



TRANSITION GUIDE

SEPTEMBER 2025



CLASS of 2030



Welcome to Broadwater School, recently ranked as the 8th Best School in the South East on the Fairer School Index.

Welcome to



BROADWATER SCHOOL

BY INCREMENTS CONQUER

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

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, from all year groups, in each House.

Our Heads of House are **Miss Palmer (Aquila)**, **Mrs Looseley (Pegasus)**, **Miss Hailey (Phoenix)** and **Miss 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 opportunities to represent their house throughout their time at Broadwater.
- As an example, students can join sports teams, perform in drama and music groups and read poetry. 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 2025, will be allocated a Tutor alongside a designated 'House' and will be supported by our Head of Year 7, Mrs Looseley and our Transition Co-ordinator, Miss Lennon.

The Tutor will be the first point of call for both students and parents for all enquiries regarding the school environment and questions around the timetable, bistro, lockers etc.

If the student has any questions regarding their academic studies, they can go directly to their subject teacher to discuss. If necessary, students can also 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 Head of Year to discuss the matter further, ensuring the student is getting the support required to positively succeed during their secondary school journey.

Head of Year 7



Mrs Susan Looseley

Head of Year 8



Mr Alex Collin

Head of Year 9



Miss Emily Hailey

Head of Year 10



Miss Amy Palmer

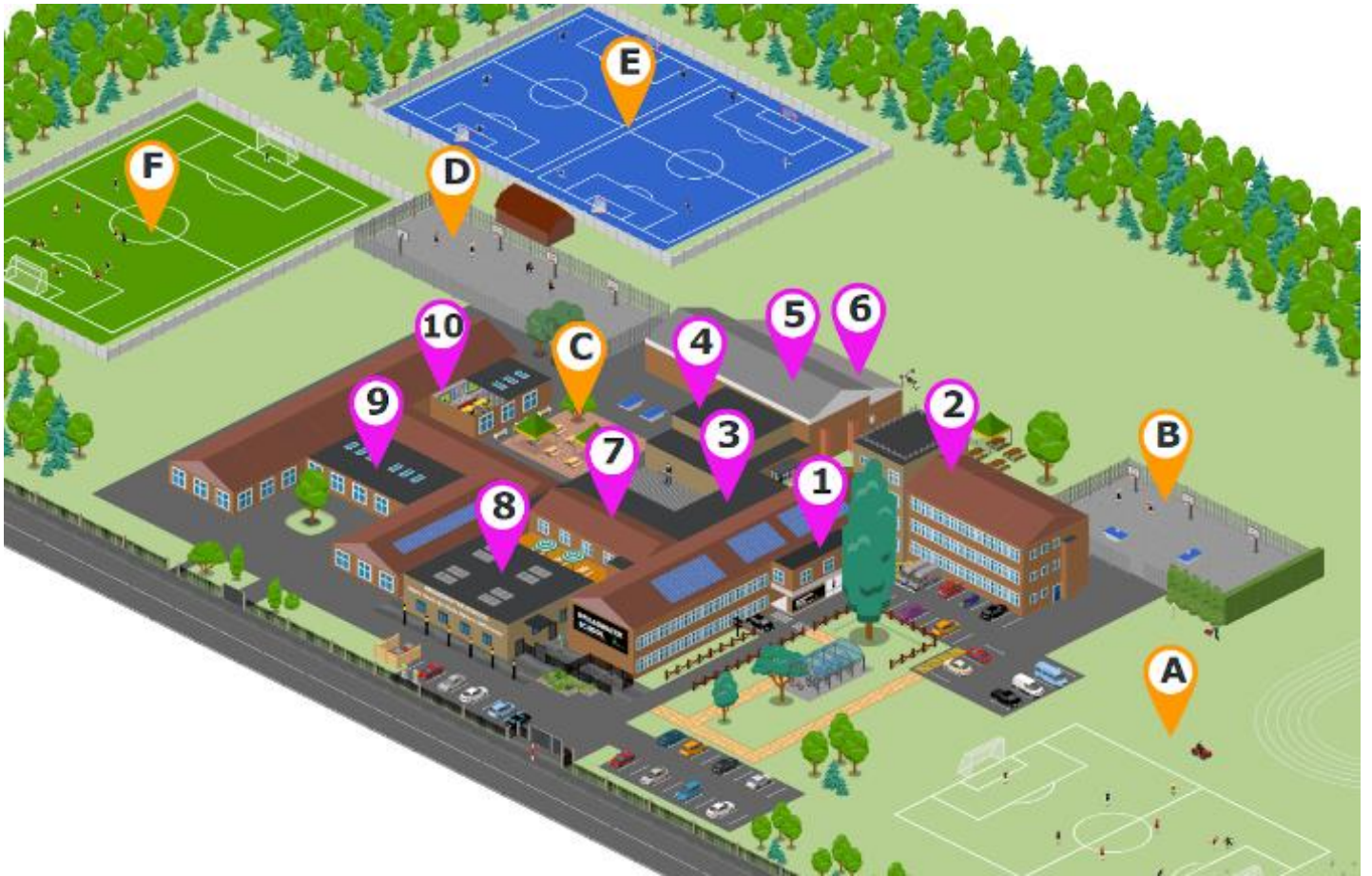
Head of Year 11



Miss Tabitha Pollard
Head of Year (Pastoral)

&

Mr Matt Hull,
Assistant Headteacher
(Raising Standards Leader)

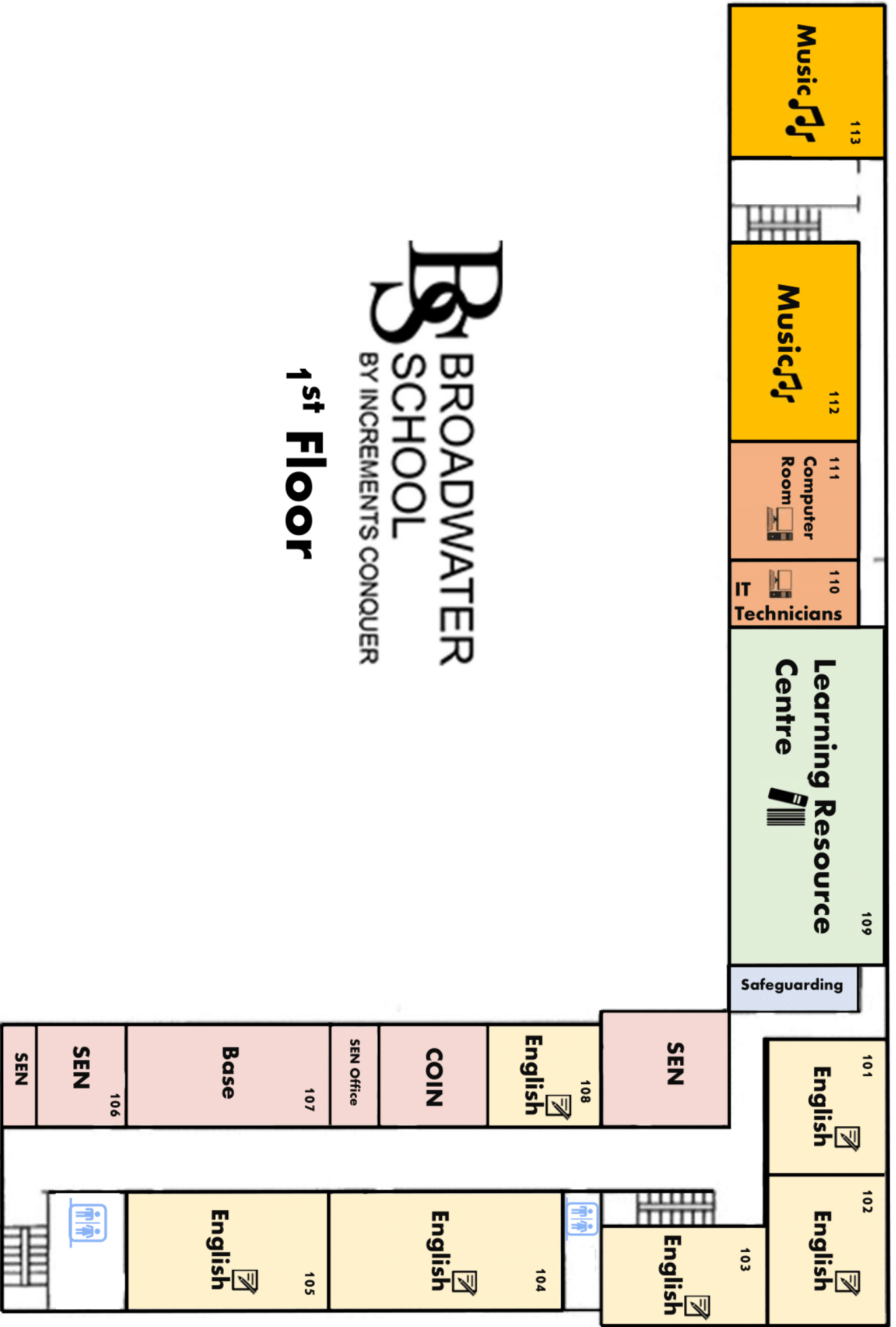


1. Main Reception. Head Teacher. Staff Room. Site Team.
2. Student Services. Computer Science. Food
3. Tech. English. SEN. Maths. Humanities. Languages.
4. Main Hall
5. Dance Studio.
6. Sports Hall.
7. Strength and Conditioning Centre.
8. Drama.
9. Bistro.
10. Art and Resistant Materials.
11. Science.

- A. Sports Field.
- B. Lower Playground.
- C. Courtyard.
- D. Upper Playground.
- E. Blue Astro.
- F. Green Astro.

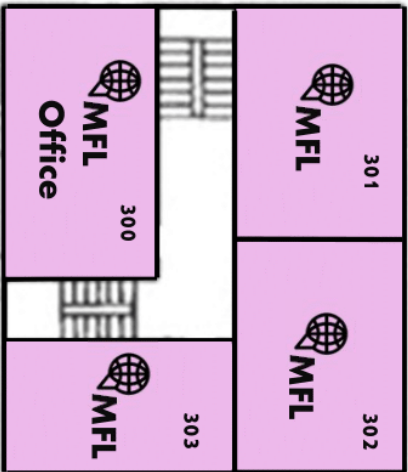
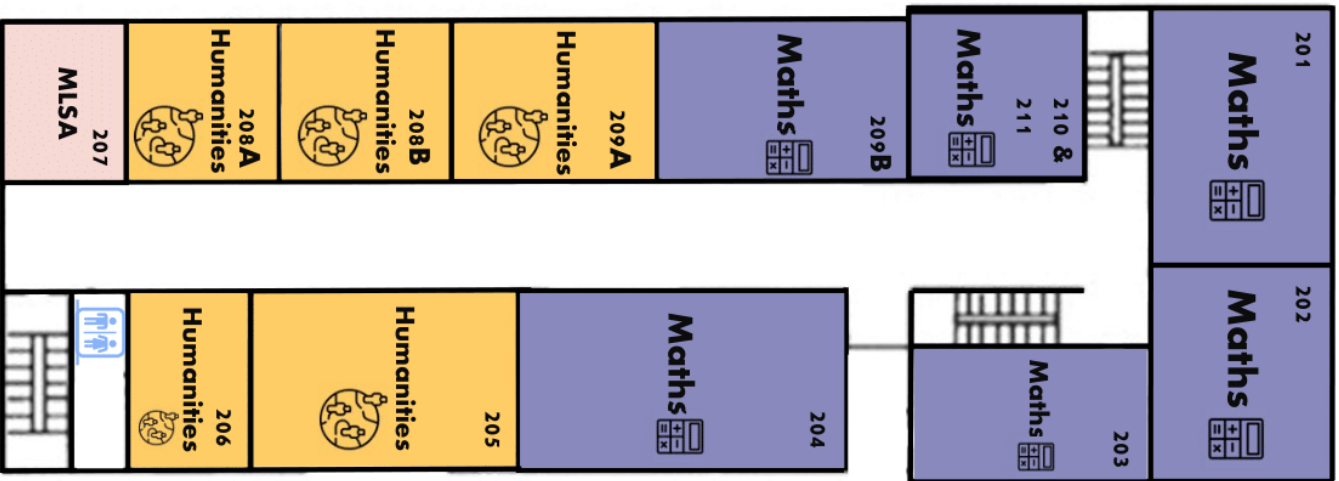


BS BROADWATER
SCHOOL
BY INCREMENTS CONQUER
Ground Floor



B BROADWATER
S SCHOOL
 BY INCREMENTS CONQUER

1st Floor



B BROADWATER
 SCHOOL
 BY INCREMENTS CONQUER
 2nd & 3rd Floor



We want to ensure that students 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 Transition Co-ordinator and Head of Year 7 communicate regularly with staff at our feeder schools to focus on developing and achieving a successful transition process. Through this communication, staff across the schools collaboratively work together to deliver an effective transition programme for our prospective students and their families.

The transition programme involves:

- Year 6 and year 7 leaders exploring 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.
- Mrs Looseley and Miss Lennon visiting and observing students at their primary school and having professional conversations with Year 6 staff.
- A clear transition programme is set for the Summer Term whereby students will receive items such as a 'Transition' booklet, a personal postcard from a year 7 Broadwater student and a 'Welcome' goody bag prior to the transition day. Their transition day will be full of fun activities, a scavenger hunt around the school and taster sessions from a range of subjects.
- Close links have also been formed to ensure a smooth transition of data and key information.

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	
8.35-8.45	Roll Call all year groups
8:45-9:05	Years 7-10 Tutor Notices/Tutor Reading (Period 0 Year 11)
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 (silent reading)
15:05-16:00	Challenge hour Yr7-10, Main school detention Yr 7-10 (Period 6 Yr 11)
16:00-17:00	Champions hour Yr11, Main school detention Yr 11 only

Below is an example of a week 1 year 7 timetable to get a sneak peek of what yours might look like!

Timetable Week 1 (02/03/2025)											
Mon, 03/03/2025		Tue, 04/03/2025		Wed, 05/03/2025		Thu, 06/03/2025		Fri, 07/03/2025			
AM	7JWH, 101	JWH	AM	7JWH, 101	JWH	AM	7JWH, 101	JWH	AM	7JWH, 101	JWH
1	7X/MUS1, 112	SLO	1	7X/EN1, 104	HST	1	7X/EN1, 104	HST	1	7X/HIS1, 209B	BKI
2	7X/PE2, PE2	KFO	2	7X/PE2, PE2	KFO	2	7X/ART1, 10	DHA	2	7X/EN1, 104	HST
BR1			BR1			BR1			BR1		
3	7X/MA2, 204	EHN	3	7X/SC1, 2	ARI	3	7XY/PSE3, 101	JWH	3	7X/SPA1, 301	LRE
LU			LU			LU			LU		
4	7X/DET1, LIB	ADA	4	7X/MA2, 204	EHN	4	7X/GEO1, 205	MDN	4	7X/SC1, 2	ARI
5	7X/SPA1, 14	LRE	5	7X/SPA1, 301	LRE	5	7X/MA2, 204	EHN	5	7X/DRA1, 18	ADA
6	7XY/TUT4, 101	JWH	6	7XY/TUT4, 101	JWH	6	7XY/TUT4, 101	JWH	6	7XY/TUT4, 101	JWH
7			7			7			7		

e.g. 7X class code MA2 class group 204 room number EHN staff code

BR1 morning breaktime LU lunchtime

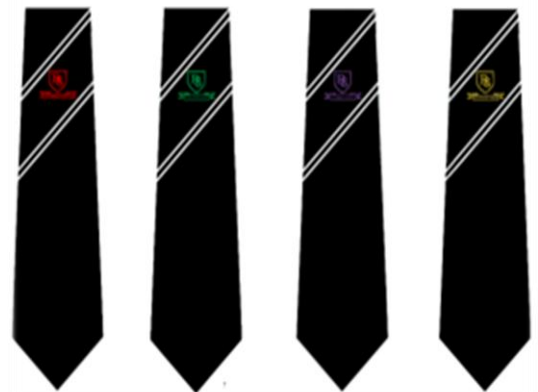
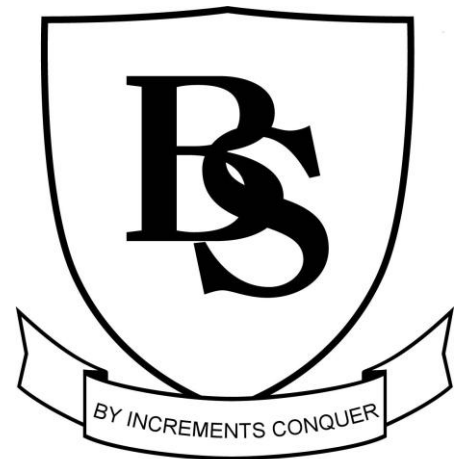
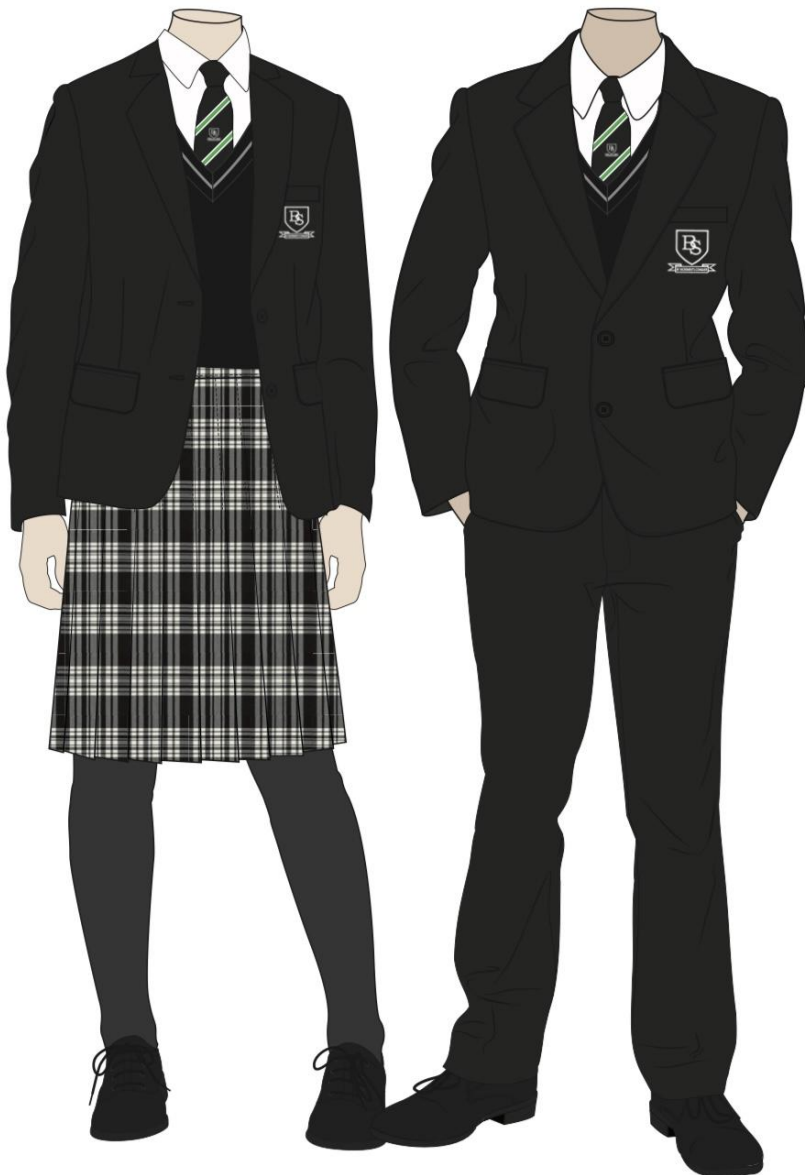
AM morning tutor time P6 afternoon tutor time

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.



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:

- **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 heels 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 each ear lobe. No other jewellery allowed.

No nail polish, gels or fake nails.

No false eyelashes

Natural discrete make-up only.

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 skirt
- 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 must have:

- Planner
- Blue/black pen
- Green pen
- Pencil
- Ruler
- Rubber
- Calculator
- Water bottle (labelled)
- Reading book
- 'Ready to Learn' card (issued by tutors each week during Monday AM registration)

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.

'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 each day with a roll call, overseen by the Head of Year, during which an equipment check is undertaken by the tutor to ensure that the students are always **“ready to learn”**. 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’** for students to have a sharp start to their lessons. Students are issued a ready to learn card, by their tutor, 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 checks ensure that during lessons every student has the equipment they need to succeed in and maximise their learning in class, removing all barriers to learning so teachers can focus on teaching.

Please ensure that your child has a clear pencil case, this will be included in the ‘goody’ bag, in which to carry items of stationery and their calculator securely. It is required by exam boards to have a clear pencil case.

Recognising Achievement



Our praise policy is a system that recognises the achievements of our students who go above and beyond in terms of etiquette around school, effort and quality of work during lessons. These achievements 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 recognising achievement.

Broadwater Principles	Praise Description	Reward
<p>Work Hard</p> <p>All Staff</p>	<p>When a student works hard and demonstrates the qualities and character that underpin the Broadwater principles, they will be issued a “Work Hard” praise point. These contribute to student’s growth as individuals and their positive character.</p>	<p>Positive behaviour rewarded by verbal recognition and praise points.</p> <p>Home notified by parent app</p>
<p>Be Kind</p> <p>All Staff</p>	<p>When a student is kind and demonstrates the qualities and character that underpin the Broadwater principles, they will be issued a “Be Kind” praise point. These contribute to student’s growth as individuals and their positive character.</p>	<p>Positive behaviour rewarded by verbal recognition and praise points.</p> <p>Home notified by parent app</p>
<p>Make a Difference</p> <p>All Staff</p>	<p>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” praise point. These contribute to student’s growth as individuals and their positive character.</p>	<p>Positive behaviour rewarded by verbal recognition and praise points.</p> <p>Home notified by parent app</p>

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 of 'Work Hard, Be Kind and Make a Difference'.

These are listed on the back of their 'ready to learn' cards. Staff can reward students by initialling the relevant value to show the student has successfully achieved in that area. They will then get rewarded with a praise point for that at the end of the week.

Broadwater's Principles are "Work Hard; Be Kind; Make a Difference", we reward these with praise points when they demonstrated by students 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, will support them to develop into even better individuals with improved skill in confidence, resilience, communication and self-discipline all of which are essential in leading a fulfilled and positive life. These key character traits and values can't be measured through exam grades but are equally important in enabling students to leave Broadwater ready to face life beyond school with confidence. Ultimately we want our students to go and thrive in their further education and the world of work.

Academic Excellence and Oracy 'Work Hard'

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 lunchtime and during 'Challenge Hour' (3-4pm) These may include: art, athletics, badminton, band, basketball, book club, calligraphy, charity committee, chess, 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 with an opportunity to learn something new or develop further interest in an activity they already enjoy. Challenge Hour is a huge part of our enrichment programme and is open to all students.

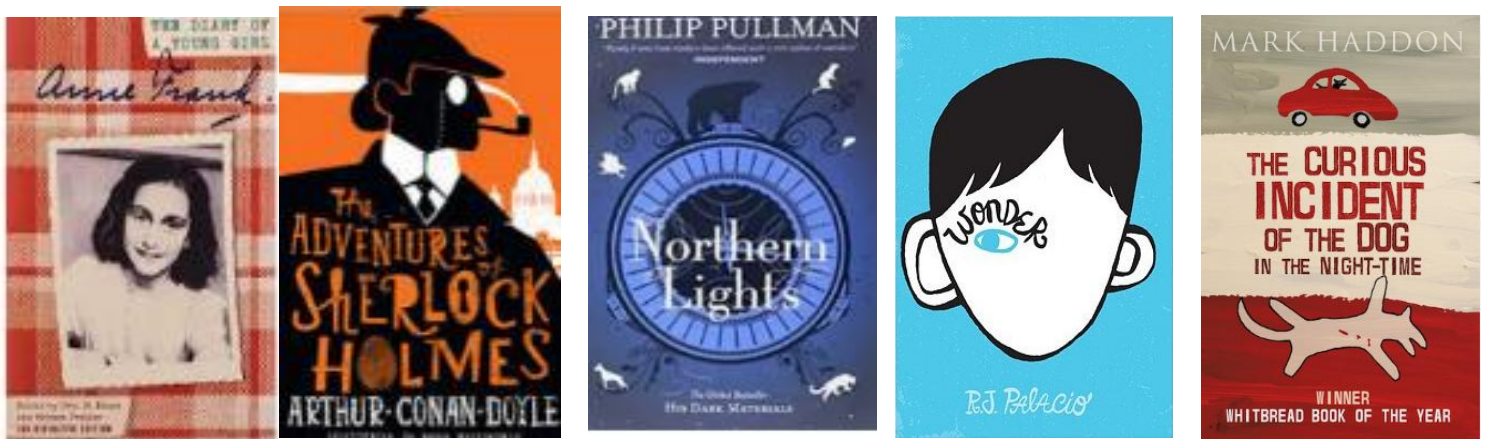
Morning Reading Programme



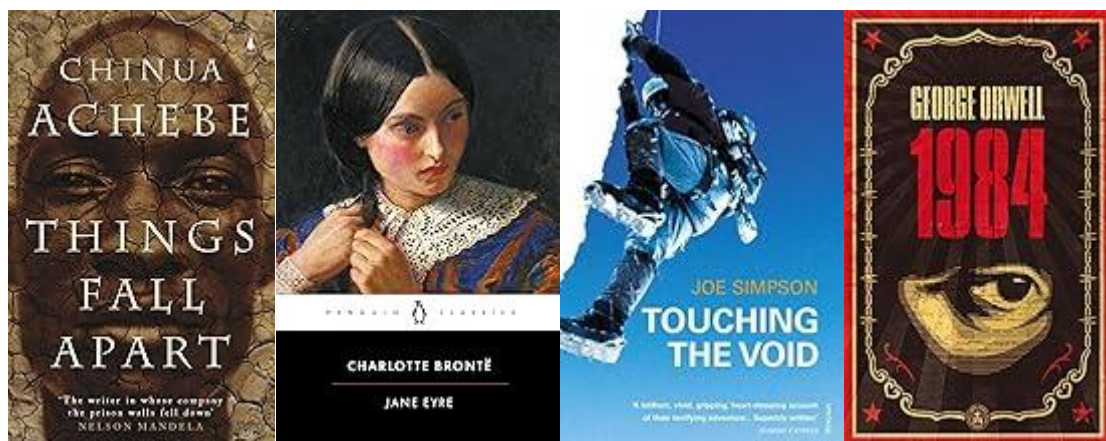
All pupils in years 7 to 10 begin their day with 25 minutes of tutor lead reading. One of our aims is to ensure pupils are exposed to a high level of tier 2 and 3 vocabulary, so the texts for each year group have been selected to maximise vocabulary acquisition by challenging students to read texts of a higher level than those they would naturally select.

Texts are also chosen to enrich student knowledge of the literature canon, and more importantly to expose them to different cultures, time periods, races, religions and beliefs.

These texts are currently being read by tutors to Year 7 students



leading to some of the following texts by the end of year 9:



The 3 basic rules, underpinning our standards at Broadwater School are:
Ready, Respect and Safe

Students must be:

**Ready to learn
Respectful towards all members of the Broadwater community,
Creating a safe learning environment for all**

These simple rules ensure that all students are promoting an environment that provides opportunities for them to thrive, feeling safe and welcome.

Our standards focus on:

- 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, except for a single small earring stud worn in each 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 and kept in their school bag during the day.
- Smoking is forbidden on school premises, to and from school and at any time whilst students are wearing 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 will include an equipment and uniform check every morning which will be 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



BEHAVIOUR

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 'check in' where they will be 'checked in' and 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 (FTS)

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 55 minute after school detention between 3.05pm and 4pm. This is supervised by school staff on rotation. During this hour, students are expected to work in silence. Notification of an MSD will be through the school MCAS 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 IR.

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 be 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 the register.

Examples of reasonable adjustments 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.



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 in 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 with a friendly and supportive team of staff, Mrs Hatcher and Mrs Lucas.

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

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 can 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 wellbeing and care and is a central place offering support.

Contact details

Mrs Hatcher 01483 520642 or email sservices@broadwater.surrey.sch.uk

Mrs Lucas 01483 520616 or email sservices@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.



My Child At School (MCAS)

MCAS is our 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 you 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.

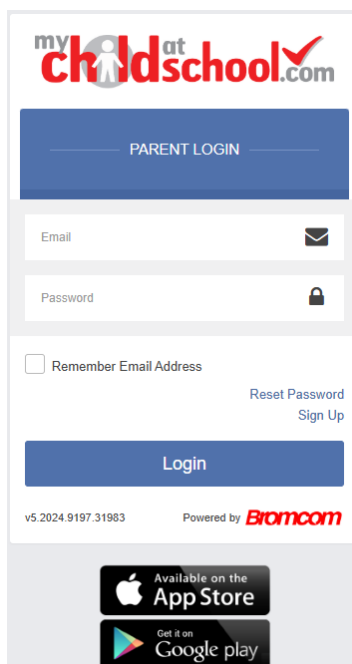
Trips - View details of your child's upcoming trips.

Dinner Money – Top-up bistro payments.

School Shop - Purchase items from the school shop.

More information about MCAS including new user information and a parent guide can be found on our [website](#):

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



Other communication



- Stay informed with the latest Broadwater updates and essential information by following our social media channels and visiting our school website:

follow us on:

[Facebook](https://www.facebook.com/BroadwaterSchoolGodalming) <https://www.facebook.com/BroadwaterSchoolGodalming>

[X](#) @BroadwaterNews

[LinkedIn](https://www.linkedin.com/school/broadwater-school) <https://www.linkedin.com/school/broadwater-school>

[BlueSky](#) @broadwaterschool.bsky.social

- Our school newsletter as well as other information can also be found on the school website www.broadwater.surrey.sch.uk. A link to the online newsletter will be sent via MCAS at the publication date.
- 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



Our attendance team includes Mrs Brown (Attendance & Engagement Officer) 01483 340624 and Ms Hogg.

- Reporting of daily absence
- Absence requests
- 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.

If sick or absent:

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.

There are 3 ways in which you can contact us:

1. Telephone: **01483 239220**
2. Online: sending a message via My Child at School (MCAS)
3. Email: attendance@broadwater.surrey.sch.uk

Please remember to **notify us on a daily basis** to confirm that your child is still off sick and give your child **a letter of confirmation** to bring into school upon their return.

If a student arrives late (after registration has closed at 9.05am), 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, we will:

- 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 Safeguarding/Attendance Lead if, despite the school's efforts to work with parents/carers, the student attendance remains a concern.

Penalty Notices To Address Poor Attendance At School

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school (absence without the agreement of the school or not covered by a medical note) and will be used by Surrey County Council in the following circumstances :-

1. Students identified by police and Attendance Advice Officers (formerly Education Welfare Officers) engaged in Truancy Patrols and who have incurred unauthorised absences
2. Leave of absence in term time (5 days or 10 sessions or more).
 - a. **Please be aware that the The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 01 September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**
 - b. **the Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.**
 - c. **In such cases the Headteacher/Governing Body must decide whether there are exceptional circumstances. They may request that Surrey County Council issue Penalty Notices when the absence is not authorised.**

Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

3. Finally, the issuing of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance.

This will be considered when a student has incurred 10 or more unauthorised sessions in the previous 10 school weeks, which may include a student arriving late after close of registration.

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you act without delay to secure their regular attendance.

If you have any questions or require further support to achieve an improvement in your child's attendance, please contact your child's school of the Attendance Advice Officer.

Penalty Notice Relating To Exclusions

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours.

This duty applies to the **first five days of each exclusion**. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any exclusion.)

Amount Payable For A Penalty Notice And Consequences For Repeat Unauthorised Absences

1. If you have not incurred a penalty notice relating to this child/children in a rolling 3 year period since the 19th August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/children since the 19th August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to your child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider prosecution, **per parent/carer per child**, in the Magistrates Court under Section 444 Education Act 1996.

Surrey County Council is not responsible for authorising student absence and therefore cannot withdraw any Penalty Notice requests without the permission of the Headteacher.

Advice and support is available from an Attendance Advice Officer by contacting Surrey Attendance Service as follows :-

North West	Tel: 01483 518130	South West	Tel: 01483 517179
North East	Tel: 01372 833588	South East	Tel: 01737 737777

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 at the beginning of the Autumn term, students will also be given a school email address.

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 teacher will explain how to access the remote desktop during the student's first Computer Science lesson.

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.

Sparx English Reader Homework: <https://sparxreader.com/>

SPARX English Reader is a reading, comprehension and vocabulary programme that helps improve student's literacy and motivates them to read for pleasure. Students take a test and then they choose a book according to their level. 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. Tasks are personalised based on each student's reading ability so that the text is accessible, yet suitably challenging. Teachers monitor progress closely. Homework will be set every Monday and checked the following Monday.

Languages Online Homework: <https://www.sentencebuilders.com/>

Spanish and French homework is often online to aid with the acquisition and retention of vocabulary and structures. The main website we use is [sentencebuilders.com](https://www.sentencebuilders.com) and your child will be signed up during the first two weeks at school and given a login and password. Homework is issued each Tuesday and is due by tutor time the following Tuesday.

Parent Evening Appointments: <https://broadwater.parentseveningsystem.co.uk>

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.

Progress Check/School Report

Parents and Guardians will receive a report, twice throughout the academic year, 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 progress and set targets. Students are expected to attend as it is beneficial to have them present during conversations with teachers. A reminder will be sent out prior to the event with notification that the booking system is available. Appointments can be booked electronically via the link on the school website: <https://broadwater.parentseveningsystem.co.uk>

'Meet the Tutor' Evenings

There is a first opportunity during the Summer Term, so that you can meet your child's tutor prior to them starting at Broadwater. There is a second opportunity during the Autumn Term to meet with the tutor discuss how your child has settled in and to ask any questions.

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 continues to host the Surrey Musical Theatre & the Arts Festival. This provides 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 in previous years, showcasing their triumphs of art, photography, creative writing and performance.

School Production

Enjoy a polished and professional 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 during which students can challenge themselves and develop skills. In September students have the opportunity to find out about the exciting clubs available at our 'Challenge Hour Extravaganza' where teachers showcase their extra-curricular clubs. Students will be able to sign up and join a club with like-minded people for that term. Challenge Hour takes place throughout the year to give students a full experience of skills.

Challenge Week

Challenge week takes place during the last week of the summer term, when staff from different departments collaborate to create a unique variety of activities supporting student's aspirations and future careers. Activities have included residentials, creating your own space rover and telescope space mission, Masterchef and many, many more! A booklet will be distributed to all parents and students giving more information.

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. There is no charge for after school clubs that take place at Broadwater.

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 should they be asked to stay behind for a practice or fixture you don't know about: such as contacting you via 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 and communication for these events.

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
- Furnished with a desk or table

As parents you need to:

- Ask each evening what homework has to be completed and the deadline 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, subject teachers, lunchtime and after school clubs, 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 during the first week of school in September and will also be available from form tutors.

Students are issued with homework booklets at the beginning of each half term. These will include weekly tasks that are specific and focus on the most important knowledge from each subject area. They will include questions designed to develop and improve knowledge recall and reduce the impact of the "Forgetting curve".

SPARX HOMEWORK

Detentions for incomplete homework will be issued by the tutor during the homework check. Each subject is due on a specific day, which remains the same throughout the year, and a timetable is issued stating when homework is due. So, any homework completed late will still result in a detention.

How does Sparx homework work?

Sparx personalises each student'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, Science and English.

As an example, 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 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 important that they complete their homework independently, watching the support video if necessary. By working in this manner, Sparx can ensure 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.

How can I help as a parent?

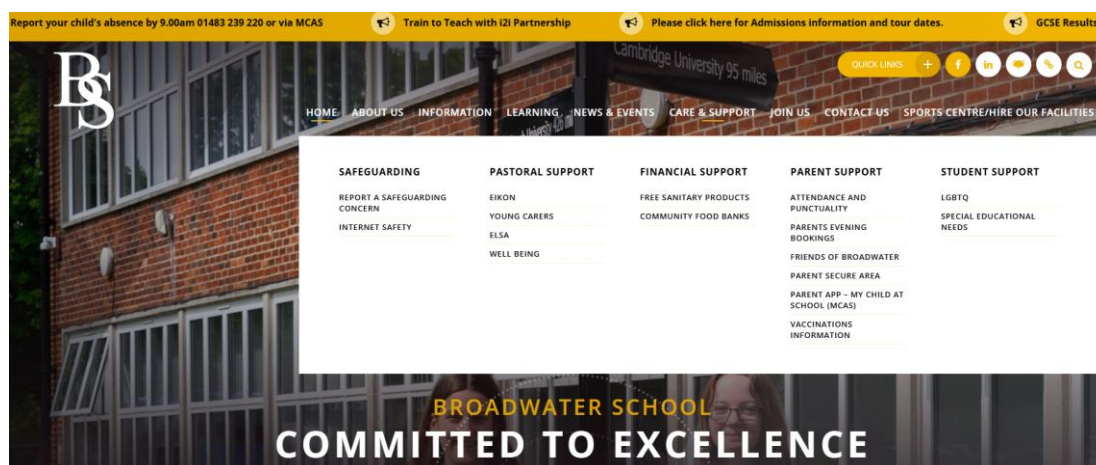
When a child starts at secondary school, they are expected to cope with a whole variety of new experiences and changes, many of which demand skills and abilities that they have not had to use before. These skills do not spontaneously develop in children; they have to be taught, and children need support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

Time spent early on establishing habits of work and independence is an investment that will avoid many challenges and problems in the future. 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 really will be making a difference.

Sources of information

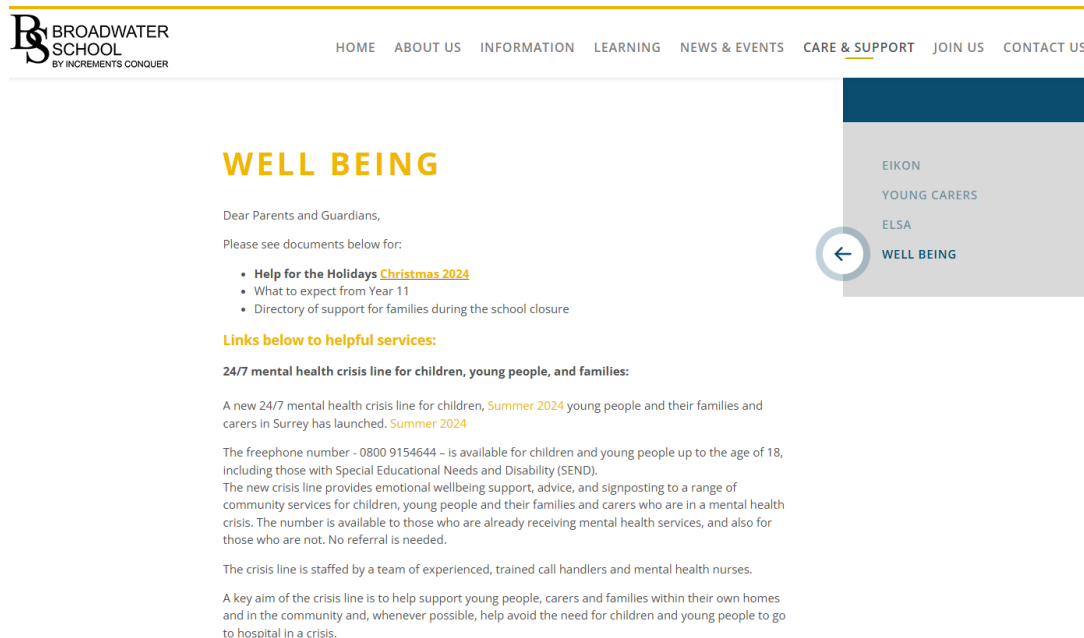
You will find a wealth of information and guidance on our school website.



In particular you may find the information in the 'care & support' section particularly helpful.

An example would be the 'Wellbeing' hub

<https://www.broadwater.surrey.sch.uk/page/?title=Well+Being&pid=12>





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.

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 is useful - students are given lots of worksheets which they are not used to organising.

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 and re-packing the school bag' each evening in preparation for the next day. Subject folders, books, homework booklets and other equipment needed for lessons will need to be organised so that nothing is forgotten. 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.

Your child's school 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.

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 'Satchel One' website with your child for what homework needs to be done, and for the deadline for completion. Check they have everything they need to complete the tasks (ask them to tell you what they will need, to encourage independence).

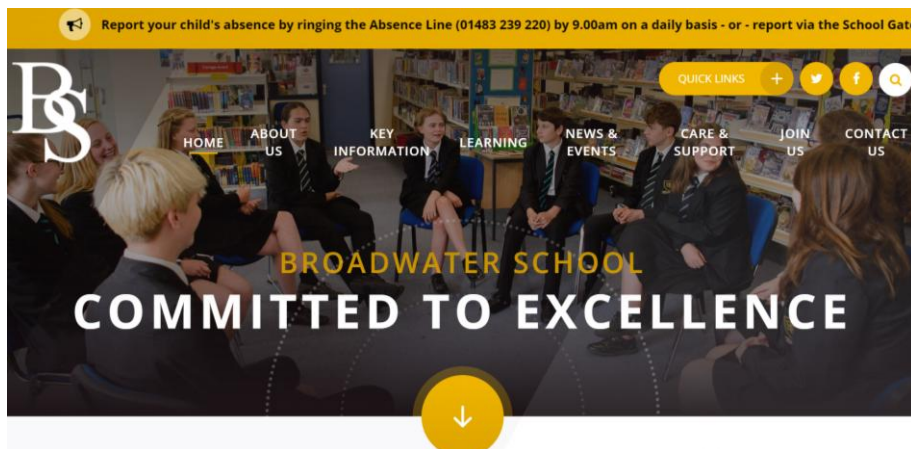
Recognise how hard it is to work unsupervised. Help your child structure their time and use it usefully - provide a clock or timer and agree the tasks that should be done in each, for example, half-hour period. Try to be available to do 'progress checks' - have they completed the task in the set time? (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.

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'.

School Website: <https://www.broadwater.surrey.sch.uk/>



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

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