Welcome to

BROADWATER SCHOOL

BY INCREMENTS CONQUER

Transition Booklet 2024/2025

Work Hard; Be Kind; Make a Difference

GREENSHAW LEARNING TRUST

Welcome to

BROADWATER SCHOOL

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Welcome message from Headteacher, Mrs Matthews:

We would like to take this opportunity to welcome all our future Year 7 students and their parents to the Broadwater Community and to Greenshaw Learning Trust. I am extremely proud of the young people in our school and delighted you will be joining us to further enrich our community.

At Broadwater, we want all our students to develop a passion for learning and a drive to succeed even when obstacles are thrown in our way. We want our students to be highly ambitious no matter what their starting point is, and to utilise all the opportunities on offer within the school. Our 'outstanding' personal development programme is a good place to start. We hope that all our future year 7s will take part in as many clubs and trips as possible and build a lifetime of memories and friendships along the way.

We do recognise that transferring to secondary school can seem daunting for both the children and their parents. We hope this booklet will give you all the information to help you make a seamless transition to Broadwater, and we can't wait to get to know you all in the not-too-distant future.

Mrs Lizzi Matthews

Headteacher

GREENSHAW LEARNING TRUST

Heads of Houses

At Broadwater School, students belong to one of four ‘Houses’. Each House is led by a Head of House with six tutor groups in each House.

Our Heads of Houses are **Miss Amy Palmer (Aquila), Mrs Susan Looseley (Pegasus)**, **Miss Emily Hailey (Phoenix)** and **Miss Tabitha Pollard (Noctua).**

- In the House system, your child is a member of a group of students who have come together with one common aim and who are supportive of each other.
- Students have the opportunity to represent their house throughout their time at Broadwater.
- Students are able to join sports teams, be in plays, read poetry and every praise point they gain will help towards their House total to win the end of year House cup!

Aquila

Miss Amy Palmer

Pegasus

Mrs Susan Looseley

Phoenix

Miss Emily Hailey

Noctua

Miss Tabitha Pollard

Heads of Year

The Year 7 intake joining us in September 2024, will be allocated a Tutor alongside a designated 'House' and will be supported by the Head of Transition, Miss Hailey and Head of Year, Mr Collin. Their Tutor will be the first point of call for both Students and Parents for all enquiries regarding the school environment. This may be questions around the timetable, bistro, lockers etc.

If the student has any questions regarding a subject teacher, they can go directly to them to discuss and/or speak to their tutor who will support them accordingly.

The Head of Year role is to support any ongoing issues that have not been resolved via the tutor/subject teacher. Where requested and necessary, the tutor will arrange a meeting with the HOY to discuss the matter further, ensuring the student is getting the support required throughout their journey at Secondary school.

Head of Year 7

Mr Alex Collin

Head of Year 8 & Transition

Miss Emily Hailey

Head of Year 9

Miss Amy Palmer

Head of Year 10

Miss Tabitha Pollard

Head of Year 11

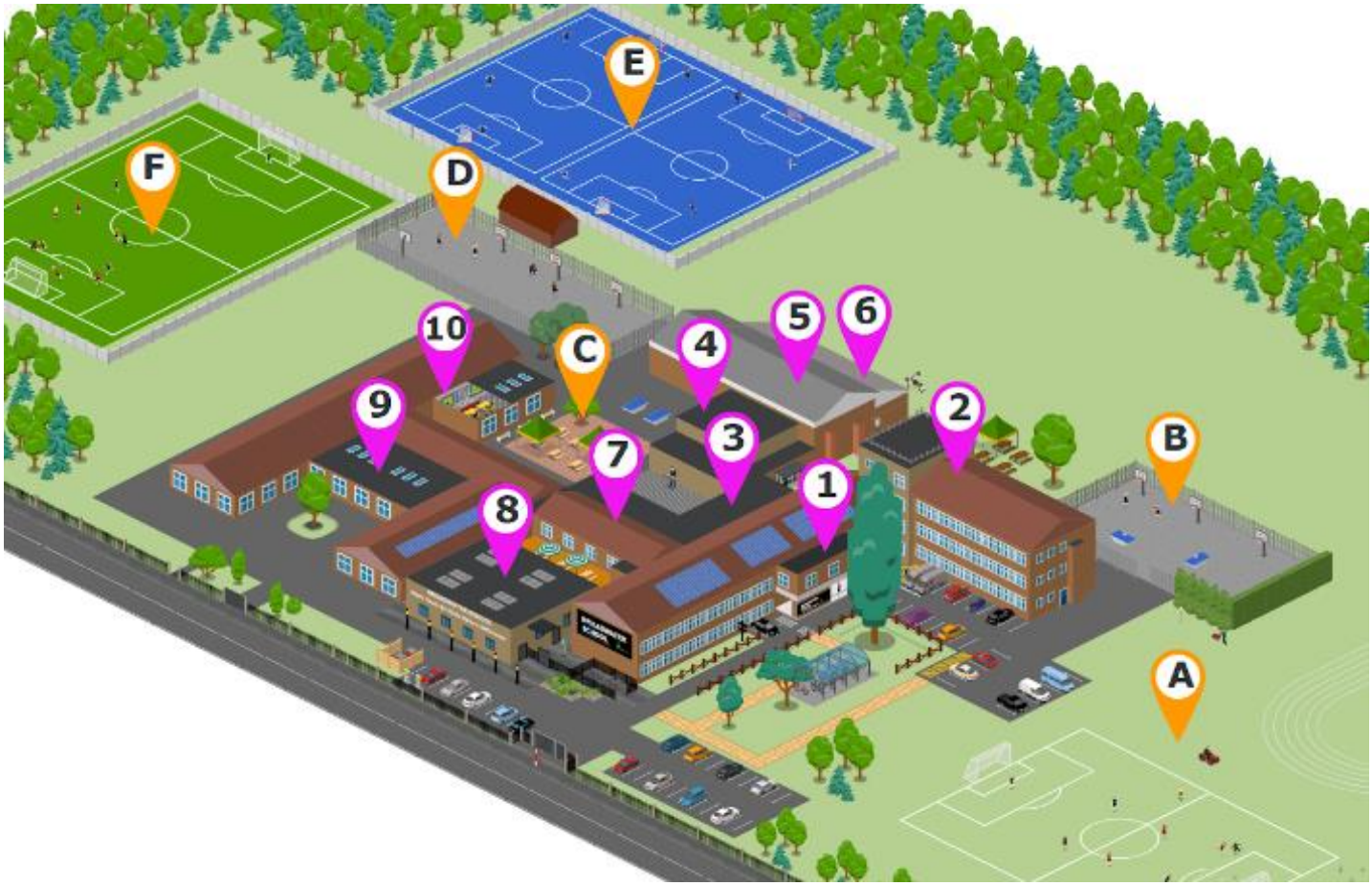
Mrs Susan Looseley,

Head of Year (Pastoral)

&

Mr Matt Hull,

Assistant Headteacher (Academic)



1. **Main Reception. Head Teacher. Staff Room. Site Team.**
2. **Student Services. Computer Science. Food**
3. **Tech. English. SEN. Maths. Humanities. Languages.**
4. **Main Hall**
5. **Dance Studio.**
6. **Sports Hall.**
7. **Strength and Conditioning Centre.**
8. **Drama.**
9. **Bistro.**
10. **Art and Resistant Materials.**
11. **Science.**

A. Sports Field.

B. Lower Playground.

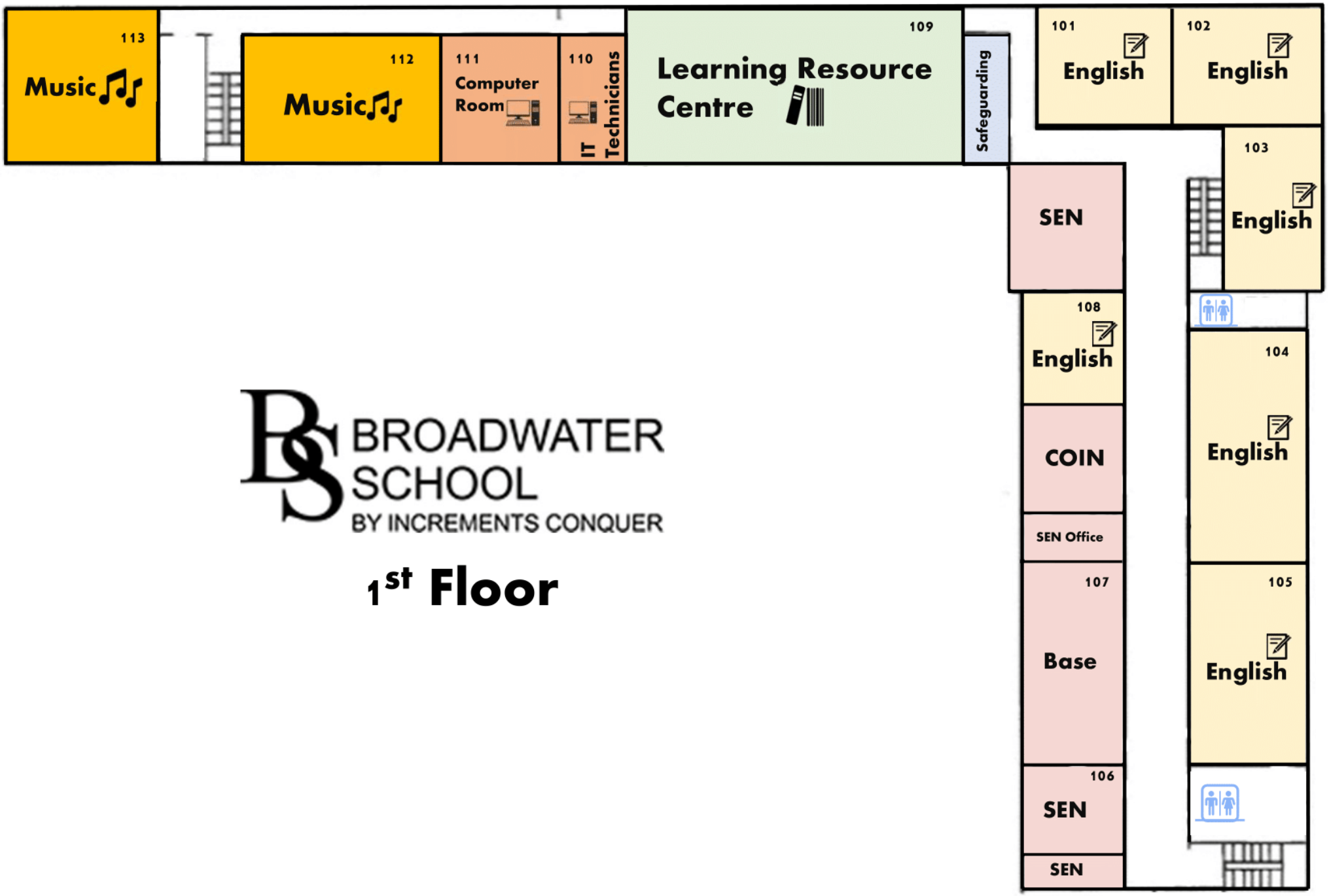
C. Courtyard.

D. Upper Playground.

E. Blue Astro.

F. Green Astro.

8
GRAPHICS
7
DT
6
SCIENCE LAB
5
SCIENCE LAB
4
SCIENCE LAB
UPPER SCHOOL PLAYGROUND
GUILDFORD HOCKEY CLUB PAVILION
9
DT/ Art
2
SCIENCE LAB
SCIENCE LAB
3
COURTYARD
1
SCIENCE LAB
10
DT
DT
SPORTS HALL
FITNESS SUITE
P.E. BOYS CHANGING ROOM
DANCE STUDIO
EIKON
DRAMA
DRAMA
P.E. GIRLS CHANGING ROOM
P.E OFFICE
FITNESS OFFICE
BISTRO
ASST HEAD
IR
ASSEMBLY HALL
STAGE
SITE TEAM
ADMIN
18
PE
HEAD TEACHER'S OFFICE
STAFF ROOM
ADMIN
HEADS OF HOUSE
STUDENT SERVICES
RECEPTION
STORE CUPBOARD
17
IT ROOM
14
COMPUTER SCIENCE
16
FOOD TECH
15
LEARNING CENTRE
LIFT
CAR PARK
LOWER SCHOOL PLAYGROUND
BROADWATER SCHOOL
BY INCREMENTS CONQUER
Ground Floor



BROADWATER SCHOOL
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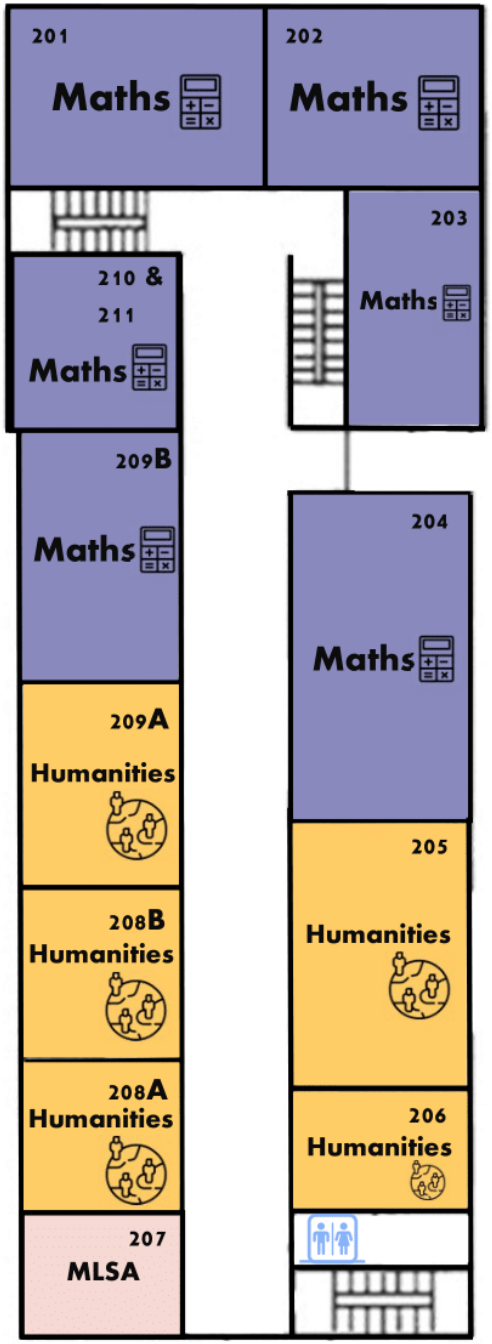
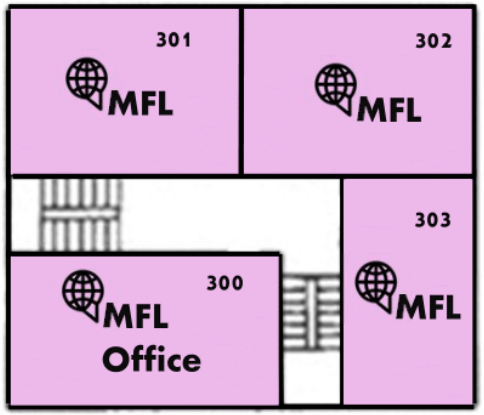
1st Floor





BROADWATER SCHOOL
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2nd & 3rd Floor

Transition Programme & Pupil Feedback

We want to ensure that pupils have a smooth transition to Secondary school and that their wellbeing and learning is maintained. Here at Broadwater, we focus on ensuring that the students make a positive start to their learning journey and have a successful adjustment to the new surroundings.

Broadwater works closely with the primary schools in the local area. Our Head of Transition Miss Hailey attends a half termly meeting with all the Heads/ Deputy Heads of the primary school to focus on developing and achieving a successful transition process. Staff across the schools collaboratively work together to deliver an effective transition programme.

The transition programme involves:

- Year 6 and year 7 leaders explore the curriculum offered, so primary schools can ensure children are equipped with the appropriate knowledge and skills. Through this we can certify that future learning builds upon their previous experience and achievements.

- Miss Hailey and Mr Collins visiting and observing children within their primary school and having a professional conversation with Year 6 staff.

- A clear transition programme is set for the Summer Term for pupils to receive an 'Social Story' booklet, a personal postcard from their new tutor prior to the transition day as well as attend a transition day full of fun activities, a scavenger hunt around the school and a taster session of a range of subjects.

- Close links have been formed to ensure a smooth transition of data and key information.

In September a survey is taken by all Year 7 students in the first 2 weeks of joining Broadwater to see the success of the programme in order for us to develop and strengthen our process. Please see below the results from 2023-2024:

I enjoyed and found transition day helpful	85%
I have settled in really well at Broadwater.	95%
I have made some new friends.	87%
I had someone to go to if I needed help.	89%
I feel comfortable speaking to my form tutor about any problems I might have at school.	99%
I feel more independent since starting at Broadwater	94%
I have joined a challenge hour club at Broadwater which has made a difference to my school life	80%

School Day & Timetable

The School Day

The school day begins at 8.35am with registration. The school operates 25 x 55-minute lessons each week, with the timetable operating over two weeks.

Time	
8:35-9:05	Roll Call/Tutor Reading/Notices/P0
9:05-10:00	Period 1
10:00-10:55	Period 2
10:55- 11:15	Morning Break (20 mins)
11:15-12:10	Period 3
12:10-13:05	Lunch (55 minutes)
13:05- 14:00	Period 4
14:00- 14:55	Period 5
14:55-15:05	Afternoon tutor time
15:05-16:00	Challenge hour YR7-10/ Main School detention YR 7-10 and P6
16:00-17:00	Challenge hour YR11 and Main school detention YR 11

Below is a sample timetable to get a sneak peek of what yours might look like!

The top line tells you the subject and the second line shows you who your teacher is and what room number to go to.

For example:

	AMon	ATue	AWed	AThu	AFri
1	Sc GBR 4	Sd GBR 4	Sc GBR 4	Ma GGA 203	Gg CDV 208A
2	Te STH 16	En KWA 102	Ma CSI 203	Gg CDV 208A	Dr EGR 24
3	Cm SMO 14	Sp PRI 302	Ar RMU 8	Sp PRI 302	Pe JTU PE2
4	En KWA 102	Ar RMU 9	En KWA 102	Ci NSR Assem	Ma CSI 203
5	Pe JTU PE2	Ma GGA 203	Te STH 16	Mu SLO 112	Hi ALI 209A
6	Pm GBR	Pm GBR	Pm GBR	Pm GBR	Pm GBR

Hi
ALI 303

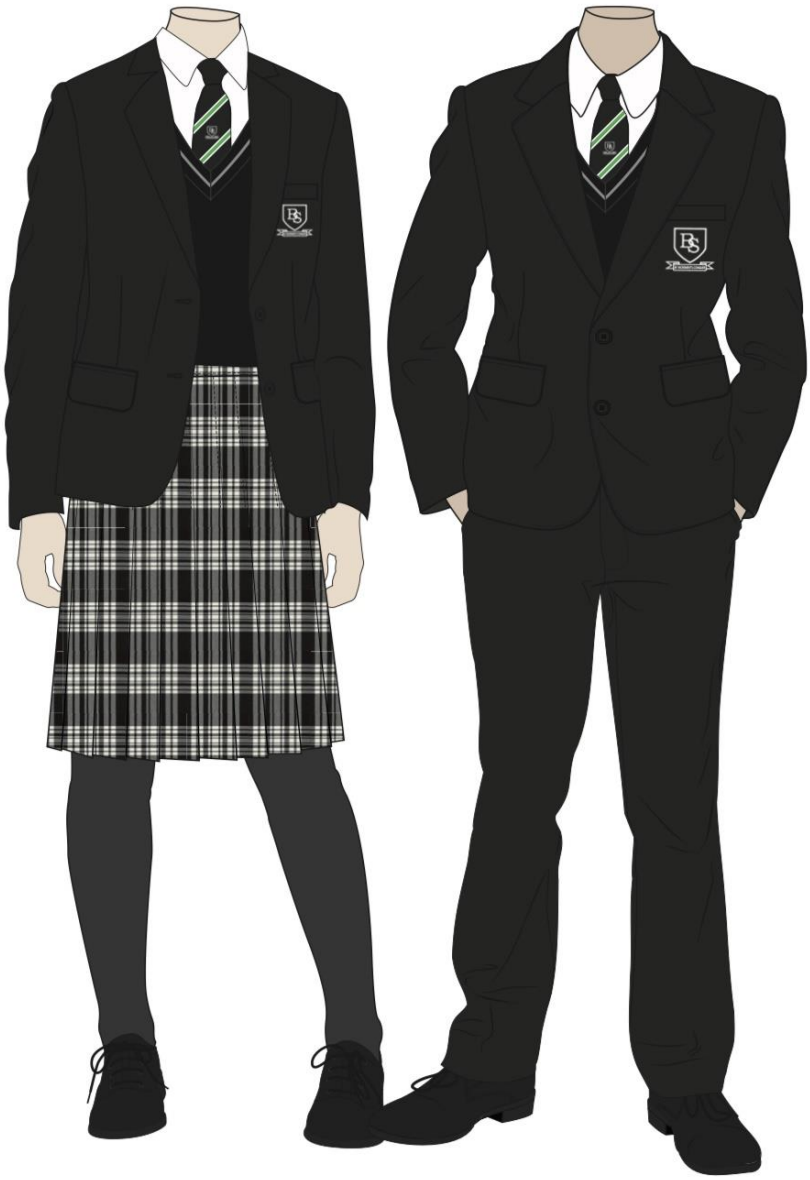
'Hi' stands for History.
'ALI' stands for Miss Livingstone
'303' stands for room number.

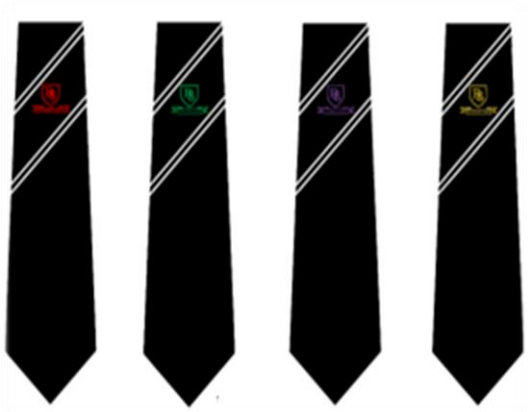
	BMon	BTue	BWed	BThu	BFri
1	Hi ALI 209A	Sd GBR 4	Ma GGA 203	Sp PRI 302	En KWA 102
2	Te STH 16	Pr TPO 208B	Pe WGF PE2	Sc SJC 6	Mu SLO 112
3	Sp PRI 302	Sc GBR 4	Hi ALI 209A	Cm SMO 14	Sc GBR 4
4	En KWA 102	Pe WGF PE2	Sc GBR 4	Ma GGA 203	Sp PRI 302
5	Dr EGR 24	En KWA 102	En KWA 102	Gg CDV 208A	Ma GGA 203
6	Pm GBR	Pm GBR	Pm GBR	Pm GBR	Pm GBR

Uniform

All students are required to wear school uniform and to maintain high standards of dress and appearance. The uniform, listed below, is simple, competitively priced and easily obtainable. **Please ensure that all items of clothing, including PE kit, are clearly marked with your child's name.**

Our new school uniform introduced 2022.





Uniform/ PE Kit Requirements

Please note that all uniform in **bold** is compulsory; the kilt and tie are only available from Valentino's Schoolwear, the rest of the uniform can be purchased from anywhere else. The blazer and sew on badges are also available from Valentino's which will be open for uniform purchase in the summer term.

Broadwater School uniform list:
▪ **New Broadwater School blazer.** (Logo sew on badges are also available to purchase for other black blazers.) ▪ White shirt (long or short sleeve with a collar and a top button, not a sports shirt) ▪ Black, long-sleeved jumper with white trim (optional – available at Valentino's) ▪ **Black tailored trousers or knee length black & white chequered kilt purchased at Valentino's.** ▪ **Black tie with white stripes and house colour logo. Must be worn to reach the waistband of trousers/ skirt.** ▪ Black, leather style shoes (shoes that can be polished). No trainers, canvas shoes or heals and platforms. ▪ Black socks or natural coloured/black tights with no patterns ▪ Black or dark coloured outdoor coat to be worn to/from school and outside during break/lunch.
Extreme hair styles must not be worn. Hair must not be dyed an unnatural colour. No.1 and 0 cut is not acceptable.
No jewellery except for single stud in one ear lobe. No other jewellery allowed.
No nail polish or gels.
No false eyelashes
Natural discrete make-up is only acceptable.
Students should be clean shaven. If a student wishes to grow a beard for religious reasons, they may do so if granted permission by the Headteacher.

***Please note that students must wear full uniform to and from school**

Examples of shoes that meet the school's uniform policy	Examples of shoes that DO NOT meet the school's uniform policy

Outdoor coats should be a plain dark colour anorak, or conventional coat style, warm and weather-proof, without obtrusive or offensive logos. Denim, leather, hoodies or shirt-style jackets are unacceptable, and the school reserves the right to reject any outdoor coats which are inconsistent with the high standards we expect. If in doubt, please contact the school before purchase.

Broadwater PE Kit

PE KIT
▪ **Black Broadwater polo shirt** ▪ Black socks ▪ Black shorts or skort ▪ Plain black leggings or jogging bottoms ▪ Football boots ▪ Gum shields and shin pads (hockey and football) ▪ Trainers ▪ Towel ▪ Sports outdoor games shirt (long sleeved) Plain black or with white trim

If students arrive at school wearing incorrect uniform a sanction will be given, they will be requested to wear spare uniform we can provide, and they will be given a strike on their Ready to Learn card.

Please contact your child's Form Tutor if you require any assistance purchasing uniform items. Each request will be considered on a case-by-case basis.

Equipment

In order to be properly equipped for all their lessons, students will need:

- Planner
- Blue/black pen
- Green pen
- Pencil
- Ruler
- Rubber
- Calculator
- Water bottle (labelled)
- Reading book
- ‘Ready to Learn’ card

‘Ready to Learn’ card

13th Mar 2023 Broadwater School Ready to Learn Card

Student Name	
Tutor Group	Aq/Pg/Px/Nc

Are you ready to learn?
Is your uniform correct?
Do you have ALL the correct equipment ready?
Are you on time to lessons?

Strike	Date	Staff/Reason
1		
2		
3		

By Increments Conquer

Achievement card
for demonstrating school values

Date	Staff/Reason

“Work hard, be kind, make a difference”

We want all students to have successful lessons without disruption and have found that the best strategy is to start the day with a consistent equipment check so the students are always **"ready to learn**" every lesson. Students should be on site at 8.30am, lining up to be ready for the start of roll call at 8.35am when school begins.

During roll call students are checked to see if they are "**ready to learn**". Broadwater School has a procedure called '**ready to learn**' in order for students to have a sharp start to their lessons. Students are issued a ready to learn card on a weekly basis. If a student does not have the appropriate equipment, their uniform does not follow the school rules, or they are late to their lessons, they will receive a strike on their card. Once a student gets 3 strikes, they will be given a 1-hour main school detention. They must also produce their ready to learn card if a member of staff asks them for it. If they are unable to produce their card, they will be given a 1-hour main school detention. It is extremely important that all students who attend Broadwater School are always ready to learn for their lessons.

These roll call check ensure that during lessons every student has the equipment they need to succeed and maximise their learning in class, removing all barriers to learning so teachers can focus on teaching.

Please ensure that your child has a **pencil case** in which to carry belongings securely. It is required by exam boards to have a clear pencil case.

Cycling Helmets

Our policy is that students who cycle to school wear cycling helmets. If parents do not wish their child to wear a helmet to school, they will need to fill out a disclaimer form that is available in reception. Although we do have a bike shed, students bring a bike to school at their own risk. All cycles should be securely padlocked.

Recognising Achievement

Our praise policy is a system that recognises the achievements of our students who go above in beyond in terms of etiquette around school, effort or quality will be awarded praise points according to our praise policy. Over the academic year, the total number of praise points achieved will go towards different rewards to recognise achievement.

Praise Levels		
Work Hard point All Staff	When a student works hard and demonstrates the qualities and character that underpin the Broadwater principles, they will be issued a “Work Hard” point. These contribute to student’s growth as individuals and their positive character.	Behaviour rewarded by verbal recognition and praise points. Home notified by parent app

Be Kind point All Staff	When a student is kind and demonstrates the qualities and character that underpin the Broadwater principles, they will be issued a “Be Kind” point. These contribute to student’s growth as individuals and their positive character.	Behaviour rewarded by verbal recognition and praise points. Home notified by parent app
Make a Difference point All Staff	When a student makes a difference and demonstrates the qualities and character that underpin the Broadwater principles, they will be issued a “Make a Difference” point. These contribute to student’s growth as individuals and their positive character.	Behaviour rewarded by verbal recognition and praise points. Home notified by parent app

Character Education

Certificates and Badges

Students that demonstrate character values through the Challenge Hour programme and other key events around school will be rewarded for their achievements through certificates and badges linked to Broadwater's Principles; Work Hard, Be Kind and Make a Difference. These are listed on the back of their 'ready to learn' cards in which staff can reward students by initialling that value to show the student has successfully shown that, they will then get rewarded with a praise point for that at the end of the week.
Once a student has achieved all three Bronze, Silver or Gold certificates for a value then they will be issued a badge to wear on their uniform.

Broadwater's Principles are "Work Hard; Be Kind; Make a Difference", we reward when demonstrated around the school.

- WORK HARD
- BE KIND
- MAKE A DIFFERENCE

We understand there is more to being a good student than just getting good grades at school. To be the best version of themselves and reach their full potential students will need to challenge themselves and contribute to the school community which in turn, develops them into better individuals with improved confidence, resilience, communication and self-discipline that will be essential for life. These key character traits and values can't be measured through exam grades but are equally important so that students can leave Broadwater ready to face life beyond school with confidence and thrive in further education and the world of work.

How it works

Under the "Work Hard" Principle are the Character Education qualities of Academic Excellence and Oracy. Once a student has demonstrated one of these qualities, they will achieve a Bronze certificate. If they demonstrate the Character Education quality again, they will receive a silver pin badge and then a gold pin badge if they demonstrate something exceptional.

Challenge Hour

Alongside their academic studies, students develop their interests in a range of social and cultural activities at lunch and during 'Challenge Hour' (3-4pm), including: art, athletics, badminton, band, basketball, book club, calligraphy, charity committee, chess and board games, book club, choir, Christian Union, coding and computer club, cricket, design and technology, dance, debating, drama, electronics club, film club, football, gardening, gymnastics, health related fitness, hockey, LGBTQ, mindfulness colouring, netball, photography, rugby, running, sewing, tennis, textiles, trampoline, volleyball and weight lifting.

These activities are revised each year after consultation with the students so we are always providing the most engaging activities we can. New activities this year have included a Caribbean Cooking and British Baking Club, a Papier Mache arts club, Keyboard Music club and several others.

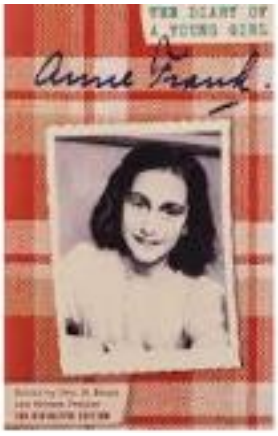
The range of activities students can sign up to is vast and these run throughout the school year. Therefore, every day of the week students can take advantage of the wonderful opportunities and activities our staff run, providing them the opportunity to learn something new or develop further in an activity they already enjoy. Challenge Hour is a huge part of our enrichment programme and is open to all students.

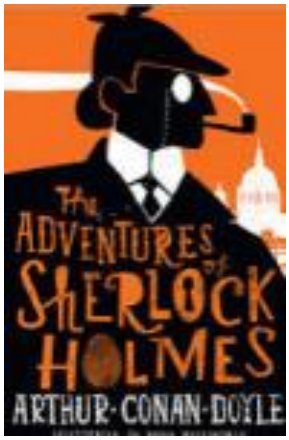
Morning Reading Programme

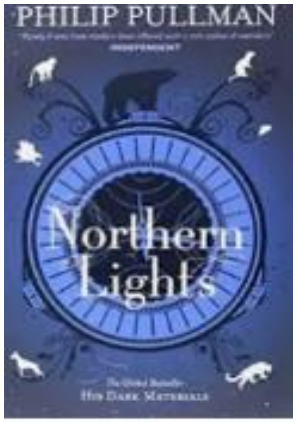
All pupils in year 7 to 10 begin their day with 25 minutes of tutor lead reading. One of our aims is to ensure pupils are exposed to a high level of tier 2 and 3 vocabulary, so the texts for each year group have been selected to maximise vocabulary acquisition by challenging students to read texts of a higher level than those they would naturally select.
Texts are also chosen to enrich student knowledge of the literature cannon, and more importantly to expose them to different cultures, time periods, races and religions.
For example, all year 9 pupils will have read the following by the end of the academic year:

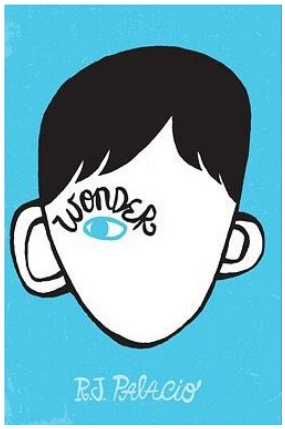
Jane Eyre
Things Fall Apart
Rebecca
The Picture of Dorian Grey
Touching the Void
1984
Frankenstein
The Great Gatsby

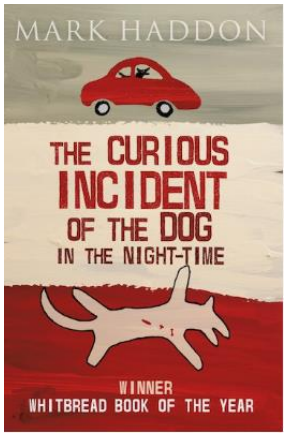
We are constantly seeking to improve our selection of texts and next year will be incorporating more 21st Century literature and more texts by BAME authors. The texts below are currently being read by Year 7 students.











School Rules

The 3 basic rules of Broadwater School are: **Ready, Respect and Safe.** Students need to be ready for learning, respect all members of the Broadwater community, and ensure a safe learning environment for all students. These simple rules ensure that every student thrives and feels welcome at Broadwater.

- Students are expected at all times to behave in a courteous and considerate manner towards fellow students, prefects, staff and visitors.
- Correct uniform must be worn in school and to and from school.
- Punctuality is important and all lateness will result in a consequence.
- Students should not bring valuables or large sums of money to school. The school cannot accept responsibility for loss.
- No make-up or jewellery including rings or nose studs, or any other piercing should be worn in school, with the exception of single small earring studs worn on the ear lobe. The wearing of jewellery, earrings or ear studs is not permitted during PE. PE staff will accept valuables for safe keeping during PE lessons.
- Digital devices must not be used within the building. They are brought to school at the student's own risk. If a student needs a mobile phone to contact home after school, this must be switched off during the day.
- Smoking is forbidden on school premises, to and from school and anywhere in school uniform. This includes e-cigarettes and vaporisers/vapes. Smoking materials will be confiscated and will lead to a full day in the exclusion room.
- Every student must always have their planner with them.
- All property must be treated with care and respect. If any damage is done to personal or school property, the cost of repair will be apportioned as necessary.
- All schools are strongly opposed to substance misuse and take serious disciplinary action in dealing with it.
- Roll call consists of every morning equipment and uniform check completed by the form tutor.
- Electronic Equipment: is not permitted in school without the permission of a member of staff. Items will be confiscated and returned at the end of the day for the first offence only. Further confiscations will require parental collection.

Broadwater Behaviour Policy

READY/RESPECT/SAFE

- 1 WARNING ONLY
- STUDENT REMOVED FROM CLASSROOM
- INCLUSION ROOM REFERRAL
- PARENTAL CONTACT AND COLLECTION

BROADWATER SCHOOL
BY INCREMENTS CONQUER

Current Behaviour Policy

Sanctions

We appreciate that there may be times when the above standards are not met and as such students will be disciplined using the sanctions outlined.
Disruptive behaviour is anything that stops or slows the momentum of the learning experience for students. Defiant behaviour is any time a student refuses, directly or indirectly to follow the instructions of a member of staff.
Disruptive or defiant behaviours may include:

Calling out	Lack of work	Using a mobile phone or other electronic device
Off task chatter	Lack of immediate cooperation	Non-completion of work
Talking over a teacher	Lateness	Damaging equipment/property
Distracting others	Poor choice of language	Name calling
Bickering	Chewing/eating in class	Headphones in or on display

Warning

If behaviour within a lesson is disruptive the member of staff will give one warning to the student by writing their name on the board and they will briefly explain why the warning has been given. If a student fails to meet the lesson expectations a second time (this includes arguing with the teacher about the warning) the student will be asked to leave the classroom and go to 'The Base' where they will be 'checked in' following a period of reflection the student will be sent to the Inclusion Room (IR). Students are expected to present themselves at the IR within 5 minutes of leaving the teaching room; failure to do so will result in a Fixed Term Suspension.

On Call

On Call will be used in a lesson if a student refuses to leave a classroom to attend the IR. The student will be removed by a member of staff, and this will result in a fixed term suspension as a consequence for defiance of a member of staff and disrupting the learning of themselves and others.

Inclusion Room (IR)

A day in the IR equates to 5 full lessons, break, lunch and an after-school detention. During this time students will continue with their learning in isolation, and they will be asked to reflect on their behaviour and identify steps forward. If a student does not complete sufficient work during a lesson as outlined by the member of staff leading the IR an additional hour will be added to their time in the IR. This will continue until 5 hours of satisfactory work has been completed in isolation.
If a student refuses to attend the IR when instructed this will result in a fixed term suspension with the day in the IR to be completed upon their re-admittance to the school.

Main School Detentions (MSD)

This sanction is a one hour after school detention between 3-4pm. This is supervised by school staff on rotation. During this hour students are expected to bring work to complete or read in silence.
Notification of an MSD will be through the school email system to both the student and the parent/guardian with at least 24 hours' notice given. It is the parent/guardian's responsibility to arrange alternative transportation home if this is necessary. We do not require parental consent for detentions or suspensions.

Failure to be silent and compliant in the MSD or failure to attend the MSD will result in a day in the ER.

An indicative list of reasons for the issuing of an MSD include: failure to be equipped, persistent lateness to school or lessons, failure to hand in homework and three strikes on the Ready to Learn card.

Reasonable Adjustments

Students who have an Educational Health Care Plan (EHCP) or identified additional need(s) will be expected to follow the behaviour policy however, reasonable adjustments will made for some individuals.

Reasonable adjustments will be planned based on advice from the Special Educational Needs and Disabilities Co-ordinator (SENDCO), Head of COIN Centre and from wider external agencies where appropriate. These alternative strategies will be communicated to all staff so that the differentiated approach for these children is both known and understood.

Reasonable adjustment plans will be reviewed on a termly basis within Pastoral Team meetings and clearly stated on supporting documentation such as EHCPs and the SEND register.

Examples of reasonable adjustment include the use of a learning break card, movement breaks and work in The Base for 1:1 support.

Intervention

Students are monitored by Tutors and wider members of the Pastoral Team. If a student has a number of repeated incidents of negative behaviour support and interventions will be put in place. A range of strategies may be employed depending on the individual and their specific context. These include a student being placed on a monitoring report, parental meetings, 1:1 or group interventions to address specific behaviours and a Pastoral Support Programme (PSP). A student who does not respond to intervention over a period of time may be at risk of a Directed Offsite Provision (DOP) to another school or a permanent exclusion.

Behaviour outside the school gates

This behaviour and discipline policy covers behaviour within and outside school. Students will be sanctioned, up to and including permanent exclusion, for any behaviour which contravenes school policy when:

• Taking part in any school organised or school-related activity.

• Travelling to and from school and wearing our school uniform, or in some other way identifiable as a Broadwater School student.

Or for behaviour which at any time

• Could have repercussions for the orderly running of the school

• Poses a threat to another student or member of the public, or could adversely affect the reputation of the school.

Mobile Phone Policy

Code of conduct for Students

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on ‘silent’) and in bags.
3. You may not use your mobile phone at break or lunchtime.
4. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. Avoid sharing your contact details with people you don’t know, and don’t share other people’s contact details without their consent.
7. Don’t share your phone’s passwords or access codes with anyone else.
8. Don’t use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
    a. Email
    b. Text/messaging app
    c. Social media
9. Don’t use your phone to send or receive anything that may be criminal. For instance, by ‘sexting’.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren’t in school.
11. Don’t use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school’s behaviour policy.
12. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school’s behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Sanctions

If a mobile phone is seen it will be confiscated and stored in Student Services. On the first offence the phone will be returned at the end of the school day.

On the second and subsequent offences the phone will need to be collected by a parent/guardian. This sanction is line with Education and Inspections Act 2006) whereby schools are permitted to confiscate phones from pupils under sections 91 and 94.

If a phone is confiscated and it is the second offence your parents/guardians will be contacted regarding collection.

Refusal to follow the expectations regarding the use of mobile phones will result in the application of further sanctions in line with the school behaviour policy.

Designated Safeguarding Leads have the power to search your phone if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. This includes using your phone to bully, intimidate or harass anyone during outside of school hours.

Student Services

Student Services are open from 8.35am to 4.00pm daily. The team consists of Mrs K. Hatcher (Student Services Manager), Mrs E. Hogg (Student Services Administrator) and Mrs H Brown (Attendance Officer). The Student Services staff are the first point of contact for many of the matters listed below.

· Locker hire

· Free School Meals

· Detentions

· Leaving school site for appointments

· First Aid and Illness

· Lost property

Mrs H Brown (Attendance & Engagement Officer) 01483 239220 is responsible for all Attendance related issues – reporting of dally absences.

· Absence requests

· Attendance

Free School Meals

Please go to the Broadwater School Key Information page - School Life – Catering & Free School meals for further information. Or alternatively contact Mrs K. Hatcher at student services.

Main School Detentions

Students are expected to attend their detention on the date set by the issuing teacher. In the unlikely event that a student is unable to attend a parent or guardian must write a note in the student's planner or contact Student Services with at least 24 hours' notice before the date agreed. Failure to attend a detention will result in further sanctions.

Medical appointments

Please provide written evidence of all medical appointments. Where possible these appointments should be made outside the school day.

First Aid and Illness

Students are required to speak to their teacher if they feel unwell during a lesson. Everyone feels unwell from time to time and in some circumstances a student may need to come to Student Services for an assessment. Staff will contact parents/guardians if the illness cannot be resolved in school. On no account are students permitted to contact their parents and ask them to be collected. Student Services are able to keep personal medication locked in the medical room provided the Medicine Form is completed. All medicines will be returned to parents at the end of the academic year. Student Services hold a stock of paracetamol tablets and have a plentiful supply of feminine hygiene products.

Lost property

All property brought into school must be clearly labelled. If a student loses anything they need to go to Student Services to see if it has been handed in. All named items are returned to the Form Tutor at the earliest opportunity.

As a school we promote well-being in everything we offer to students. Student Services is a place that extends our well-being care and is a place to offer further support.

Contact details

Mrs Karen Hatcher – Student Services Manager tel: 01483 520642 or email khatcher@broadwater.surrey.sch.uk

Mrs Elizabeth Hogg – Student Services Administrator tel: 01483 520616 or email ehogg@broadwater.surrey.sch.uk

Mrs Helen Brown – School Attendance & Engagement Officer tel: 01483 239220 or email HBrown2@Broadwater.surrey.sch.uk

School Locker Hire

It is recommended that students hire a locker whilst they are at Broadwater. Lockers enable students to have a secure place to store their possessions, such as PE kits and class books. All lockers come with an individual lock and key.

The hire charge of lockers is **£25.00**, entitling students to a locker for the whole of their school life (i.e. from Year 7 to Year 11). Please note that this fee is non-returnable. Lost keys can be replaced (there will be a charge). Lockers may be purchased from My Child at School and keys will be issued during the first week of term.

Cashless Catering

At Broadwater we use a cashless catering system (biometrics) to purchase items from the bistro. We take a scan of your child's finger and turn this information into a digital signature; the information that is stored cannot be used to recreate an image of the child's fingerprint. This system is very efficient and avoids the need for lunch cards or cash that can be lost or forgotten. Parents can also access details of what their child has purchased and top up their balance online. It is the parents' responsibility to ensure there is credit on their child's account and to check they are eating healthily.

We are a **NUT FREE** school. If you prefer your child to bring in their own lunch and snack items, please ensure they do not contain nuts or any traces of nuts.

Communication with school

My Child At School (MCAS). MCAS is our new parent communication and payment portal. It is available via a web browser (http://www.mychildatschool.com) and in the form of an App for both Android and Apple devices. We will also use this system to provide you with essential information and regular updates about your child(ren) and their life at Broadwater School. Using the app will provide to with access to the following:

Announcements - Receive and store announcements.
Attendance - Check your child's attendance data.
Contact Details - Check and update your details.
Important Documents - Safely stored in one place.
Lesson Timetables - View your child's timetable.
Parental Consent – Review and update permissions for your child.
Trips - View details of your child's upcoming trips.
Dinner Money – Top-up bistro payments.
School Shop - Purchase items from the school shop.

More information about MCAS can be found on our website including new user information and a Parent Guide.

http://www.broadwater.surrey.sch.uk ➡ Care and Support ➡ Parent Support ➡ Parent App – My Child at School (MCAS).

Other communication

- Our school newsletter as well as other information can also be found on the school website www.broadwater.surrey.sch.uk - check the homepage for the most recent information. There are also links to school policies, exam timetables and recent letters.

- Broadwater School has a Twitter account that you can follow for all the latest news and events (see the link on the school website or visit https://twitter.com/BroadwaterNews) and also a Facebook page that you can follow.

- Sometimes students will be asked to write dates/information in their Homework Diaries. Staff will also write to you in the Diary, so please read through it when you sign it each week.

- If you are worried about your child or have a problem that you or your child cannot solve, please contact **your child's form tutor**. You may leave a message via the school office and the form tutor will contact you as soon as possible. The form tutor will refer you to the Head of Year or Head of Transition if necessary. Please avoid contacting the HOY in the first instance as it is important to develop a relationship with the form tutor.

- If you have any general questions or are not sure of what is happening in school, please phone/email and ask. Tel: 01483 414516 or email: *admin@broadwater.surrey.sch.uk*

Attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents/guardians/carers, students and all members of school staff.

Young people are required by law to attend school 190 days per year. The Government states that every student's attendance should be 95% - 100%. Being **LATE** after registration will also **LOWER** your attendance.

How do ***YOU*** measure up?

Attendance during one school year	Equals – days absent	Which is approximately… weeks absent	Which means this number of lessons missed
95%	**9 days**	**2 weeks**	**50 lessons**
90%	**19 days**	**4 weeks**	**100 lessons**
85%	**29 days**	**6 weeks**	**150 lessons**
80%	**38 days**	**8 weeks**	**200 lessons**
75%	**48 days**	**10 weeks**	**250 lessons**
70%	**57 days**	**11.5 weeks**	**290 lessons**
65%	**67 days**	**13.5 weeks**	**340 lessons**

Why regular attendance is important

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is your legal responsibility and condoning absence from school without a good reason creates an offence in law and may result in prosecution. The school's full Attendance Policy is available on the school website: www.broadwater.surrey.sch.uk/Policies/Index

Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents/guardians/carers, students and all members of school staff.

To help us all to focus on this we will:

- Keep regular and accurate records of attendance for all students, at least twice daily.
- Monitor every student's attendance.
- Contact parents/guardians/carers as soon as possible when a student fails to attend, where no message has been received to explain the absence. (The My Child at School system will automatically email and/or text the parents/guardians/carers of students who are not present for registration and are absent without permission.)
- Follow up all unexplained absences to obtain notes authorising the absence.
- Celebrate good attendance, for example in assemblies.
- Reward good or improving attendance with certificates, rewards, etc.
- Tutors and / or Heads of Year will call home for a discussion around any absences at the start of any new academic year / term to ensure transition has gone well as a supportive measure.
- Notification letters will be sent home when a student's absence becomes a concern this is explained in the Attendance Policy.
- Invite you to discuss persistent absence, the current level as set by Central Government is 90%, with the appropriate person at an Attendance Panel meeting with the Attendance Lead. This is intended as a supportive meeting leading to improved attendance within a short space of time.
- Holidays during term time will not be authorised and may receive a fine. Further detail is on the next page please refer to the Inclusion Service for more information.

Penalty Notices

The Inclusion Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount. The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

Circumstances when a Penalty Notices may be issued

The Education (Pupil Registration) (England)(Amendment) Regulations 2013, which becomes law on 1st September 2013 state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.

Where a child is taken out of school for 5 days or more and the 'leave of absence' is without the authority of the head teacher, **each parent** is liable to receive a penalty notice for **each child** who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

The issue of a Penalty Notice will also be considered where attendance has fallen below 90% and there are no less than 10 unauthorised sessions during the preceding 6 school weeks. The parents' failure to engage with supportive measures proposed by the school or Inclusion Service will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

With the exception of unauthorised leave of absence taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

Information supplied by the Inclusion Service

Attendance Procedures

<u>If sick or absent:</u>

We have a separate telephone extension purely for student absences. Please ring our **Attendance line between** 7:45 – 9:00am, if you know your child is not well enough to attend school - TELEPHONE: **01483 239220**.

Please remember to **<u>phone on a daily basis</u>** to confirm that your child is still off sick and he/she **<u>must bring in a letter of confirmation</u>** upon return to school.

<u>If a student arrives late</u> (after registration has closed at 9.30am), the student needs to sign the 'Late Register' in Reception. Once a student has signed in a late mark is issued. If there are any problems, please contact the Attendance and Parental Engagement Officer on **01483 239220**.

If your child is absent, <u>we will</u>:

- Email and send a text on the first day of absence via our automated 'My Child at School System" system if we have not heard from you.

- Invite you in to discuss the situation with our Attendance and Engagement Officer and/or Head of Year if absences persist.

- Refer the matter to the Inclusion Officer if, despite the school's efforts to work with parents/carers, the student attendance remains a concern.

Information Technology

Student Log-in and Email Account

All students have an IT account with a Broadwater network log-in. New students will receive their log-in details and instructions on how to access the network during their first computing lesson. Students will be given an email address at the same time.

Personal logins must be kept confidential and not disclosed to other students. Students will be given remote access to the Broadwater network so that they can log onto their Broadwater account from home. The computing teacher will explain how to access the remote desktop during the student's first computing lesson.

Some virus checking software may cause problems when logging on remotely. Should the student encounter any difficulty they should speak to the IT Department.

Satchel One https://www.satchelone.com/dashboard

Students and parents will be given a personalised log-in to this website in September. Homework that has been set will be available to view and download. There is a link to this from the 'Student' menu on the school website. Please see homework page for more information.

Sparx Maths Homework: https://sparxmaths.com/

SPARX maths homework is issued online on Friday to every student and is due the following Friday. Students will get their own login in September and then they will create their own password.

Sparx Science Homework: https://sparxscience.com/

SPARX Science homework is issued online on Wednesday to every student and is due the following Wednesday. Students will get their own login in September and then they will create their own password.

Parent Evening Appointments - Online Booking System

Appointments can be booked electronically on the website: https://broadwater.parentseveningsystem.co.uk (there is a link to this from the 'Parent' menu on the school website). A letter will be sent home reminding you to do this before an Academic Profiling session.

School Events

Progress Checks/School Reports
Each term parents will receive a report, giving A-D grades for Behaviour, Classwork Effort and Homework Effort. The report will also contain the most recent percentage score a child has received in a test and give a year group average and highest percentage score.

Parents' Evening
An opportunity for you and your child to meet with subject teachers to discuss the progress checks and to set targets. Students are expected to attend as it is beneficial to have them present during conversations with teachers. Parents' evening events have a focus on particular years, although all parents are welcome to attend on any of these days. Appointments can be booked electronically on the website:
https://broadwater.parentseveningsystem.co.uk (there is a link to this from the 'Parent' menu on the school website)

'Meet the Tutor' Evening
An opportunity in the Autumn Term to meet with your child's form tutor and to discuss how your child has settled in.

Y7 Assessments
End of unit subject tests to give more information about your child's progress. These will take place throughout the year.

Surrey Musical Theatre & the Arts Festival
Broadwater School has been given a fantastic opportunity to host and introduce the Surrey Musical Theatre & the Arts Festival this year. This will provide the students with an amazing and rare opportunity to be involved in competitive activities within the Arts. We have had a number of students participate, showcasing their triumphs of art, photography, creative writing and performing - both in groups and monologues.

School Production
Enjoy a polished performance by our students - tickets sold in advance – fliers will be sent out.

Sports Day
Students represent their House in a field event in the morning. In the afternoon, the whole school goes out to watch the track events. All students are encouraged to take part, even if it's just in the tug of war! Parents are welcome to come and support!

Challenge Hour
Extra-Curricular activities are at the forefront of student's personal development. We offer a range of after school opportunities to challenge themselves and develop skills. In September students have the opportunity to find out about what we offer at our 'Challenge Hour Extravaganza' where teachers showcase their extra-curricular clubs. Students have the ability to sign up and join a club with like-minded people for that term. We do this throughout the year to give students a full experience of skills.

Challenge Week
Challenge week we offer on the last week of the summer term, this is when each department works together to create a unique variety of activities to offer the students to support their aspirations and future careers. Each student chooses one activity to complete over 3 days this could be anything from Bear Grylls Adventure residential trip away to creating your own space rover and telescope space mission.

Differences between primary and secondary schools

After School Clubs: Unlike junior school there will be no letter home asking for your permission to stay after school. It is your child's responsibility to inform you. **Students can find out which clubs are running on the Clubs/Extra-Curricular Activities Notice Board.** It is a good idea to have a plan if the club is cancelled for any reason.

Dates and Times of Sports' Practices and Fixtures: These are put up on the PE Notice Board. If the student hasn't had PE for a couple of days, they may not see it until the day before or even the day of the event. Students who are in sports teams (e.g. football, netball) need to be encouraged to look at the boards regularly. It is a good idea to have a plan in place of what they should do if they are asked to stay behind for a practice or fixture you don't know about: such as contacting you in Student services or saying they cannot stay.

The School Production

A long-term commitment: after school rehearsals, weekend rehearsals near the show, conflict of commitments if the student is also involved in sports teams. Parents can help their children organise their time. It is unlike Junior School where the staff are aware of other commitments.

School Educational Visits

Occasionally different departments will organise trips out of school to support the curriculum. These are optional but sometimes there will not be enough spaces for everyone to go. A deadline date for those wishing to go will be set. If a trip is oversubscribed, names will be drawn from a hat. All educational visits require a parental donation to cover the cost of the visit. Once you are registered with My Child at School, you can pay for trips and give permission online; this is our preferred method of payment.

Homework

Parents have an important role to play both in supporting students with their homework and in monitoring its completion.

As a school we expect students to have around 45-90 minutes of homework each evening as this is in line with national averages. Subjects will set up to 60 minutes of homework over a 2-week timetable cycle and this may be 1 larger piece of homework or 2 30-minute pieces. Homework should be achievable in this time, and we encourage parents to sign the work completed to say that it was completed within the appropriate time.

In the first half term only English, Maths and Science will set homework to allow students to transition gradually into the routine of doing homework each evening. After the October half term, all subjects will set homework according to our homework policy.

Laid out below are some suggestions of how you can help your child get the most benefit from homework.

Students need somewhere to work that is:

- Quiet and free from distractions
- Well-lit
- Spacious to allow them to spread their books and equipment and work comfortably
- A desk or table

As parents you need to:

- Ask each evening what homework has to be completed and deadlines for it.
- Help with the work when necessary but avoid actually doing it for them.
- Encourage a positive attitude towards homework by talking through the task that has been set.
- Read through what they have completed when they have finished and make suggestions of how they could improve it.
- Guide them towards appropriate sources of information (e.g. books, magazines, newspapers etc.)
- Ensure that they have the correct equipment (e.g. pen, pencil, ruler, etc.)
- Ensure they do their work at a time when they can do their best.

Remember your child can also get help from: Library/Homework Club, staff on an individual basis, lunchtime and after school clubs, internet and word processing facilities, learning support staff and study guides.

Homework tasks

All homework tasks can be viewed on the 'Satchel One' website: https://broadwaterschool.satchelone.com/school/home

Parents can monitor homework by signing in with a parent code to keep up to date with homework being completed. This information will be sent home in the first week of school in September and is also available from form tutors.

Each half term students are issued homework booklets by subjects that include homework tasks for the whole half term. These weekly tasks are specific and focus the students onto the most important knowledge from each subject area. They often include knowledge recall questions combined with longer answer questions to help improve knowledge recall and reduce the impact of the "Forgetting curve".

SPARX HOMEWORK

Detentions for incomplete homework will be issued on the due date, so any homework completed late will still result in a detention.

How does Sparx homework work?

Sparx personalises each child's homework, creating a weekly set of questions tailored to their level of understanding and learning pace. The questions are designed to be achievable whilst offering the stretch that learners need to make progress. Sparx Homework is deliberately designed to help students really get to grips with and understand the concepts and skills they are learning by ensuring they cover the essential building blocks needed to make progress in maths and science. Sparx' research (sparx.co.uk/evidence) has shown that an average of 60 minutes a week of this type of personalised maths home learning leads to clear progress.

Each week, topics are set by your child's maths teacher and will make up the majority of the homework questions. Questions from previous topics will also be included in the homework so that students can keep practising the skills they have learned.

How can I help my child with their homework?

We appreciate that you may want to support your child with their home learning but please try not to help them with a question until they've had a go first! It is really important that they complete their homework independently. They can watch the support video if they need to. This way, Sparx can make sure your child continues to see homework that's at the right level for them. It is advised that students do their homework as early as possible, so they have the time to have a go themselves and seek help from their teacher if needed. They can do this by speaking to their teacher or emailing a screenshot. Starting early is key to finishing before the hand-in time. You will be able keep track of your child's homework completion in the weekly email you will receive from Sparx.

Sparx Reader

Sparx Reader is a reading, comprehension and vocabulary programme that gets all young people reading regularly to help improve their literacy and motivates them to read for pleasure. Any device with a web browser is able to access Sparx Reader.

Students take a test and then they choose a book according to their level. Sparx Reader will regularly check their understanding of the story throughout the book by asking questions based on comprehension of the text they are reading. Students are rewarded Sparx Reader Points by reading carefully and over time, their literacy and reading abilities will improve.

Students always have a choice in what they read. The e-book library has modern fiction books from many publishers as well as classic stories. Once pupils reach the gold level, they have autonomy over the text they choose; they can add their own books from home too.

Tasks are personalised based on each student's reading ability so that every student can be successful with their reading. The books that a student can choose from are carefully chosen so that the text is accessible, yet suitably challenging.

In addition, and more recently, daily vocabulary puzzles are now available so pupils can discover and practise new words presented to them in context. Over time, this will support pupils develop their vocabulary.

Teachers monitor progress closely and can focus on those that need intervention and support.

Homework will be set every Monday and is checked the following Monday.

Please visit https://sparxreader.com/ for more information and see the useful “Sparx How to Guide” below.

Extra Tips for Parents

How can I help as a parent?

When a child starts at secondary school, they are expected to cope with a whole variety of new experiences and changes, many of which demand skills and abilities that they have not had to use before. These skills do not spontaneously develop in children; they have to be taught and children need support in developing them.

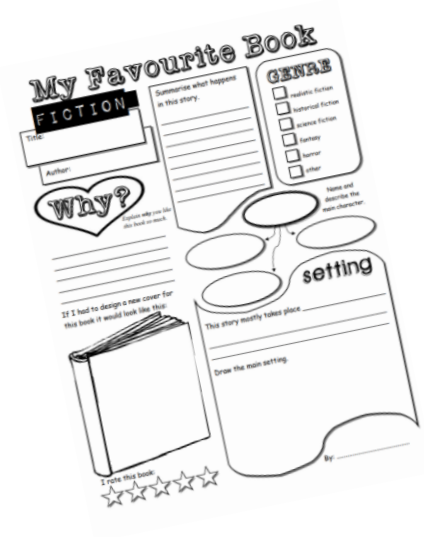
Time spent early on in establishing habits of work and independence is an investment that will save many problems in the long run. The habits and routines that children develop in Year 7 are those that will stay with them throughout their secondary schooling and often throughout their working lives, so it is worth the effort of getting it right.

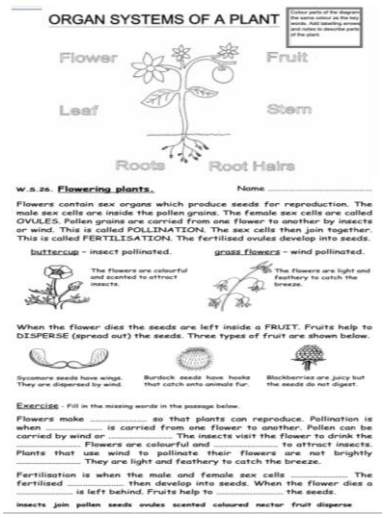
If you can help your child to do this, you will really be making a difference.

Preparation over the Summer Holidays

At the end of every school year, we send all parents/carers a wellbeing pack to help support the time spent at home over the holiday period. You will receive this in July 2024.

As school finishes, it is important for students to rest and recuperate ready to start their Secondary School journey. However, we have found that some students like to feel more prepared for Secondary school work. If your child would like to see which topics and work, they will be introduced to at the beginning of year 7, please encourage your child to read and review the electronic work pack with yourselves (which includes a range of workbook activities from a range of subjects) to help them to fully prepare them for their first few weeks at Broadwater. This will be issued at the end of the summer term by our Head of Transition, Miss Hailey. Reviewing this electronic work pack, has proven to be very successful in helping new students to feel at home here at Broadwater School as quickly as possible - especially for students who may be anxious about the Secondary School workload.





Getting To and From School

Before your child starts

- Time the journey to school or bus-stop.
- Be sure your child is clear about what time they are expected to be home and what to do if they are held up for any reason.
- Make sure they know/have your contact numbers.
- Buy an alarm clock and make sure your child knows how it works. Test run it before the first day at school.
- Work out with your child what time they will need to get up to get to school on time. Work backwards from the time they need to be at school. Include all the things they will need to do.
- Agree a routine for the mornings and after school. Will they shower/bath in the morning or the evening? Will they get their school bag ready the night before or in the morning?
- Who will make the packed lunch? When?
- Agree a bed-time for schooldays with your child that will ensure they get enough sleep.
- Have a couple of practice runs ... set your child the challenge of getting up at the correct time and getting ready.
- Does anything need changing?

When your child starts

- If possible, be around for your child for the first few days/weeks and 'supervise'. Praise and encourage independence but be ready to offer a helping hand.
- Go through the routine regularly with your child and if necessary provide a tick-list to help them
- Insist on the routine being kept to - it will save hours in the long run.

Getting Organised

Before your child starts

Help your child organise their living space so that they have a place for everything to do with school . Try to make sure they have access to a desk, good light and storage space for their school books .

Equip them with the tools they will need at home (it's a good idea to keep two sets of everything - one for school and one for home so that losing a pen at school does not stop them doing their homework).

A useful home 'tool kit' consists of: pencils, pens, rubber, sharpener, crayons, felt-pens, ruler, maths equipment (protractor, compass, set-square and calculator), sellotape, glue-stick, paper (lined and plain) and plastic wallets.

A box-file or stacking system is useful for pupils with organisational problems - each file can be labelled with the subject and all books, worksheets etc. can be kept ready to pull out and put in the school-bag when required.

A labelled A4 plastic or card folder to take to school for each subject is useful - students are given lots of worksheets which they are not used to organising. Folders can hold all work sheets, books etc.

An office two-tier 'in-tray' is useful for 'homework to be done' and 'homework completed'.

An additional A4 plastic or card folder for finished homework is useful for children with poor memories - they can check it each lesson to see if there is homework to be given in.

When your child starts

Teach a routine for 'emptying the bag'. The subject folders or books are replaced in the system. Any subjects for which homework is required are placed in the 'homework to be done' in-tray. Do this with your child to begin with if necessary, then gradually let them take over. Even when your child has 'got it' do 'spot checks' every so often.

Encourage your child to glue any worksheet/odd bits of paper into their workbook if possible each night - otherwise the sheer volume of 'bits of paper' becomes impossible.

When homework is completed supervise the 'packing of the bag'. This is best done the night before.

A timetable can be used as a checklist for subject folders and equipment. Write the equipment needed at the top of each day.

Encourage your child to check their planner for any reminders/notes each night. It's usually worth double checking.

If you know your child has food technology on a certain day, check at the beginning of the week if they need ingredients.

Homework Help

Before your child starts

Agree a routine for homework with your child. Life can become a constant 'nag' if you don't start this from the beginning. Homework becomes an increasingly important part of the curriculum as your child goes through school.

A good time for homework is after a short break when your child returns from school. Get it out of the way early, leaving the rest of the evening free.

Agree with your child that TV, other activities, phone-calls etc. will only be possible after homework is done.

Many children will say that listening to music helps them concentrate and do their work. Agree whether this is allowed.

Be prepared to invest time at first - for example be available for a set time each day to help with homework until the routine is established.

When your child starts

Stick to your agreed routine whenever possible.

Try to ensure that homework is done on the night it is set to prevent 'build-up'.

Spend time with your child in the first few weeks, establishing the routine.

Encourage your child to unpack their bag in an organised way, placing homework to be done in their tray. Check the planner with your child for what homework needs to be done, and when it is to be done for. Check they have everything they need to complete the tasks (ask them to tell you what they will need, to encourage independence).

Recognise how hard it is to work unsupervised. Help your child structure their time and use it usefully - provide a clock or timer and agree the tasks that should be done in each eg. half-hour period. Try to be available to do 'progress checks' - have they completed the task in the set time? (But otherwise leave them to it - don't establish a pattern of always doing homework with them - it's unsustainable and they won't learn to work independently.)

Make sure your child always writes the date and title, and clearly labels it as homework (either in their book or on a worksheet or computer print out).

Point out the rewards of working in this way - homework doesn't drag on all night, it feels good to have completed tasks etc.

Don't let children struggle on for longer than the recommended time - if they have done half an hour and only answered half the questions, let them stop. (If they are worried about the consequences, write a note on the homework, confirming that the correct amount of time was spent on the task.)

If children are stuck - either because they don't understand the task they have written down, or because they 'can't do it', offer support but don't 'do it for them'.

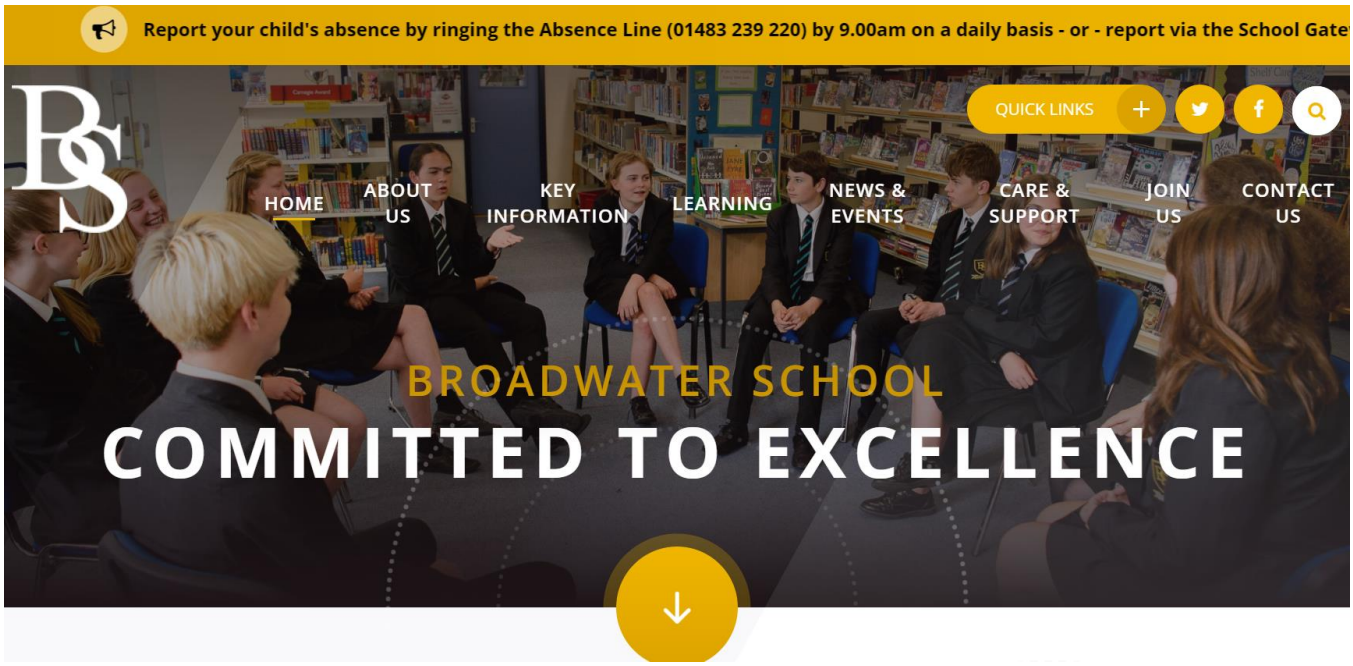
Encourage your child to check in the lesson if they haven't understood what the task means. Encourage them to write down exactly what the teacher says (not 'finish stuff in book' - they'll have forgotten what 'stuff' is by the time they get home). Often teachers attach examples and resources to help students remember how to complete homework to the ‘Show My Homework’ website, so it is worth checking there.

If you and your child have checked ‘Show My Homework’ and really cannot work out what has to be done, try ringing a friend in the same group, or, as a last resort, write a note to the teacher asking for clarification and explaining that the homework will be done as soon as possible.

Take an interest in the marks and comments on the homework your child gets back - celebrate success and give the clear message that homework is valuable and important.

Further Information

School Website



The school website is an excellent source of further information including:

- Staff / School Contact Details
- Important Dates & Events
- Recent Letters Home
- School Policies
- School Uniform Requirements
- Links to Valentino Uniform Shop, My Child at School, Satchel One, Parent Evening Booking System, Easy Fundraising etc.
- School Clubs & Activities
- Homework & Exam Timetables
- Latest News and Photos
- Transition Information

You can view all these at https://www.broadwater.surrey.sch.uk/

You can keep up to date with our news on Twitter @BroadwaterNews
and Facebook: https://www.facebook.com/Broadwater-School-115654568493411/

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