacher. These students are nominated, by their House Leaders, for a variety of reasons and especially for demonstration of the Purbeck Principles inside and outside of school.
Headteacher Commendation Letters	Selected students receive Commendation Letters for outstanding contributions to school life. These can happen at any time during the year and are a notable achievement for any student.

Creating positive relationships

All members of the school should be treated and treat others fairly, honestly and with kindness. The purpose of this relationship policy is to ensure that the conduct of all members of the school community is consistent with the values and ethos of the school. We recognize that strong and positive relationships between students/staff/parents are at the heart of student behaviour. We therefore strive to create a culture of positive behaviour for learning at The Purbeck School by:

Putting relationships first	This requires a school ethos that promotes strong relationships between staff, students and their parents/carers. It also relies on creating a positive school culture and climate that fosters connection, inclusion, respect and value for all members of the school community. Everything we do is based on building positive attachments (mutually respectful relationships) with our students.
Maintaining clear boundaries and expectations around behaviour	Students need predictable, consistent, routines, expectations and responses to behaviour. These must be in place and modelled appropriately, within the context of a safe and caring school environment.
Believing in restorative justice	Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible and for those responsible to acknowledge this impact and take steps to put it right.
Taking a non-judgmental, curious and empathic attitude towards behaviour	We encourage all adults in school to respond in a way that focuses on the feelings and emotions that might drive certain behaviour. Students exhibiting behavioural difficulties may need to be regarded as vulnerable and should be provided with the support that they need. We acknowledge that behaviour can be a communication of an emotional need.
Encouraging parental engagement.	We value the relationships between parents and school and understand the importance of effective parental engagement in terms of attitudes resulting in improved attainment. We encourage parents to engage positively with the school through effective communication, parents' evenings, reports as well parent council.
Looking at each behaviour in context and committing to explaining our practices to students.	We offer students reasons to work with us and encourage reflective dialogue and self-regulation.
Treating students as individuals	We ensure that the curriculum is appropriate and challenging for each student and that students experience quality first teaching.
Running a comprehensive praise system	that will support and reinforce positive behaviour.

Lesson Responsibilities

These are the responsibilities that we expect all students to adhere to during lesson time.

Student Lesson Responsibilities

These are the responsibilities that we expect all students to adhere to during lesson time.

To show Kindness, Aspiration and Perseverance in the classroom students must: -

1. **Arrive on time**, line up outside the classroom, with the right equipment, until greeted by a member of staff who will welcome you into the room.
2. **Demonstrate positive body language** throughout the entirety of the lesson
 - Sit up and face the front.
 - Track the speaker.
 - Demonstrate a positive attitude to learning.
3. **Take an active part in the lesson**
 - Ask and answer appropriate questions.
 - Listen to others.
 - Complete work with pride, following The Purbeck School Template
4. **Follow instructions at all times**

The Purbeck School Template – Expectations for classroom workbooks

- I will always put the date on the left-hand side of a page.
- I will always underline titles neatly with a ruler.
- I will always ensure that my work is kept neat and tidy.

Community Responsibilities

These are the responsibilities that we expect all our students to adhere to around the school site.

Student Community Responsibilities

Kindness card

Outside of lessons, I will look for opportunities to go above and beyond meeting my community responsibilities.

I will be a good role model by:-

Actively keeping our school tidy, helping staff on duty or running a club, helping pupils who need assistance, being an excellent example of the Purbeck Principles – **Kindness, Aspiration and Perseverance**.

Outside lessons, it is my responsibility to make sure that I meet the expectations below.

1. I will always remain within bounds.
2. I will always walk when inside the school building and calmly and sensibly between lessons.
3. I will make sure I am neatly dressed, in the correct uniform at all times, and will not chew gum in school.
4. I will follow instructions given by any member of staff, immediately and without question.
5. I will help to keep my school free from litter.
6. I will line up silently, for assembly (and during emergency evacuations), in alphabetical order.
7. I will use appropriate language in school and will speak, and behave, in a calm manner and without shouting.
8. I will always conduct myself in a respectful manner when interacting with other members of the school and wider community.

School equipment and uniform

Equipment

Having the right equipment for school every day helps to ensure lessons start smoothly and more learning takes place. All students are expected to have these with them every day.

ESSENTIAL		
Knowledge Organiser	2 Black or Blue Pens	Pencil & Sharpener
Eraser	Calculator	30cm Ruler
Whiteboard	White board pen	
Reading book – The Purbeck school are committed to literacy; all students should always have a reading book		
PE kit / cooking ingredients as required		
Full Maths set	Set of Colouring Pens	A Bag to carry equipment
Purple Pen	Red Pen	Glue Stick

School Shop

The Stationery Shop is located in Student Services

Filled Pencil Case	£1.60
Clear Pencil Case	60p
Black Pen	10p
Red Pen	10p
Purple Pen	10p
Pencil	10p
Highlighter	20p
6" Ruler (15cm)	15p
12" Ruler (30cm)	20p
Sharpener	15p
Eraser	10p
Glue Stick	55p
Whiteboard	50p
Whitboard Pen	50p
Scientific Calculator	£11.00

The Purbeck School Uniform Policy

Parental support is required to ensure that all students are well presented. We have high expectations for our standard of dress as it sets the expectation for work and behaviour and projects a positive image of the school in the community.



It is expected that all students will take responsibility for their personal hygiene and arrive dressed in a clean, tidy and respectable manner. We ask parents to support the role in creating a sense of belonging to the school.

Parents are asked not to purchase items of clothing for school which do not appear in the list below. If you are in any doubt or difficulty, please contact the school and discuss the problem with your child's House Leader.

We reserve the right to sanction or send a student home who does not comply with our uniform rules.

MAKE UP	Must be discreet. This must be removed if requested by a member of staff
NAIL POLISH	Must be clear. No coloured tips/ patterns, designs, or false nails. Nails should be, approximately no more than 3mm long for health and safety reasons. False nails or varnish must be removed if requested by a member of staff.
JEWELLERY	The ONLY jewellery permissible is a wristwatch, one ring, one chain (worn under the shirt). Facial/tongue and body piercings, of any kind, are not acceptable even if they are covered up. Transparent studs or spacers of any kind are unacceptable. If students have pierced ears, only single plain studs may be worn in school. Only ONE stud in each ear. No other form or ornamentation is permitted.
HAIRSTYLES	Must be neat and tidy and of a single natural colour. It should not be excessively short. Extremes of fashion are not permitted.

School Uniform 2024/2025

Uniform Item	Requirements
Blazer	Navy school blazer with school badge
Shirt	White collared shirt with a top button. Must be tucked in.
Tie	Purbeck School tie.
Jumper	Purbeck School V- neck jumper. No other type of jumper/sweatshirt is permitted.
Trousers / Skirt / Shorts 	Purbeck School skirt at knee length OR tailored grey shorts OR standard fit dark grey (not black) school trousers. Skinny/slim fit are not permitted. Items are available from our recommended designated school retailers AF Joys in Wareham and PMG in Poole.
Socks/ tights	Plain white, grey, black, or skin coloured as appropriate.
Shoes 	Plain, ALL black, low heeled smart, leather or leather like school shoes. Sandals, soft or canvas shoes, trainers, open backed shoes and shoes with logos are not permitted. No sports brand. Shoes should be sturdy and practical.
Coats	If worn, must be worn over the top of the blazer. No hoodies to be worn on the school site - this includes playgrounds. No outdoor coats to be worn inside the school building.
Extra Items	No coloured or visible tops may be worn under shirts. Plain white t-shirts or vests are, however, acceptable. BELTS must be plain, black, and unobtrusive. SCARVES may not be worn as an accessory without outdoor wear. HEADGEAR No hats or caps may be worn in the school building

PE Kit

For safety reasons, whilst participating in PE lessons, ALL jewellery must be removed, and hair must be tied back securely. Should your child be unable to participate in PE for any reason, please send them in with their kit and a note. The PE staff will be able to adapt the lesson to accommodate their injury or ailment and they will be expected to be in their kit during lesson.

Uniform suppliers

A F Joy - 35 North Street Wareham BH20 4AD - Telephone: 01929 552903 [Website](#)

PMG Schoolwear - 85 High Street Poole BH15 1AH - Telephone: 01202 686688 [Website](#)

<u>PE Uniform</u>
T-Shirt - Black/Red with logo
¼ zip training top - Black/Red with logo
Black football socks
Shorts -black shorts – not lycra Skort - black with logo Falcon Sports Leggings - Black with logo
Rugby shirt (Optional) – Black/Red no logo

Lockers

Students can hire a locker key from Student Services for the non-refundable cost of £5.00. There are limited numbers available and offered on a first come first serve basis. Payment can be made online through SCOPay, (details for SCOPay on page 27), Keys must be returned to the school when the students leave.



Students' personal property including mobile phones

Students are responsible for their own personal belongings; therefore, it is not advisable to bring large sums of money or expensive items into school. If a student has to bring money in for school trips *etc.*, they should hand it to Student Services immediately.

Pupil Premium Guarantee

At The Purbeck School, we have high expectations of ALL students. The Pupil Premium Grant (PPG) provides funding for:

- Raising the attainment of disadvantaged students of all abilities to reach their potential.
- Supporting children and young people with parents in the regular armed forces.

Publicly funded schools in England get extra funding from the government to help them improve the attainment of their disadvantaged students. Evidence shows that children from disadvantaged backgrounds generally face extra challenges in reaching their potential at school and often do not perform as well as their peers. The pupil premium grant is designed to allow schools to help disadvantaged students by improving their progress and the exam results they achieve.

The Purbeck School receives pupil premium funding based on the number of students we have from the following groups:

- Free school meals: Schools receive funding for every student who claims free school meals or who has claimed free school meals in the last 6 years.
- Looked-after and previously looked-after children: Schools receive funding for every student who has left local authority care through adoption, a special guardianship order or child arrangements order. Local authorities receive funding for each child they are looking after; they must work with the school to decide how the money is used to support the child's personal education plan.
- Service premium: Schools receive funding for every student with a parent who is serving in HM Forces or has retired on a pension from the Ministry of Defence. This funding is to help with pastoral support.

If you feel you could be eligible for free school meals, please phone Dorset County Council on 01305 221014 and provide your National Insurance number and your child's date of birth. You will be told immediately if you are eligible and the next steps in the process. We are not allowed to telephone on behalf of the parent or carer – it must be done in person.

If you want to find out what our *Pupil Premium Guarantee* includes, then please see our Pupil Premium Strategy: <https://www.purbeck.dorset.sch.uk/key-information/pupil-premium>. If you want any educational support, e.g. uniform, trips or visits, then please do contact us.

If you have any questions, then please contact Mr C Morris for more details cmorris@purbeck.dorset.sch.uk

Mobile Phones

At The Purbeck School, we are aware of the importance of students using mobile phones and other electronic devices to keep in contact with parents and carers. However, mobile phones must be switched off and out of sight once students arrive on the school site. Mobile phones may only then be used at the end of the school day.

Should parents and carers need to get in touch with their child then communication must take place via the school office. If a student needs to contact home they must do so via 'Reception'.

All students must adhere to the expectations laid out in our E safety policy; substantial research indicates that mobile phones (in particular when used to access social media) can have a detrimental impact on young people's mental health.

Should a student be found using an electronic device (this includes earphones / air pods): -

- Due to their age, Year 7 and 8 students are not permitted to have internet enabled phones with social media apps. Upon confiscation, parents will be asked to collect their device from reception.
- Students who repeatedly offend by being on their phone will be placed on a phone contract and they must hand their phone in at the beginning of the day.
- Students in Year 9 – Year 11 on the first occasion the device will be confiscated and only returned to the student at the end of the day.
- Students in Year 9 – Year 11 on the second occasion the device will be confiscated and parents / carers will have to collect the device.
- On the third occasion the device will be confiscated and an individual plan / contract created with the student regarding their device.
- Students who fail to hand over their phone will receive an after-school detention for defiance.

Students bring in their devices at their own risk.

The school takes no responsibility for the loss or damage to devices students choose to bring onto the school site.

Banned Items

The school reserves the right to confiscate any item if it is deemed appropriate .

Banned items include: -

- Mobile Phones / Internet Enables phones
- Air Pods
- Hooded tops
- High caffeine energy / sugary drinks
- Aerosol cans
- Smoking paraphernalia
- Vapes
- Illegal drugs
- Any article that could be deemed to be used to commit an offence

The school has the right to search for and confiscate any item it deems appropriate.

Student Welfare

Any concern about a student's welfare should be directed initially to their tutor, who will be able to talk through the support available.

First aid

Mild illness is treated at school and students are allowed to rest in the Medical Room after reporting to a member of staff. First Aid is available throughout the school day. Any cases requiring urgent attention are sent to hospital. The school is unable to dispense medicines directly to students. Please contact the school and make arrangements if there are any concerns.

Bullying

We do not tolerate any form of bullying. Should your child have any concerns they should ask their tutor, sixth form welfare prefect or any other member of staff for support. Alternatively, if you are concerned about your child, please contact their tutor. A full copy of the school [behaviour & Relationship policy](#) & [anti bullying](#) policy can be found on the school website.

Youth Centre

We are very fortunate to have Wareham Youth Centre attached to the school and students are able to access the support and advice networks they offer.

Physical Activity

We encourage all students to be active and healthy. The PE department runs extensive extra-curricular provision for all years. A timetable of PE clubs is distributed to all students at the beginning of each term via the newsletter.

A Nut Free School – Allergy Information

The Purbeck School, like many others, has adopted a 'nut free' policy in school because a number of our students have very severe nut allergies.



Please respect this policy by omitting nut fillings, foods and snacks from your child's lunchbox.

Please do not bring in any food that contains kiwi fruit, coconut and sesame, as we have some students with other severe food allergies as well.

Operation Encompass Safeguarding Statement



Our school is part of Operation Encompass. This is a police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Abuse.

Operation Encompass means that the police will share information about Domestic Abuse incidents with our school PRIOR to the start of the next school day when they have been called to a domestic incident

Once a Key Adult (Designated Safeguarding Lead) has attended at an Operation Encompass briefing they will the principles of Operation Encompass to all Safeguarding Lead's in school.

Our parents are fully aware that we are an Operation Encompass school.

The Operation Encompass information is stored in line with all other confidential safeguarding and child protection information.

The Key Adult has also led training for all school staff and Governors about Operation Encompass, the prevalence of Domestic Abuse and the impact of this abuse on children. We have also discussed how we can support our children following the Operation Encompass notification.

We are aware that we must do nothing that puts the child/ren or the non-abusing adult at risk.

The Safeguarding Governor will report on Operation Encompass in the termly report to Governors. All information is anonymised for these reports.

The Key Adult has used the Operation Encompass Toolkit to ensure that all appropriate actions have been taken by the school.

OUR KEY ADULTS ARE: [Rachel Stevens](#), [Claire Smith](#), [Drew Hamilton](#) and [Marta Coronilla](#)

Transport

Buses

Free school transport is provided for all catchment area students living more than three miles from the school if they are under 16 years of age. Dorset Council will let you know if your child is eligible for free school transport when you are offered a school place. There is also a [Home to School Transport Policy](#) which includes eligibility criteria.

Transfer students should check their offer letters to see if they have already been assessed as entitled to transport before applying. Passes are sent out by the travel team in August, as per their letters. The system picks up most students going to their catchment school over 3 miles shortest walking distance.

Students with an EHCP need to apply for transport through their SEND Case Worker: [School and college travel assistance for students with SEND - Dorset Council](#)

Students that have lost or damaged their bus pass **over the year can request a replacement through Dorset Council;** [School bus passes - Dorset Council](#)

For more information on school transport, please see the Dorset Council webpage: www.dorsetcouncil.gov.uk/education-and-training/school-transport/school-transport. If your child has a concern about the bus journey, they can inform the school by speaking to their tutor, House Leader or Mr Morris, Deputy Headteacher.

Cars

Understandably, local residents object to cars using their front drives and entrances as turning or waiting areas for school drop offs. Additionally, stopping in Worgret Road causes traffic congestion and is dangerous when children have to cross the road. The main entrance to the school is narrow, very busy at peak periods and consequently hazardous. Therefore, we ask those parents dropping students to school to follow the car park around to the back of the school.

Bicycles

Parents are asked to ensure that cycles are in a roadworthy condition and provided with lock and chain. We encourage parents to provide their sons and daughters with cycle helmets.

Sixth Form vehicles

Sixth Formers may bring a motor-cycle, scooter or car with permission from the Head of Sixth Form. This is granted on the understanding that students drive safely with consideration for other road users and pedestrians on the school site. Anyone who fails to do so will not be allowed to park their vehicle anywhere on the school grounds.

Please access Dorsetforyou.gov.uk for further information about school transport.

Emergency Arrangements

Accidents

Should your child have an accident or be taken seriously ill within school time we will arrange emergency treatment.

We will endeavour to contact you at the earliest opportunity. *For this reason, it is very important that we have a number of up-to-date contacts* in case of unavailability. If you change your contacts and/or telephone numbers, please update your details on the SIMS Parent App or inform Student Services.

Should your child need hospital treatment a member of staff will accompany them, and stay with them, until you are able to reach the hospital.

Emergency closure information

While it happens only rarely, there are occasions when the school has to close before the scheduled end of the school day. This typically occurs in the winter when it snows and arrangements are usually rather last minute.

We will always do our best to contact you immediately through our website, text or email alerts, but experience shows this can be difficult. If we cannot contact, you it is important that we know what arrangements are in place for your son or daughter.

You can be assured that school will always remain open and staffed and that no student will be left unsupervised or sent home unless we are happy with the circumstances; however, it would be a great help to us if we know your wishes. Therefore, if you are happy for your son or daughter to make his/her own arrangements with you, or a friend, in order to get home, you need to do nothing. However, if you would prefer that your child remains in school until you are able to collect them please indicate this on the consent form.

Fire drill

Warning of a fire is signalled by a continuous sounding of the school alarm. All students should evacuate the building as directed by staff, following the shortest, safest route. All students then assemble in the bus park at the front of the school to be registered. A fire drill is always carried out at the beginning of the school year and once a term thereafter.

Photography/Video Guidance

The purpose of this guidance is to:

- protect children and young people who take part in the school's services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This guidance statement applies to all staff, volunteers and other adults associated with the school.

We use photography/video in the school for a number of purposes.

- The use of photography/video plays an important part in learning activities. Pupils and members of staff may use digital cameras, iPads and other recording devices to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons or for staff training purposes.
- We also take images of your child using devices as evidence of their work, which are inserted into their exercise books, as part of our everyday practice. Occasionally images will be of groups of children from across the class; your child may be in a group with others or in the background of another child's image.
- Images may also be used to celebrate success and achievements of our children and young people, provide a record of our activities and raise awareness of the school through their publication in newsletters, on the school website, class blogs and occasionally in the public media.

When using photography/video in the school we understand that;

- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used
- children, their parents and carers must understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

The school will comply with the General Data Protection Regulation and ensure that when images are published that the children cannot be identified by the use of their full names.

In accordance with guidance from the Information Commissioner's Office, parents/carers, spectators and children themselves, may take videos and digital images of their at school events for their own personal use only. To respect everyone's privacy and in some cases protection, when parents, carers, children or spectators are taking photographs or filming at our events and the images are for personal use, these images should not be published/made publicly available on social networking sites, nor should parents/carers, children or spectators at events comment on any activities involving other pupils in the digital/video images.

We recommend that people check the privacy settings of their social media account to understand who else will be able to view any images they share.

If any parents/carers, children or spectators have any concerns about images being shared they should notify the school immediately.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- informing children, their parents and carers that a photographer will be at the event and seek consent to images which feature their child being taken and shared

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer knows not to take pictures of them and ensure this is done in a way that does not single out the child or make them feel isolated.

We will never exclude a child from an activity because we do not have consent to take their photograph.

We will store photographs and videos of children securely, in accordance with our data protection policies.

Schools within Wessex Multi-Academy Trust will always ask for permission for visual images to be recorded. Also, we will not make any audio recording without informing you. In the same way, should it be necessary to make a recording, we also expect parents/carers and children to request permission for any recordings made on the school site or in the course of school business.

For further information please see our privacy notice available on our website.

We will ask all parents and carers to complete a consent form on an annual basis to allow the school to take and use images of your child. If you have any questions about any of the above then please contact the school office.

Communicating with you

SIMS Parent APP

As a school we are constantly striving to improve our communication with parents. One of the ways in which this is now possible is through the SIMS Parent app. This allows us to publish information to support the learning of your child in a safe environment that can be accessed anytime and anywhere there is an internet connection. An invitation to register for SIMS Parent will be sent to each contact with parental responsibility on our system for whom we hold an email address; once registered, this will allow the school to contact you through push notifications to the app, and give you access to your child's timetable, attendance, homework, reports, and extra-curricular activities. It will also allow you to view and make changes to the information we hold for you and your child through the data collection section.

Paying for your child's meals and school trips

We operate the SCOPay system which we use to communicate with parents it also offers the facility to pay for trips online and top up your child's cashless catering account.

SCOPay will be beneficial to you because:

Communication

- Messages will get to you reliably.
- We can send messages directly to mums and dads at the same time.
- You will quickly know about important or urgent messages.
- We can tell you more about what's going on at the school.

It is important to keep your contact details up to date in case of an emergency.

Online payments and Cashless Catering

- Pay for school trips online.
- Top up your child's cashless catering account

You should have received a letter with your activation code to enable you to use the SCOPay system, this letter also includes full instructions and a link to a user guide.

If you have any queries you can contact our Administrative Officers, [Mrs Taylor](#) or [Mrs Wilkins](#) or email, office@purbeck.dorset.sch.uk

School Cloud - Parents' evening booking system

The school uses an intuitive and easy to use online appointment booking system. You will be issued with a unique parent login code, this allows you to choose your own appointment times with teachers and receive an email confirming your appointments. It should only take a few minutes of your time.

You can login via the website: <https://thepurbeckschool.schoolcloud.co.uk/>

[Your communication with school](#)

Click the above link for guidance on contacting staff regarding subjects, pastoral, safeguarding, SEN or administration. This will help to ensure your queries and questions are directed to the correct member of staff.



Code of conduct for using transport to and from school

Whilst travelling to and from school on the bus service the following considerations must be made

1. EVERYONE HAS THE RIGHT TO A SAFE JOURNEY

This means that any behaviour which will affect the health and safety of myself, and others will not be acceptable. This means:

- ✓ I will remain seated throughout the journey. Movement may distract the driver which can be dangerous.
- ✓ I will not eat and drink on the journey.
- ✓ Shouting is not acceptable as it distracts the driver.
- ✓ I will not drop litter on the bus or out of the bus – it can hurt others if it hits them, or they trip over it.
- ✓ Smoking is not permitted.
- ✓ I will not throw any objects or missiles whatsoever from the bus whilst it is either stationary or moving.
- ✓ I will not touch or interfere with any part of the bus structure or moving parts.
- ✓ I will have a bus pass to travel – this ensures the buses are not overloaded and dangerous.

2. EVERYONE HAS THE RIGHT TO FEEL SECURE & COMFORTABLE ON THEIR JOURNEY

This means that any behaviour on or off the bus which causes people harassment, alarm or distress will not be tolerated. This means:

- ✓ I will be polite to everyone, including the driver.
- ✓ I will be mindful and respectful to other passengers.

If I am concerned about the conduct on the buses, I can let someone know by:

- ✓ Putting the information in the bus box in the LRC.
- ✓ Contacting the bus company.
- ✓ Letting Mr Morris know about the situation.

Acceptable IT use agreement

The school IT network consists of many devices that provide staff and students access to a large array of resources and services. The IT network is essential for teaching and learning and for the smooth running of the school.

This user agreement provides guidelines and information about what constitutes appropriate use of the IT network at The Purbeck School.

1. Access to the IT network must only be made with the user's own username and password.
2. Users must not tell other people their password.
3. All activity on a user's own account is their responsibility.
4. All IT equipment must be treated with proper care, and users must follow the health and safety guidelines. In lessons, IT facilities must be used according to the direction of the teacher, to support the learning objectives of the lesson.
5. Users are responsible for all files that are saved under their username. These files must all be relevant to the user's teaching and learning.
6. Users are responsible for ensuring that any files that are no longer required are deleted.
7. Copyright of all digital materials must be respected.
8. Users are responsible for the e-mails they send and should only be used in support of teaching and learning.
9. The Internet is only to be used as directed by staff.
10. Users must not access any inappropriate content online.
11. Users must not attempt to bypass any IT security systems that have put in place.

The school monitors how IT facilities are used. This helps ensure that the user agreement is being followed. Some of this monitoring is automatic. Files, e-mail and internet use are all monitored.

Users who do not adhere to this agreement may lose the use of the IT facilities. This may include the suspension of Internet access, e-mail use, or network access.

Users may be liable for the cost of any replacement parts and servicing costs incurred by not following this Acceptable IT Use Agreement.

We do attempt to block all inappropriate online content, but there are occasions where some new content may take a short amount of time to be blocked. We ask our students to use common sense when using the internet, and only to access content they feel is appropriate in the school environment.

If a student has a concern about content, they come across online, we ask that they inform a member of staff immediately.

Nicky Marsh
Support Services Manager

Term Dates 2024 – 2025

Autumn Term 2024	Monday 2nd September	INSET DAY - School closed to students
	Tuesday 3rd September	Start of term – Year 7
		Year 12 enrolment day
	Wednesday 4th September	Start of term – All Year Groups
	Friday 4th October	INSET DAY
	Thursday 24th October	INSET DAY - MAT
	Friday 25th October	INSET DAY - MAT
Spring Term 2025	Half Term 28th October – 1st November	Half term
	Monday 23rd December	Start of Christmas holiday
	Monday 6th January	INSET DAY - MAT
	Tuesday 7th January	Start of term
Summer Term 2025	Half Term 17th – 21st February	Half term
	Monday 7th April – 21st April	Easter Holiday (Friday 18th April & Monday 21st April Bank Holiday)
	Monday 22nd April	INSET DAY - MAT
	Tuesday 23rd April	Start of term
	Monday 5th May	Bank Holiday
	Half Term 26th May – 30th May	Half term (Monday 26th Bank Holiday)
	Monday 21st July	INSET DAY – School closed to students
	Tuesday 22nd July	INSET DAY – School closed to students
	Wednesday 23rd July	Start of summer holidays

To simplify, staff training and Inset days are: **Monday 2nd September 2024, Friday 4th October 2024, Thursday 24th October 2024, and Friday 25th October 2024, Monday 6th January 2025, Monday 22nd April 2025, Monday 21st July 2025 and Tuesday 22nd July 2025.**

Times of the school day Monday to Thursday

8:40	Registration
9:00	Period 1
9:55	Period 2
10:55	Break (15 minutes)
11.15	Period 3
12:15	Period 4
13:15	Lunch
13:55	Tutorial
14:10	Period 5
15:10	End of lesson 5

Times of the school day Friday

8:40	Registration
9:15	Period 1
10:05	Period 2
10:55	Break (15 minutes)
11.15	Period 3
12:15	Period 4
13:15	Lunch
13:55	Tutorial
14:10	Period 5
15:10	End of lesson 5

Please complete and return this form to school. Alternatively, you can complete it online, [here](#)

We understand that this commitment to achieving excellence together will require us to have the very highest expectations of our child. We understand that the success of our child at The Purbeck School is based on a partnership between the parents and the staff that exists to create the best possible education for our pupils. If our child, and everyone associated with our child, strives to achieve excellence in every aspect of their education, the result will be a happy, safe and successful individual who will be well-placed to contribute to our community.

The Purbeck School will ensure that:

- we provide a safe and supportive environment for students to enjoy learning and achieve their full potential
- we provide a consistently high standard of teaching and model good examples of mutual respect
- students have the best possible education by providing a suitable curriculum and individual support
- we set challenging targets for students to aspire to and review them regularly
- we provide parents / carers with regular reports and opportunity for discussion about their child's progress
- we set regular home learning which is promptly and helpfully marked
- we contact home to praise and reward student successes
- we contact home if there are concerns about students' behaviour, effort or attendance
- we contact home immediately if students are to be detained after the end of the school day
- we provide a wide variety of extra-curricular activities, work experience, trips and residential visits

Parents / Carers will ensure that:

- your child attends every day, arriving before 8.40am, unless they are ill
- your child does not take extended family trips or holidays during term-time and schedules routine doctor's and dentist's appointments when school is not in session
- your child wears the correct uniform, brings a reading book and has the correct learning equipment needed for the day, including PE kit when necessary
- you support the schools' policies and regulations on behaviour, home learning and uniform
- you provide your child with a healthy breakfast before leaving for school
- you provide a suitable environment for your child to work at home
- your child has enough sleep each night and you monitor their access to electronic devices at night
- your child completes their home learning on time and to the highest standard
- you attend parents' evenings to discuss your child's progress, and any other meetings arranged with your support
- your contact details are up-to-date and you let reception know if your contact details change
- you support your child in participating in extra-curricular activities, work experience, trips and residential visits
- you pay for the replacement of any equipment or books your child loses or damages
- you treat Purbeck School staff with respect and courtesy, both in school and during telephone/email conversations

Students will ensure that they:

- work hard and expect to learn in every lesson and additional activity
- adhere to our student lesson responsibilities at all times
- adhere to our school community responsibilities at all times
- behave responsibly at school, when travelling to and from school and within our local community
- complete all home learning to the highest standard and hand it in on time
- treat all adults and students with respect
- do not undermine the safety of others
- take an active part in school life including clubs, teams, trips and residential visits

Student name:

Date:

Student signature:

Date:

Parent/Carer signature:

Date:

Headteacher signature:

Date: