



Dear Parent or Guardian,

I very much hope you enjoy reading Baysgarth School's Prospectus to gain a good insight into the life of the school. On behalf of the Governors, staff and pupils, I welcome this opportunity to present our school to you.

We are proud of Baysgarth, its pupils and their achievements. Our A level and GCSE results are a credit to the pupils, as well as reflecting the incredible hard work and commitment of the staff in supporting them to achieve the best possible results. Baysgarth is a successful, local community school, continually striving to enable pupils to fulfil their potential. The school is fortunate to have a dedicated, first class staff, making an excellent team.

It is the skills, enthusiasm and experience of the staff, using Baysgarth's resources and facilities, which enable our pupils to do so well. However, this would not be possible without the encouragement and support of parents in helping their children to make the most of the opportunities available at Baysgarth School. The Prospectus shows in detail what the school has to offer – but why not come in and see for yourselves?

We are delighted to be opening our doors to Y6 pupils and their parents on our Open Evening and Open Morning. For some pupils, this can be a confusing time: which school? why? what does it have to offer that other schools don't? These are some of the many questions parents are asked to consider when deciding upon the secondary school for their child to attend. Here at Baysgarth we welcome you to come along and meet us and have a chat, enabling you to see for yourself exactly what we can offer your child in terms of education, stability, security, well-being and happiness. Each child is an individual and we recognise them as their own person with individual needs. It is also important that your child feels comfortable in their surroundings, so it is a good idea for you to come along together.

Parents of current Year 6 children will be able to visit the school on the evening of 7 October and during the morning on 8 October. Details will be sent to you nearer the time. However, parents and their children are able to visit us at any time to meet with myself or other senior staff and have a guided tour of the school by older students. If you would like a tour of the school, please telephone us in advance to make an appointment such that we will be able to meet with you.

We have recently updated our school website, which can be visited at [www.baysgarthschool.co.uk](http://www.baysgarthschool.co.uk). Further details about the school can be found here and they are regularly updated. We are extremely pleased with the quality of our website, about which we have received many favourable comments.

Enclosed with this Prospectus is a DVD giving a more active flavour of school life at Baysgarth. We hope you enjoy watching the DVD and listening to the explanations from pupils, parents, staff and governors. The Prospectus, website and DVD only touch upon the huge amount of good work that goes on at Baysgarth, but I very much hope they have provided you with an informative picture of school life and what we are trying to achieve for our pupils, your children.

Upon reading our Prospectus, watching the DVD, looking at our website and visiting Baysgarth, I sincerely hope you feel it is the school for your child. The Governors, staff, pupils and myself know Baysgarth is the right school for you and your family.

I look forward to meeting you in the near future.

Yours faithfully,

Colin Saywell, Headteacher



## CONTENTS

		Page No.
	Welcome	1
	Contents	2
1	Staff	3
2	Governors	6
3	Examination Results	7
4	School Aims	8
5	What we expect	8
6	What we are committed to	8
7	Rules: Home School Agreement Pupil Rights and Responsibilities Computer and Internet Policy	9
8	Rewards	11
9	Admissions Policy	11
10	Term Dates	12
11	The School Day	13
12	Vertical Tutoring	13
13	The Curriculum	14
14	Extra-curricular Activities	15
15	Religious Education	15
16	Sex Education	16
17	Inclusion Faculty & Special Educational Needs	16
18	Diversity	16
19	Disability Provision	16
20	Reports	17
21	Attendance (including Holidays)	17
22	Uniform	18
23	Y11 Leavers' Destinations	19
24	First Aid	20
25	Medication	20
26	School Charging Policy	20
27	Examination Entry Policy	20
28	Child Protection	21
29	School Meals	21
30	Complaints	21
31	School Publicity	21
	Changes to the Prospectus	22



## 1. STAFF

### SENIOR LEADERSHIP TEAM

Mr C Saywell	Headteacher
Mr N A Holmes	Deputy Headteacher
Mr C J Hackney	Assistant Headteacher
Mrs P Hartley	Assistant Headteacher
Mrs Y Henderson	Assistant Headteacher
Mrs W White	School Business Manager

### TEACHING STAFF

#### Communications Faculty

Mr C Berry	English Team Leader
Miss S J Pilley	Key Stage 3 Leader: English
Miss S L Smith	Key Stage 4/5 Leader: English
Mr L B Collingwood	Head of Modern Foreign Languages
Mrs M G Collingwood	German, English
Ms J F Gresswell	French, English
Miss R E Howitt	German
Miss T Reed	English
Mr P Scruton	English
Mrs W Shephardson	English

#### Expressive Arts & PE Faculty

Mrs F H Bishop	Head of Faculty: Music
Mr I H Cook	Head of PE
Mrs C L Charge	Key Stage 3 Leader
Mrs A Ranner	Key Stage 4/5 Leader
Mrs J Hodge	Assistant Subject Leader: PE
Mrs P Hartley	PE
Mrs B A Metcalfe	Art
Mr R O'Mara	PE
Mrs S Valentine	Art
Mr C Wright	PE

#### Humanities Faculty

Mrs S Gardner	Head of Faculty
Mr W J Mawhinney	Key Stage 3 Leader
Ms K R Scott	Key Stage 4/5 Leader
Mr G Barker	RE, Citizenship
Miss R E Howitt	History
Mr K A Wilkinson	Geography



### **Mathematics**

Mrs A J Stockdale	Head of Maths
Mrs D Green	Key Stage 3 Leader
Mr R Baker	Key Stage 4/5 Leader
Mrs C E Hussey	Maths
Miss A Kent	Maths
Mr D J Morton	Maths
Mrs J Wilson	Maths

### **Science**

Miss L Keal	Head of Science
Miss E Phillips	Key Stage 3 Leader
Mr C Byrne	Key Stage 4/5 Leader
Mr J Harris	Science
Mr S Phillips	Science
Miss H M Rimmington	Science

### **Technology Faculty**

Mr G Beastall	Head of Faculty
Mr M J Allison	Key Stage 3 Leader
Mr C J Hackney	Manufacturing
Miss B Hotchin	Food Technology
Mrs F A Ingham	Textile Technology
Mr A J Mellors	Technology

### **ICT Faculty**

Mr P R Sprakes	Head of Faculty
Mr K Keeton	ICT
Mrs C L Porter	ICT

### **Inclusion Faculty**

Mr A Redfern	Head of Inclusion & SENCO
Ms J F Gresswell	
Miss D F Murray	Behaviour Co-ordinator, Child Protection Co-ordinator
Mrs N Pettit	Admin Support

### **Work Based Learning (part of Inclusion Faculty)**

Mrs L Stockdale	Head of Work Based Learning
Mrs L Preston	
Mrs P Richardson	

### **House Staff**

Miss B Hotchin	Head of Bardney
Mr R O'Mara	Head of Newton
Miss H Rimmington	Head of Treece
Mr P J Scruton	Head of Ancholme

### **6<sup>th</sup> Form**

Mrs S Valentine	Head of 6 <sup>th</sup> Form
Mrs C Hussey	6 <sup>th</sup> Form Learning Mentor
Mrs R Tomlinson	Guidance Co-ordinator



## SUPPORT STAFF

### Teaching Assistants (*part of Inclusion Faculty*)

Miss L Appleby  
Mrs C Blanchard  
Mrs C Bloy  
Mrs K Coupland  
Miss K Dent

Mrs C Emerson  
Mrs S Gravel  
Mrs C Habbergham  
Miss K Haworth  
Mr S Hirst

Mrs J Hunt  
Mrs M Marlow  
Miss C Picksley  
Mrs P A Usher  
Miss C Vrabel

### Cover Supervisors

Mrs S Brokenbrow  
Mrs D Crosby  
Mrs J Guy  
Ms L Johnson

### Technicians

Mr R Adams  
Mr P D Dimoline  
Mrs L Crawford  
Mr R Eaves  
Mr A Sutton  
Mrs S Ward

ICT  
Science  
Science  
Technology  
ICT  
Food Technology

### Learning Centre Manager

Mrs L M Codd

### Student Advisor Connexions Advisor Careers Advisor

Mrs R Walmsley  
Ms M Williams  
Mrs F Fisk

### First Aid Officer

Mrs R Slade

### Administrative Staff

Mrs T Batson  
Mrs M Chapman  
Miss J Cross  
Miss E Green  
Mrs R Fox  
Mrs N Hostad  
Mrs D Micklethwaite  
Mrs D E Worthington  
Mrs P Young

Clerical Assistant  
Assistant to Data Manager  
Clerical Assistant  
Finance & Admin Officer  
Clerical Assistant  
Examinations Officer  
Clerical Assistant  
PA to Headteacher & Office Manager  
Data Manager

### Premises Staff

Mr P J Wookey  
Mr M Staves  
Mr R Simons

Site Custodian  
Caretaker  
Assistant Caretaker

### Senior Midday Supervisor

Mrs G Horsfall

### Senior Canteen Staff

Mrs J Davies  
Mrs E Ayres



## **2. GOVERNORS**

### **Appointed by LEA**

Mr N Jacques  
Mr D Johnson  
Mr P Swann  
Mr N Turner

### **Parent Governors**

Mr W Carter  
Mrs J Cornall  
Mr S Donald  
Mrs S Lee  
Mr D Metcalfe  
Mr P Webster  
Vacancy

### **Staff Governors**

Mrs R Fox  
Mrs Y Henderson  
Miss H M Rimmington

### **Community Governors**

Mrs A Havercroft  
Mr N Pinchbeck  
Mrs V Vickers  
Mrs W Witter  
Vacancy

### **Sponsor Governor**

Mr P Hagar  
Vacancy

### **Headteacher as voting Governor**

Mr C Saywell



### 3. EXAMINATION RESULTS

#### Year 11 GCSE Results Summary – Summer 2009

Number of boys	79
Number of girls	81
Number of pupils	163

#### Year 11 entries for all subjects

	A*	A	B	C	D	E	F	G	U	X	Total
<b>Num</b>	56	146	306	497	270	144	71	39	12	4	1545
<b>%</b>	3.62	9.45	19.81	32.17	17.48	9.32	4.6	2.52	0.78	0.26	
<b>Cum</b>	3.62	13.07	32.88	<b>65.05</b>	82.52	91.84	96.44	<b>98.96</b>	99.74	100.00	

#### Percentage of pupils entered for/achieving

	Entered for 5+ GCSEs	Achieving 5+ A* -C	Achieving 5+ A* -G	Entered for 1+ GCSEs	Achieving 1+ A* -C	Achieving 1+ A* -G	Achieving no grade
<b>Total</b>	95.7	<b>63.8</b>	<b>95.7</b>	100.0	<b>89.6</b>	98.2	1.8

	Achieving 5+ A*-C inc En & Ma	Achieving 5+ A*-C inc Eng	Achieving 5+ A*-C inc Ma	Achieving A*-C Eng	Achieving A*-C Ma
<b>Total</b>	<b>33.7</b>	<b>39.9</b>	<b>41.7</b>	<b>41.1</b>	<b>45.4</b>

**Total points from GCSEs**      **59340**

**Average points score**      **364.0**

#### Key Stage 3 Test Results 2008

**NB** Figures may not total 100% because of rounding

Test Results									
Number at each level									
	Below * Level 3	3	4	5	6	7	8	%5+	%6+
<b>English</b>	0	4	34	78	48	14	0	78	34
<b>Maths</b>	2	8	22	42	44	43	5	81	57
<b>Science</b>	0	4	25	51	75	24	N/A	83	55

\* represents pupils who were not entered for the tests because they were working below level 3 in mathematics and science or below level 4 in English; pupils awarded a compensatory level from the tests; and pupils entered for but not achieving a level in the tests



#### **4. SCHOOL AIMS**

We aim to:

- provide the best possible teaching and learning;
- encourage good relationships;
- encourage responsibility and adaptability;
- celebrate and reward personal and academic achievement;
- work with the wider community to provide opportunities for development.

#### **5. WHAT WE EXPECT**

- Hard work
- High standards of behaviour
- Correct school dress
- Care, respect and tolerance of others
- Parents to work with us for the good of their children
- A sense of responsibility to the school and the community

#### **6. WHAT WE ARE COMMITTED TO**

- Encouraging all pupils to work hard
- Providing a caring environment
- Striving for progress and excellence
- Maintaining good facilities
- Encouraging a sense of community
- Providing extra-curricular opportunities
- A partnership between parents and school
- Being open
- Providing clear, well produced information



## **7. RULES**

### **Classroom Rules**

- 1) Arrive on time.
- 2) Bring everything you need to the lesson.
- 3) Take off your coat and settle down quickly.
- 4) Stop, look and listen when the teacher is talking to the class.
- 5) Work quietly unless you are allowed to talk.
- 6) Always do your best and allow others to do theirs.

### **General Rules**

- 1) Follow instructions from all staff straightaway.
- 2) Show respect and consideration for people and their belongings, in your speech and in your behaviour.
- 3) Treat the school and all school property with care.
- 4) Walk, be quiet and keep to the left when moving around the school.
- 5) Chew, eat and drink only out of lesson time.
- 6) Put all litter in the bins provided.

### **Home School Agreement**

Baysgarth School has a Home School Agreement, a copy of which parents or carers are asked to sign and return in recognition that your child's education should be a partnership between the school and home. A copy of this Agreement is included.

### **Rights and Responsibilities**

A copy of these, produced by Baysgarth pupils is included herewith.

### **Computer and Internet Policy**

Baysgarth School has a computer and internet policy which has been drawn up to ensure the safe and appropriate use of the Internet and all IT resources. We ask that parents and carers bring this to the attention of their children and that both sign the agreement slip which should be returned to their form tutor. A copy is available from the school on request.



# Baysgarth Pupils Rights & Responsibilities

## **REMEMBER THE BPRR** **(Baysgarth Pupils Rights and Responsibilities)**

### **RIGHT 1**

To be spoken to with the respect that each pupil deserves.

### **RESPONSIBILITY 1**

To speak to everyone as we would like to be spoken to.

### **RIGHT 2**

To work in a clean and attractive environment.

### **RESPONSIBILITY 2**

To take care of everything around us.

### **RIGHT 3**

To learn without disruption from other pupils.

### **RESPONSIBILITY 3**

To allow other pupils to learn.

### **RIGHT 4**

To wear a school uniform that is comfortable.

### **RESPONSIBILITY 4**

To maintain standards by wearing uniform correctly.

### **RIGHT 5**

To feel safe and happy in school.

### **RESPONSIBILITY 5**

To treat others in a way that makes them feel safe and happy in school.



## **8. REWARDS**

We believe that rewarding children for effort and achievement will encourage them to achieve even greater success.

Baysgarth's reward system is designed to reward pupils for their efforts in the classroom, for their contribution to the wider life of the school and for good attendance. The rewards that our young people can achieve are staged through bronze, silver and gold levels. There are other rewards outside this staged system that recognise special achievements - for example, taking part in competitions and school events or acting as a Form Representative on the School Council. There are also Headteacher's Certificates and Governors' Certificates for outstanding achievement.

There is a new Rewards Triangle which has been created by students which includes a trip out for the best form and a non-uniform day for the best House.

Pupils also have achievement recognised through postcards, which are sent home to celebrate an especially good piece of work, or involvement in school life.

Parents also attend the annual Prizegiving when public examination certificates and prizes are awarded.

## **9. ADMISSIONS POLICY**

This is determined by North Lincolnshire Council and is set out in their "Schools Guide: Admissions to Schools Information for Parents", which is updated annually and distributed to parents and carers of all Year 6 pupils within the Local Education Authority.



## 10. TERM DATES

2009-10		2010-11	
<b>Autumn Term 2009</b>		<b>Autumn Term 2010</b>	
Re-open	3.9.09	Re-open	7.9.10
Close for Half Term	(Thurs) 22.10.09	Close for Half Term	22.10.10
Re-open	2.11.09	Re-open	1.11.10
Close for Christmas	18.12.09	Close for Christmas	22.12.10
<b>Spring Term 2010</b>		<b>Spring Term 2011</b>	
Re-open	5.1.10	Re-open	5.1.11
Close for Half Term	12.2.10	Close for Half Term	11.2.11
Re-open	22.2.10	Re-open	21.2.11
Close for Easter	(Thurs) 1.4.10	Close for Easter	8.4.11
<b>Summer Term 2010</b>		<b>Summer Term 2011</b>	
Re-open	20.4.10	Re-open	27.4.11
May Day	3.5.10	May Day	2.5.11
Close for Half Term	28.5.10	Close for Half Term	27.5.11
Re-open	7.6.10	Re-open	6.6.11
Close for Summer	21.7.10	Close for Summer	22.7.11
Training days for 2009-10 are 2.9.09, 23.10.09, 4.1.10, 19.4.10 and 22.7.10		Training days for 2010-11 are 6.9.10, 4.1.11 and 26.4.11. The school will be closed to pupils for a further 2 training days during term time	



## 11. THE SCHOOL DAY

The school timetable is based on the five school days with 2 sessions per day – morning and afternoon.

Each morning session starts with registration taken by the form tutor in the form room. Pupils should be on the school site in time for the warning bell at 8.45 am. Afternoon registration takes place in Lesson 4. The times are as follows:

8.50	Registration
8.55 – 9.10 am	Form time and assembly time
9.10 – 10.10 am	Lesson 1
10.10 – 11.10 am	Lesson 2
11.10 – 11.30 am	Break
11.30 am – 12.30 pm	Lesson 3
12.30 – 1.30 pm	Dinner Break
1.30 – 2.30 pm	Lesson 4 (to include registration)
2.30 – 3.30 pm	Lesson 5
The hours spent on teaching in a normal week are 25	

## 12. VERTICAL TUTORING

Tutor groups are arranged into Vertical Groups. This means between 3 to 6 pupils from each year group (Y7-Y11) are in a form together. By arranging tutor groups in this way pupils get to know those in different years and become part of a small "family" within school. Pupils will progress through school within the same tutor group and be actively encouraged to take responsibility for their own learning and become involved in aspects of school life by mixing and working with youngsters from other years.

Tutors will be able to focus their attention on a small number of pupils at any one time and so monitor their progress more effectively over the five years of compulsory secondary education. Developing working relationships and friendships with pupils from other years in their tutor groups will help youngsters prepare more for the real world. They will share the experiences of school life along this journey together.

Key to vertical tutoring is the monitoring of academic progress. Pupils are fully involved in the process and work alongside staff and parents to review learning and set realistic targets for improvement. It will increase parental involvement in their child's progress and with added support should lead to higher attainment.



Vertical tutoring also provides opportunities for leadership - for example, being a prefect, form representative on the school council or older pupils working with younger ones in our paired reading scheme. Opportunities for inter-house events will enhance competition and the feeling of belonging to a team. We feel vertical tutor groups within our House system is a central and very important feature of school life at Baysgarth.

### 13. THE CURRICULUM

The school has a commitment to ensuring that all pupils follow the National Curriculum. Full details of the curriculum can be found in the Parents' Guides to Key Stage 3, Key Stage 4 and the Sixth Form; the Local Authority's (LA) curriculum statement; the Governing Body's statement on the curriculum, including sex education; the LA's agreed syllabus for Religious Studies; schemes of work and public examination syllabuses may be seen at the school upon request.

**Periods allocated to subjects in 2009/10**

	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>
<b>English</b>	3	3		4	4
<b>Mathematics</b>	3	3	3	3	3
<b>Science</b>	3	3	3	4	4
<b>Modern Language</b>	2	2	2		
<b>History</b>	2	2	2		
<b>Geography</b>	2	2	2		
<b>Technology</b>	2	2	2		
<b>Expressive Arts (Art/Music/Drama)</b>	3	3	3		
<b>PE/Games</b>	2	2	2	2	1
<b>Religious Studies</b>	1	1	1	1	1
<b>Options</b>				Varies	
<b>IT</b>	1	1	1	Varies	
<b>Citizenship</b>	1	1	1	1	1
		1			
	25	25	25	25	25

#### Year 10 and 11 Curriculum

All pupils follow courses in English, Mathematics, Triple Award, or BTEC Science, Technology, ICT, Religious Studies and Physical Education. They also follow a Citizenship programme.

Other examination subjects are chosen from French, German, History, Geography, RE, Art, Music, Drama, Business Studies, Physical Education, Construction, Hospitality, Travel & Tourism, Performance Studies and Public Services. These subjects have either 2 or 4 periods a week.

Almost all courses lead to either the GCSE or BTEC/OCR qualification at the end of Year 11.



## **Year 12 and 13 Curriculum**

Courses are chosen from English, Mathematics, Applied Science, Physics, Chemistry, Biology, History, Geography, Sociology, Psychology, French, German, Art, Music, Media Studies, Photography and PE. Pupils follow the AS course in Year 12 and the A2 course in Year 13. GCSE resits are available by negotiation.

Some of these courses are run in conjunction with the Brigg Sixth Form as part of our new partnership.

## **14. EXTRA-CURRICULAR ACTIVITIES**

The school has an excellent reputation for sporting achievement and for the quality of our stage productions.

Numerous other extra-curricular activities take place at Baysgarth and these vary from time to time according to the interests of the individual staff who offer them. However, we always have a common core of clubs that run both at lunchtime and after school. Everyone is entitled and encouraged to join clubs and parents help with transport for those who live in the villages. A late bus leaving school at 4.30pm on Tuesdays, Wednesdays and Thursdays is also arranged for much of the year.

In addition to running clubs and teams, we arrange numerous social outings during the year. Longer excursions are also organised, for example foreign exchanges and trips to a variety of places.

This year the school has once again provided a wide range of extra-curricular activities for pupils. We have taken them on trips ranging from the theatre in London, Amsterdam and Hong Kong. We have offered them Outward Bound in the Lake District and skiing in Austria.

Closer to home, trips have been organised to Meadowhall, the cinema, ten-pin bowling and ice-skating.

Activities in school include Rock Challenge, Talent Show, sports clubs, computer club, orchestra and choir. The most recent school production was Grease.

## **15. RELIGIOUS EDUCATION**

The school is not affiliated to a particular religious denomination but Religious Studies is taught as a separate subject to all pupils. We follow the County's Agreed Syllabus from Y7 through to Y11.

The collective act of worship (assembly) is broadly Christian in nature and is organised in a variety of ways. During the course of one week, pupils attend a House assembly and special year group assemblies are organised when necessary. Assemblies have a moral content and are led by teachers, pupils and invited guest speakers. On those days when pupils are not in assemblies, they take part in aspects of the school's Guidance programme.



You have a right to withdraw your child from Assembly and Religious Studies lessons and the school will make alternative arrangements for them on receipt of a written request to Mr Saywell. The alternative arrangements for lessons may involve the pupil completing work provided by your own faith community if you so wish. We feel our approach to the subject is sensitive throughout the school.

## **16. SEX EDUCATION**

We see Sex Education as a responsibility shared by parents and school. Our approach seeks to provide the opportunity for personal growth, the development of values and attitudes, and an understanding of the skills required to build caring relationships. Responsible behaviour, decision making within a moral framework and the benefits of stable family life are features of the course. Sex Education is taught in different parts of our curriculum, but primarily in our Science and Citizenship courses. Parents can withdraw their children from all, or part, of our Sex Education programme except National Curriculum Science. Anyone wishing to do so should make a written request to Mr Saywell. We are pleased to say that nobody as yet has felt the need to do so.

## **17. THE INCLUSION FACULTY and SEN (Special Educational Needs)**

All staff share the responsibility for the education of all our pupils. The Inclusion Faculty works with subject areas to provide additional help for pupils, particularly those with learning needs. The identification of pupils with special learning needs and assessment of their learning requirements takes place upon their entry to Baysgarth. The process begins during meetings with our partner primary schools and initial discussions with parents. As much as possible, pupils with special learning needs are taught within class groups, although small group work and individual tuition will be used where appropriate. When necessary, we work closely with other North Lincolnshire services to support pupils with special learning needs.

## **18. DIVERSITY**

Baysgarth is an Equal Opportunities School, believing in all pupils and staff being treated equally, no matter what their race, colour or beliefs. We have effective policies on racial discrimination and anti-bullying.

## **19. DISABILITY PROVISION**

We aim, within the constraints of available resources, to enable each pupil to fulfil their potential, with an educational programme that has the development of the whole person at the core.

### **Admission of pupils with disabilities**

We work hard at being an inclusive school, valuing all our pupils and seeking to ensure our everyday activities and practices are fully inclusive. Every effort will be made to admit and accommodate disabled pupils wherever we feel we can successfully meet their individual needs.



## **Our provision**

We enable easy entry and departure from our school site for disabled staff, visitors and pupils as much as we possibly can, ensuring local authority and government guidelines are followed. Footpaths and ramps, along with a wheel chair lift, enable all areas of the ground floor to be accessed without difficulty. Such facilities are constantly under review to identify future possible improvements.

Disabled pupils access as many of our everyday activities as possible, whether this be lessons, breaks and lunchtimes, first aid, guidance, school clubs or educational visits and social occasions. Support and assistance by a member of staff is also provided wherever this will help the pupil concerned.

## **20. REPORTS**

We have progress reports, in which all teachers provide information at the end of each term about the children they teach. They record grades for effort and attainment during the previous term. A copy of this report giving grades is sent home. If these reports show any cause for concern, we contact parents. Conversely, any parents who have concerns about the progress of their son or daughter should not wait for the reports, but contact the Form Tutor in the first instance.

At the end of Year 9, parents receive information about National Tests in the National Curriculum core subjects of English, Maths and Science, as well as information about achievement in all other subjects.

## **21. ATTENDANCE**

All pupils must aim for 100% attendance throughout their school career. If a pupil is unable to attend school for any reason, or will be late, it is the parent's/carer's responsibility to notify the Attendance Officer at their earliest convenience during the first day of absence. This should then be followed up with an absence letter addressed to the Attendance Officer with a full explanation of the absence or reason for lateness. A pupil's absence will be considered as unauthorised (truant) until a satisfactory explanation has been received. In the event of no explanation the pupil's details of attendance may well be forwarded to the Education Welfare Service.

The Attendance Officer will make the final decision as to whether or not an absence will be authorised. Medical and dental appointments should be made out of school time unless emergency appointments are necessary. Hospital appointments will only be authorised when appointment letters or cards have been submitted to school.

### **Attendance at Baysgarth School 2008-09**

Total number of pupils on roll of compulsory school age: 856

Percentage Attendance	95.23%
Percentage Authorised Absence	3.76%
Percentage Unauthorised Absence	1.01%



## Holidays

Parents and carers are strongly urged to avoid taking family holidays during term time. Indeed, parents do not have the right to take their child out of school for such a holiday. Permission should be sought **in advance** and is subject to meeting the school attendance criteria. Under new DCSF guidelines, Leave of Absence will only be approved in exceptional circumstances. Parents who do not seek permission in advance of a holiday may be subject to a fixed penalty notice or fine.

Naturally we would only follow this course of action as a last resort, doing so only because the attendance of every pupil at Baysgarth is vitally important for us. Our improved attendance during 07/08 and 08/09 compared to previous years has been excellent, and we very much want to maintain this progress. Naturally, there is a very close correlation between successful exam results and good attendance at school.

Application for leave of absence for any reason other than medical is made on a form obtained from the office. It should be **handed back to the office** where it will be processed and put in the register after approval.

## 22. SCHOOL UNIFORM AND SPORTS KIT

### The purposes behind our uniform policy are:

- to promote a positive school image;
- to encourage self-esteem in pupils by reducing competitive dressing;
- to prepare pupils for the expectations of employers with regard to standards of dress.

### Our uniform

Baysgarth sweatshirt with school crest

Plain white shirt with a collar

School tie

Black trousers

Black skirt no more than 5 cms (2 inches) above or below the knee

Plain white or black socks or tights

Plain black shoes

Baysgarth enjoys a close working relationship with The Knitting Box, High Street, Barton. All items of uniform, with the exception of shoes, can be purchased from there. The proprietor mounts a display of uniform at the New Intake Evening in July and takes orders for garments.

### Jewellery – No more than the following may be worn

One pair of studs or small rings, one in each ear

One ring on each hand

One necklace worn inside the clothes

One bracelet

One watch

No body or facial piercing is permitted



## Sports Kit

### Girls' PE/Games Kit

White short sleeved sports t-shirt  
 Black shorts  
 White PE training shoes, football boots after Christmas  
 Black hockey socks

### Boys' PE/Games Kit

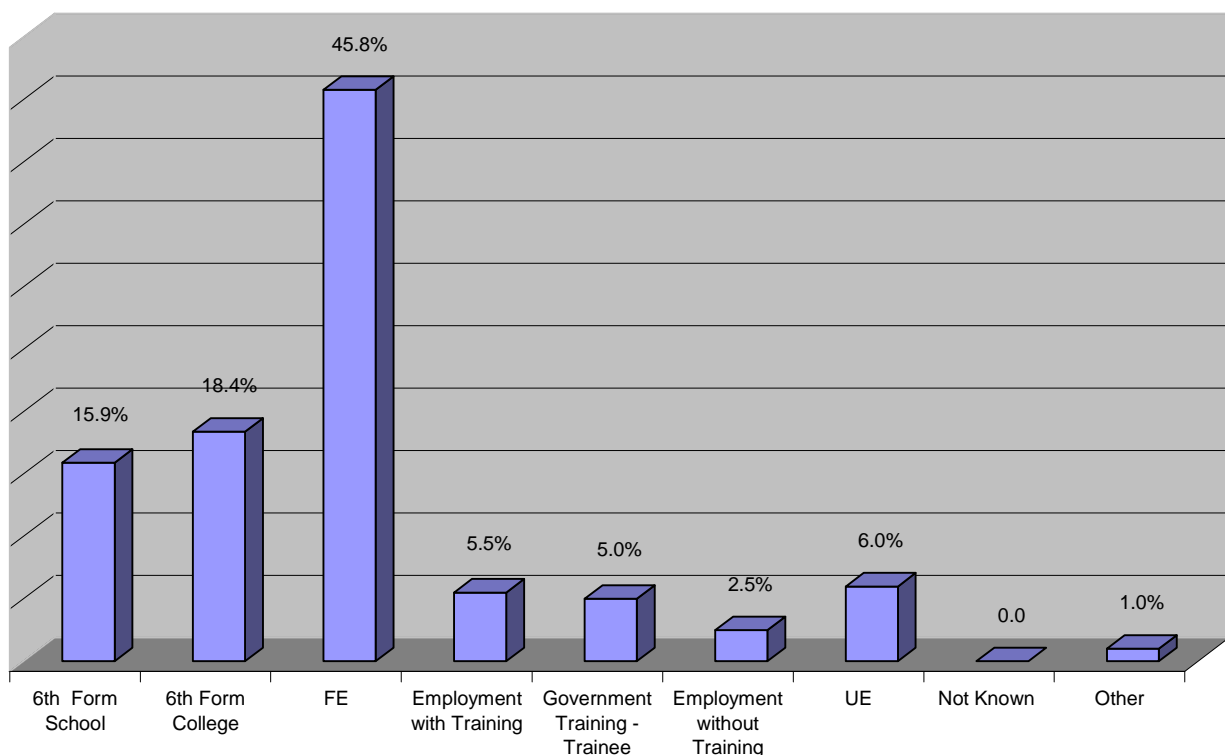
White short sleeved sports t-shirt  
 Black shorts  
 PE/training shoes, football boots  
 Yellow football socks  
 Black rugby shirt

## Summer Headwear

Baseball caps are not permitted to be worn in school without the permission of the Headteacher, e.g. trips out of school in the summer. The school's Governors agreed that baseball caps should not be part of the school's uniform, but appropriate headwear in keeping with advice from the NHS is permissible, e.g. a hat with a wide rim all the way round protecting the nose, ears and the back of the neck.

## 23. Y11 LEAVERS' DESTINATIONS

**DESTINATIONS of 2007/08 YEAR 11**  
 (produced from data supplied by Connexions Humber)





## **24. FIRST AID**

A qualified First Aider provides medical care when a pupil becomes ill or has an accident. If simple first aid is not sufficient or appropriate, parents are notified and arrangements made for the pupil to be collected from school.

We ask parents to notify the school of any special conditions affecting a pupil's health so that proper care can be arranged.

## **25. MEDICATION**

Legislation does not permit staff to administer tablets such as paracetamol and aspirin. In the case of long term medication for pupils who suffer from illnesses such as diabetes, epilepsy, hay-fever and asthma, only medicines prescribed by a registered medical practitioner and labelled by a chemist with the pupil's name and the amount and frequency of the dosage will be accepted into the school.

Arrangements for the safe-keeping and taking of medication on the school site will be undertaken in conjunction with the appropriate staff.

## **26. SCHOOL CHARGING POLICY**

Parents will be asked to contribute to optional trips and activities but otherwise activities will be free or a negotiated contribution may be requested.

For some Food Technology lessons, parents will be asked to either supply ingredients or purchase them from school. The finished items can be taken home from these lessons. Charges are also made for music lessons held outside normal lessons.

We make every effort to try and ensure pupils will not be disadvantaged at Baysgarth School due to financial hardship. Concerned parents can contact the activity organiser or Mr Saywell if they wish to discuss such matters confidentially.

## **27. EXAMINATION ENTRY POLICY**

All pupils who have completed the course in a subject will be entered for the examination and the school will pay the appropriate fee.

If, in our considered opinion, the pupil is unlikely to gain a qualification, then parents can pay the examination fee. Similarly, parents can pay for entry to examinations which are neither supported nor recommended by the school. If pupils fail to complete coursework or do not attend an exam for any reason other than illness, parents will be asked to refund the fee to the school.

Results of exams or units will be paid for by parents or carers unless there are exceptional circumstances to be taken into consideration.



## **28. CHILD PROTECTION**

Parents should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. In cases where the school may have reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, the Headteacher is obliged to follow the Child Protection Procedures established by North Lincolnshire Council and inform Social Services of the concern.

## **29. SCHOOL MEALS**

Our two cafeterias offer a wide choice of healthy food prepared on the premises. The meals are well presented and popular and are reasonably priced. Pupils entitled to a free school meal may choose items up to the currently agreed rate. The school enables pupils to use cards, which increases security for everyone and reduces queuing time. Pupils place money on their cards before presenting the card at the till when paying for their meal.

Pupils may bring a packed lunch. Only 6<sup>th</sup> formers are allowed to leave the school site at lunchtime. Any pupil wishing to go home at lunchtime must have written permission from their parent/carer, who is then responsible for them. Pupils who are granted such permission to leave the site will be given a lunchtime pass and should only go to their own homes where they are supervised by parents/carers. Pupils who have their lunch at school are expected to stay on the premises throughout the break unless special permission has been given to leave the site, e.g. hospital appointment.

## **30. COMPLAINTS**

We welcome your comments, criticisms and ideas, but hope that the need to make a complaint never arises. If you have a worry or concern, please contact your child's Form Tutor or Head of House in the first instance. Formal complaints, particularly about the curriculum, should preferably be put in writing to Mr Saywell. If you feel the need to make a complaint we will work with you to resolve the matter as soon as possible. The Governors have a clear complaints strategy and a committee with responsibility for responding to all concerns raised by parents.

## **31. SCHOOL PUBLICITY: IMPORTANT PARENTAL NOTICE**

Many of our pupils are involved in school events at which photographs are taken. The photographs taken by local papers, for example, frequently give the names of pupils appearing in the photographs. This has been standard practice for many years by both the school and the local press.

During the past few years Baysgarth has developed a variety of approaches such as leaflets, prospectus covers and school website to highlight the huge range of activities occurring at the school.



These approaches have involved photographs of pupils, but without including their names and, whilst we would very much like to continue doing so in the future, we understand concerns parents may have about such issues. Therefore, if you **DO NOT** want photographs of your child participating in school events, particularly events to be published on the school website or other school-based ICT activities such as the production of publicity leaflets, please inform the Headteacher, Mr Saywell, at the school.

### **CHANGES TO THE PROSPECTUS**

There may be minor changes to some of the matters mentioned in this prospectus as the school responds to changing demands, which are as yet unknown. Baysgarth is committed to maintaining good communications with parents and we will inform you of any significant changes.