MOSELEY PARK - BUILDING SUCCESS TOGETHER

Moseley Park caters for the needs of all of our mainstream students. We aim to ensure that every student at the school is successful in their own right, and achieves their potential to go on to their next stage in life, be it college, an apprenticeship, or university. We have high aspirations for our students and we want them to be determined to succeed, confident in their abilities and fully involved in the life of the school and the community in which we are based.

As an ‘OUTSTANDING’ school with exceptional GCSE results, we feel immensely proud of our achievements. Students, parents and staff are very positive about Moseley Park and share a pride in the school that is evident through the enthusiasm and commitment of everyone associated with Moseley Park.
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KEY PERSONNEL

Mrs Holloway: Executive Headteacher

Mr Morgan: Interim Head of School

Miss Jones: Assistant Headteacher, Designated Safeguarding Lead

KEY STAGE 3 TEAM:

Mrs Hollis: Student Services, Deputy Designated Safeguarding Lead

Mr Bennett: Student Services

Mrs Spencer-Wood: Student Services

Mr Howe: SENCO
KEEPING CHILDREN SAFE AT MOSELEY PARK

Moseley Park acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. We recognise that the welfare and interests of children are paramount in all circumstances.

We will seek to safeguard children and young people by:
• Valuing them, listening to and respecting them
• Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
• Recruiting staff and volunteers safely, ensuring all necessary checks are made
• Sharing information about child protection and good practice with children, parents, staff and volunteers
• Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
• Providing effective management for staff and volunteers through supervision, support and training.

Staff are aware that a child may disclose information to them at any time and that they must make it clear that if they tell them something that they feel puts them at risk, they must share that information immediately with a member of the Safeguarding Team.

DATA PROTECTION

Under the new General Data Protection Regulation, we have issued a privacy notice, explaining how we collect and use your information and keep it safe. A copy will be given to you when we ask you to complete our Data Collection Form. The privacy notice is also published on the school website.
If you haven’t already, please download the new school app from the App Store or Google Play Store (links are available via the school website home page). You will be able to receive our eNewsletters, push notifications and all other school updates directly to your phone.

Our eNewsletter is forwarded to all parents who have downloaded the school app and includes information on events/visits that have happened that term, curriculum news, safeguarding, student leadership and sporting successes.
THE ROLE OF THE FORM TUTOR

A Form Tutor’s role is central in both caring for students and, crucially, monitoring their progress both academically and socially; encouraging involvement, commitment, and high standards of work and behaviour. The Form Tutor should be active in looking after the interests of the “whole child”.

A Form Tutor should:

• Set the “tone” for the day, by creating a positive ethos, establishing/encouraging good student/teacher, student/student relationships, and developing both a Tutor Group and a school spirit and identity.

• Encourage high standards of work, behaviour and dress in students, look to reward achievements positively and implement, where necessary, appropriate sanctions.

• Promote, maintain and monitor the official records of attendance and punctuality. Ensuring notes are received concerning any absence and any absence of more than three days is checked with the Year Lead. Tutors should alert the school based Attendance Officer to any patterns of absences.

• Plan and deliver a meaningful tutorial period daily.

• Monitor and intervene in the effective use of the student planner. Tutors must look at and sign the planner daily and ensure that students are recording any homework issued and are therefore using the planner as an organisational aid.

• Be aware of friendship patterns, family structures, leisure interests, contents of student records, social development, problems at home/school and relationships with other students and staff.

• Monitor and review their students current progress across the curriculum using all the data provided.

• Follow through concerns and issues about learning and effort when necessary with subject areas and parents, in consultation with Year Leads and the Pastoral Team.

• Be aware of social and personal factors relevant to the student within and outside of school.

• Know all members of the Tutor Group and maintain the individual profile of each student.
ATTENDANCE AND PUNCTUALITY

Missing school for just a few days a year can damage pupils chances of gaining good GCSEs according to a new report published by the Department for Education. The new research shows that overall absence had a negative link to attainment, with every extra, day missed associated with a lower chance of achieving 5 or more good GCSEs or equivalent at grades 9-1 including English and Mathematics.

PARENTS RESPONSIBILITY

Parents/Carers are responsible for:

• Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment. If a student is ill in school, the office staff will contact you and ask you to organise collection from school. Contacting the school office on the first morning of absence before 9:00am on 01902 553901. We also ask you to keep us updated on a daily basis if your child’s illness is prolonged.

• Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist (appointment card/letter.)

• Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.

• Talking to the school as soon as possible about any child’s reluctance to come to school so that problems can be quickly identified and dealt with.

STUDENT RESPONSIBILITY

• Students need to be on the school site by 8:40am, and in their tutor rooms by 8:45am at the latest. Lateness to school will have the consequence of a detention on the same school day - this may be at break time, lunch time, or after school.

• Attend every day unless too ill or have an authorised absence which school are aware of.

• Go to all registrations and lessons on time and be ready to learn.

• Take responsibility for registering at the attendance office if late or leaving school site early during school hours.
SCHOOL RESPONSIBILITY

Staff to ensure that all students are registered correctly:

- Promote and reward good attendance at all opportunities - Year Leads in conjunction with Tutor Teams. Conversations regarding attendance to be an integral part of the tutor programme.
- Liaise with Attendance Staff/Lead on matters of attendance/punctuality.
- First day calls made and concerns communicated to staff.
- All underlying concerns to be passed onto Attendance Team.

STUDENT PLANNERS

The student planner should be used for more than just recording homework. Students should use the planner to help them to plan their work, manage their time, record their achievements and set targets for improvement.

Students should:
- Look after their planner and bring it to every lesson and registration
- Have their planner out on their desk during each lesson and registration
- Accurately record all homework.

Subject teachers will:
- Check that students have recorded their homework correctly
- Write comments as necessary for form tutors and parents/carers.

Form tutors will:
- Check that students have recorded their subject and homework timetables
- Monitor students planners and sign on a weekly basis
- Communicate information to students and parents/carers as appropriate.

Parents/carers should:
- Check that their child is recording homework accurately
- Sign the planner on a weekly basis in the appropriate place.
STRUCTURE OF THE SCHOOL DAY

KS3: YEAR 7 AND YEAR 8

Key Stage 3 operates a flexible timetable. Below is a guide to a typical school day. Students should be on-site for 8.40am ready to start form at 8.45am.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am</td>
<td>Staff Briefing</td>
</tr>
<tr>
<td>8:45am – 9:05am</td>
<td>Form Period</td>
</tr>
<tr>
<td>9:05am – 10:20am</td>
<td>Session 1</td>
</tr>
<tr>
<td>10:20am – 10:35am</td>
<td>Break</td>
</tr>
<tr>
<td>10:35am – 11:50am</td>
<td>Session 2</td>
</tr>
<tr>
<td>11:50am – 12:30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30pm – 1:45pm</td>
<td>Session 3</td>
</tr>
<tr>
<td>1:45pm – 3:00pm</td>
<td>Session 4</td>
</tr>
</tbody>
</table>
CATERING AT MOSELEY PARK

Items for sale, daily from 8:00am - 8:30am.

To remove all cash and cheques from school we use our e-Payment method. This can be done online using a very secure website called ParentPay.

You will have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your username and password for future logins. If you already have a ParentPay account, either with our school or with another ParentPay school, you can simply login to that account and add your children via the ‘Add a child’ tab on your home page!

Please contact the school if you have not received a letter with a username and password.
REWARDS AND SANCTIONS

REWARDS

As a school we will look to reward pupils as often as possible and pupils can be rewarded for any of the following reasons:

• Displaying good effort
• Producing outstanding work
• Making a positive contribution or displays of good citizenship
• Excellent attendance and punctuality.

The types of rewards will range from reward points, certificates and prizes as recognition of their achievements and efforts.

SANCTIONS

Unfortunately at times there will be a requirement to reinforce the schools expectations and sanctions will be issued for the following reasons:

• Inappropriate behaviour
• Failure to follow instructions
• Failure to complete and hand in homework
• Regularly arriving late to school
• Failure to be properly equipped for lessons, e.g. PE kit, pens, books etc.

The types of sanctions used will often range from lunch or after school detentions, time in isolation or fixed term exclusions.

The use of both rewards and sanction is an important part of the schools drive to raise standards. Your support for the school on this matter is appreciated.
MONITORING SYSTEM

From time to time or when required pupils are put on a monitoring report. This is to ensure the right attitude and approach to learning is maintained and to reinforce the schools expectations. You will be notified in writing if your child is placed on report.

Member of staff responsible for monitoring reports:

FORM TUTOR

Depending on the level of monitoring required pupils will initially be placed on monitoring report and monitored each morning by their Form Tutor.

STUDENT SERVICES

If required pupils may be placed on monitoring card with a member of student services to ensure pupils stay on the right track and achieve their best over time.

SENIOR LEADERSHIP TEAM (SLT)

If a pupil fails to modify their behaviour or attitude to learning they will be moved up to a monitoring report with a member of the SLT. Parents will be invited into school to discuss concerns and strategies to make improvements.
E-SAFTY TIPS FOR PARENTS

The internet is always changing, and being able to keep up to date with your children’s use of technology can be a challenge, especially if you feel that your children may have better technical skills than you do. However, children and young people still need support and guidance when it comes to managing their lives online and using the internet positively and safely.

A simple and effective way to get involved with your children and their lives online is through discussion. Why not use our conversation starters for parents and carers to get the ball rolling?

1. Ask your children to tell you about the sites they like to visit and what they enjoy doing online.

2. Ask them about how they stay safe online. What tips do they have for you, and where did they learn them? What is OK and NOT OK to share?

3. Ask them if they know where to go for help, where to find the safety advice, privacy settings and how to report or block on the services they use.

4. Encourage them to help. Perhaps they can show you how to do something better online or they might have a friend who would benefit from their help and support.

5. Think about how you use the internet as a family. What could you do to get more out of the internet together and further enjoy your lives online?

If you would like to find out more about keeping your children safe online please see the following sites:

www.nspcc.org.uk
www.childnet.com
E-SAFETY TIPS FOR STUDENTS

SAFE
Keep safe by being careful not to give out personal information when you’re chatting or posting online. Personal information includes your email address, phone number and password.

MEET
Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents or carers permission and even then only when they can be present.

ACCEPTING
Accepting emails, IM messages, or opening files, pictures or texts from people you don’t know or trust can lead to problems - they may contain viruses or nasty messages!

RELIABLE
Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows.

TELL
Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.