



Charles Darwin School

Aspire – Endeavour – Achieve

Raising Pupil Achievement

Year 7

Ready to Learn

Induction Booklet

2024

A Guide for Parents/Carers and Pupils



Charles Darwin School

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Headteacher: Aston Smith, BA (Hons) MA NPQH



June 2024

Dear Parent/Carer and Pupil

It is a pleasure to welcome you and your child to Charles Darwin School as part of our new Year 7. We are very excited that you are going to be joining us in September. Many of you will have already visited us and learned a little about the school and this booklet contains further important information to support with settling in and understanding our school.

I am sure your child will have many happy and productive years at Charles Darwin and we look forward to working with you to unlock their talents and realise their potential. We look forward to working with you over the coming months and years to celebrate their successes and to discuss your child's progress and performance.

If you have any questions about the information in this booklet, or any queries after your child has started in September, please do not hesitate to contact us and we will be only too happy to help you.

Yours sincerely

Aston Smith
Headteacher

Year 7 Start Date

Starting date for Year 7 only: Monday 2nd September

Please arrive between 8.45 - 9.00 a.m. and go straight to the Main Hall.
Full school uniform is to be worn (no PE kit needed on this Induction day)

REMEMBER: NO JEWELLERY TO BE WORN AT ALL

Any piercing will need to be removed so please remember this if allowing your child to have a piercing during the summer holiday.

This Year 7 Induction day will finish at 12:00pm. Please arrange where you will meet your son/daughter off site or that they will make their own way home.

Term Dates 2024/25

Autumn 2024	Friday 30th August – Friday 18th October
	Half Term: Monday 21st October – Friday 1st November
	Monday 4th November – Friday 20th December
	Christmas Holiday: Monday 23rd December - Friday 3rd January
Spring 2025	Monday 6th January – Friday 14th February
	Half Term: Monday 17th – Friday 21st February
	Monday 24th February – Friday 4th April
	Easter Holiday: Monday 7th April – Monday 21st April
Summer 2025	Tuesday 22nd April – Friday 23rd May
	(Monday 5th May - Bank Holiday)
	Half Term: Monday 26th May – Friday 30th May
	Monday 2nd June – Wednesday 23rd July

Notes:

Good Friday 18th April

Easter Monday 21st April

INSET Days:

Friday 30th August 2024

Friday 18th October 2024

Friday 15th November 2024

Friday 14th February 2025

Monday 2nd June 2025

First Day of School

What to bring checklist

Fully equipped pencil case

Reading book (appropriate for reading ability)

£10 for a locker and padlock

£6.20 for blazer badge and £5.40 for a tie if not already purchased

'Who am I?' booklet, completed

Filled water bottle (water only)

A healthy snack for break (you will finished School by lunch time on the first day)



The 2024/25 Achievement Co-ordinator for Year 7 is **Ms Dobney**. She will have the overview of the year group's academic progress, behaviour and attendance as well as general pastoral care.

She will be supported in this role by Miss Monk the Year 7 Transition Manager alongside a team of Form Tutors.

Your son/daughter will be placed in one of eight Year 7 Tutor Groups. The name of the group is linked to the form tutor's initials. All form tutors are subject teachers. All form groups are mixed ability and with children from a wide range of primary schools.

School Day

Prompt arrival: Pupils should arrive at school by **8:15am from Tuesday 3rd September**

The main reception gates and car park gates are closed from 8.00am as part of our Safeguarding Policy.

School Canteen (breakfast service) open to students from 8:00am.

Registration	08:30
Tutorial/Assembly	08:35
Period 1	08:50
Period 2	09:50
Break	10:50
Period 3	11:10
Period 4	12:10
Lunch	13:10
Registration	13:50
Period 5	14:00
END OF DAY	15:00

The school site is closed to pupils after 5 pm. However, supervised activities continue after school every evening.

Tour of the School



The school gate at the front of the school - leads through the quad to the main doors.



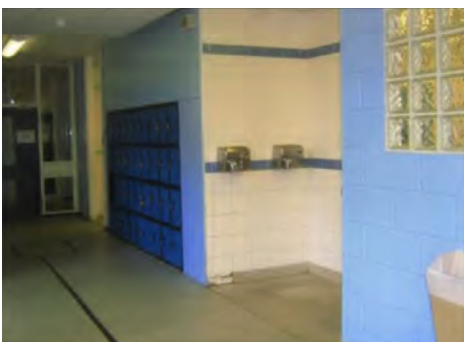
The main doors into school from the quad. You can see these yellow doors from the school gate.



The doors into the Student Services Corridor (only through request) - they are by the water machine just inside the yellow quad doors. The Year 7 office is on this corridor.



The first aid room is in the Student Services Corridor near the Year 7 office.



The main student toilets are on the ground floor by Student Services when you turn left through the main quad doors. You will have separate Year 7 toilets for break/lunchtime use which will be just for your year group.



The sandwich counter in the Canteen. The Canteen is open before school, at break and at lunchtime.



The main food counters in the Canteen. These serve main meals on the right & snack style choices, like pizza, on the left. You decide which queue to join.



The back of school with the blue Food Pod that serves food at break & lunch time and the outdoor seating area. To start with, while you learn your way around, these will just be for our older students.



A typical teaching classroom. Each has a different letter & number on the door to match what is written on your timetable e.g. this is En7 – English room 7.



A typical Science Lab. You will have Science lessons every week, doing practical and theory lessons with your science teachers.



One of the Design Technology classrooms. Year 7 students will study DT all year, switching on a rotation between projects.



Cooking in the Food Technology room in a DT lesson. This will be one of your rotation of projects.



The main School Library – one of your regular English lessons will be in here and you will work on improving higher level reading skills.



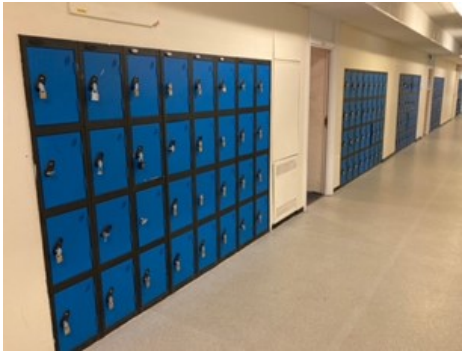
The main Sports Hall in the PE department. The Gymnasium is next door.



The playing fields and 3G pitch. You will use these in your PE lessons.



Looking from the rear of school seating area over to the Year 7 Tennis courts where you will go for your break and lunch times.



A typical locker. These are outside every form room and everyone can have one for their coat, PE kit etc. Your £10 payment will rent this for your time at Charles Darwin School and buy your padlock.

Partnership with Parents

We believe that parents are important contributors to the education of their children. In practice this is reflected through:

- Daily contact via the Student Planner - if required.
- Weekly information through the parents' bulletin - "The Link". This will be emailed home every Friday. **Please remember to keep us updated with any changes to contact details.**
- Parents' Evenings where students work is discussed with individual subject teachers.
- A "Meet the Tutor" afternoon when parents or new Year 7 students meet the form tutor. This will be held in the **Autumn** term (date to be confirmed).

Charles Darwin School PTA

Every parent is automatically a member of Charles Darwin School PTA. The "PTA" help and support the school in a variety of ways. Its' fund raising activities have enabled the school to provide extra equipment and resources so that students can enjoy the best education possible. You will see members of the "PTA" at the Induction events. They are always looking for new active members and welcome any time you can give, however limited. Please use the flyer distributed at the Induction Evening to show your interest or contact 'PTA' at: friends@cdarwin.com.

We also keep a list of parents who are willing to help the school by giving their time to support "self help" projects. These can include accompanying visits, the Preloved Uniform shop, listening to students read, helping in the Library, DIY jobs and building stage sets. Parents who can help should contact: friends@cdarwin.com.

Safeguarding

We are keen to work closely and proactively with parents, members of the local community and other agencies. At the same time, our most fundamental duty is to protect the safety and welfare of all our students. In order to do this we have established effective policies and procedures for managing the risks presented by adults to children. One of these policies is our Visitors Policy.

Schools are not open places to which parents and members of the public have unrestricted right of access. All parents are required to adhere to our safeguarding procedures. Parents wishing to see a member of staff are expected to make a prior appointment and under no circumstances should parents access the school site without reporting to Main Reception on arrival at the front of the school. Main Reception is on the left hand side as you enter through the inner school gates. These gates are locked at 9am every morning. You will need to buzz for entry after this time until they are unlocked at 2.55pm.

Parents will be required to sign in and out if having meetings on the school site and may be asked to provide identification. Please be assured that this is to ensure the safety and welfare of your child. We do not allow students to leave school with unidentified persons. If collecting children from school during school hours, e.g. for a medical appointment, parents must report to Main Reception to meet their child rather than wait in their car for their child to go out to them.

Schools Policies - Summary

Attendance and Punctuality

We believe that good attendance and punctuality are vital to student success and expect a minimum of 96% attendance to be met by all students. Good attendance and punctuality are rewarded. We always investigate lateness and absence and work closely with our Educational Welfare Officer. **We strongly discourage families from taking holidays during term time because it disrupts work and students' progress. Schools can issue penalty notices for holidays taken in school time. PLEASE NOTE THAT ANNUAL HOLIDAY LEAVE WILL NOT BE AUTHORISED BY THE SCHOOL FOR ANY YEAR GROUP AND PENALTY NOTICE MAY BE SERVED.** Where holidays in term time are unavoidable, please ask at the school office for a 'special leave' form, and this should be submitted at least **three weeks** before the leave starts.

The Headteacher will consider your request for holidays due to extenuating circumstances.

Attendance figures are available from the school and the Attendance Policy is on the website. We want to work with our families and carers to ensure attendance at school remains a priority.

Homework

Homework is essential for academic success. It provides students with the opportunity to work independently, to consolidate or to extend work covered in lessons and to develop good study habits. Students can put their own remainders and notes in their planner provided by the school.

Homework may take a variety of forms such as writing, reading, research and project. We expect students in Years 7 and 8 to do 45 minutes per night, Years 9 - 11, 1½ hours per night. If students work to this schedule this will give them, over a period of five years, the equivalent of one extra year's schooling. Failure to complete homework and submit work on time will result in a whole school detention.

In the Sixth Form, students are expected to spend between 3 – 5 hours weekly on each subject studied. Students in the Sixth Form also have private study periods which are supervised by a member of staff.

Your child's homework will be displayed on the app 'Satchel One' or via the school website www.cdarwin.com (see link under Curriculum - Homework). This enables parents/carers to track what is being set in school and support its completion at home by the deadline. **This will be further explained at an additional Parent Induction event which is on the afternoon of your child's CAT test (25th June BHP and Bromley schools; 26th June Oaklands and Croydon schools).**

Discipline

We demand high standards of discipline. We require students to be hard-working, self-disciplined and well-mannered at all times. Our approach to discipline is based upon encouragement of good behaviour through praise and reward but is backed up by clear and firm sanctions for those whose behaviour fails to meet our standards. Charles Darwin is a school where lessons are orderly and students are well behaved around school. We consider the disruption of lessons and poor behaviour to be serious offences, to be dealt with quickly and firmly. We shall not hesitate to exclude students from school where this action is appropriate. We will, of course, involve parents appropriately in such circumstances. Satchel One will display your son/daughter's Achievement Points (+) and Behaviour Points (-).

Anti-Bullying

Everyone at Charles Darwin School should feel safe and free from intimidation. Bullying can be verbal, physical or mental but takes place over time. Increasingly, bullying in society is taking place via the internet, via social media and mobile phone apps. Good relationships between students and staff are essential. Students will only speak to staff if there is mutual trust and respect. All complaints about bullying are followed up. Students are encouraged to accept that "telling" is part of the school culture. A copy of the school's Anti-Bullying Policy, annually reviewed by Year 8 Student Voice, is on the school website: www.cdarwin.com/key-information/policies. From September 2024, we aim to provide an electronic method of reporting bullying and a new peer support lunchtime provision.

We train some students to be "peer mentors" to Year 7; mentors have undergone peer mentoring training. Mrs Lorraine King, the school's Lead Counsellor, supervises this team. Please contact her at the school if you feel your son/daughter would benefit from this extra support or if you would like to know more about what it entails. Mrs King is also able to offer professional counselling, 1-to-1 or in groups, and manages a team of volunteer counsellors who, between them, offer support for anxiety, stress, self-esteem issues, self-harm, bereavement and anger management. Referrals can be made via the Pastoral Team if you feel your child would benefit. Drop in sessions are available before school and after on certain days of the week.

Mobile Phone Policy

Students are not permitted to use their mobile phones unless at a teachers' discretion in class. They should be switched off and out of sight from 8.30am - 3.00pm.

We understand how valuable mobile phones are for educational opportunities but **do not** permit personal phone use unless a teacher has authorised this.

In corridors or at break and lunch times, mobiles phones must be switched off and remain out of sight. Phones will be confiscated if seen in school without prior permission.

Please do not text or call your child between 8.30am - 3.00pm.

Drugs and Substance Abuse

1. Cigarettes, matches, lighters and vapes are banned in school and on site
2. The School is committed to educating its students in the issues and inherent dangers involved in drug and substance abuse and to the health and safety of its members, and will take action to safeguard their well-being.
3. The School aims:
 - to provide accurate information about alcohol, drug and substance abuse;
 - to increase understanding about the implications and possible consequences of use and misuse;
 - to seek to minimise the risks that users and potential users face;
 - to give positive advice on how to refuse substances;
 - to widen understanding about related health and social issues such as crime, sex, HIV and AIDS;
 - to enable students to identify sources of appropriate personal support.
4. The School will not condone the misuse of drugs or alcohol by members of the School or the illegal supply of these substances. The School will consider any incident individually and the implications of any action it may take. It will seek to balance the interests of the student involved with those of the rest of the School's population. The School treats such incidents with the utmost seriousness and action will reflect this up to and including permanent exclusion.

The School's Substance Misuse Policy can be accessed on the school's website:
[www.cdarwin.com/key information/policies/substancemisusepolicy](http://www.cdarwin.com/key-information/policies/substancemisusepolicy).

Knives and Offensive Weapons

For the safety and wellbeing of our school community, if a child is in possession of or brings on-site a knife, other weapon or replica including Butterfly knives, the Headteacher has the right to consider a permanent exclusion.

It is an offence under the Criminal Justice Act 1998 to carry a knife or offensive weapon in or around a school premises.

Please refer to our website www.cdarwin.com to view our 'Management of Weapon Related Incidents' Policy.

Jewellery Policy

No jewellery is to be worn in school. This includes piercings that "cannot be taken out" for a few weeks after being done. The policy is clear: no jewellery at any time is permitted with the exception of watches. Plasters cannot be used to hide jewellery.

If jewellery is seen by a member of staff, it will be confiscated. It can then only be returned via Student Services at the end of each half term.

Please support the school by not allowing students to have ears, etc. pierced during term time. STUDENTS WILL HAVE TO REMOVE JEWELLERY.

Hair Policy

Individual fashion statements, such as extreme hairstyles, e.g. Mohican haircuts or colours, i.e. red, blue, etc. are not permitted. Tramlines or other shaved shapes in the hair and 'bar codes' in eyebrows are also not permitted.

Make-up

Any make-up should be discrete and 'natural'. It will need to be removed if deemed otherwise.

Home School Partnership

Student Name:

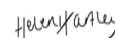
1. The School

The school will undertake to:

- care for your child's safety and happiness;
- ensure that your child achieves his or her full potential, as a valued member of the school community;
- provide a balanced curriculum and meet individual needs;
- achieve high standards of work and behavior through building good relationships and developing a sense of responsibility;
- keep you informed about general school matters (e.g. through *The Link*), and your child's progress in particular;
- be open and welcoming and offer opportunities for you to become involved in the daily life of the school.



Signature(s)
Headteacher



.....
Chair of Governors

2. The Parents/Guardians

I/we shall undertake to:

- see that my/our child goes to school regularly, on time, properly equipped and in the correct uniform;
- let the school know about any concerns or problems that might affect my/our child's work or behaviour;
- support the school's policies and guidelines for behaviour;
- support my/our child in their homework and any other opportunities for home learning;
- attend parents' evenings and discussions about my/our child's progress;
- be involved in my/our child's life at the school.

Signature(s)

3. The Pupil

I shall undertake to:

- attend school regularly and on time;
- bring all the equipment I need every day and take good care of it;
- wear the school uniform with pride and be tidy in appearance;
- do all my classwork and homework;
- follow the school's behavior curriculum at all times i.e. SLANT, STEPS and SPACE;
- be polite and helpful to others;
- help to keep the school free from litter and graffiti;
- respect all school property;
- behave appropriately at all times, including to and from school;
(visit junior schools with prior permission only).

Signature:

Date:

Code of Conduct

"Charles Darwin School expects high standards of self-discipline, co-operation and respect, enabling everyone to achieve their full potential."

The Code of Conduct is based on respect and good behaviour:

RESPECT

For yourself

- using your time wisely
- setting yourself high standards for work and behaviour
- developing good Homework and study habits
- taking care and pride in your own appearance

For others

- by listening to them
- by speaking to them as you would like to be spoken to
- by treating them with consideration and care
- by working quietly and not disrupting others

For the school environment

- by keeping it tidy of litter and graffiti free
- by eating and drinking in the designated areas only
- by not smoking anywhere in the school or grounds

BEHAVIOUR – SLANT/STEPS/SPACE

To and in lessons

- Always arrive on time to lessons
- Wait outside the classroom until the teacher tells you to enter
- Make sure that you have everything you need for the lesson
- Use lesson time to listen and work – **follow the rule of SLANT**
- Follow the instructions of all members of staff without argument – **follow the rule of STEPS**
- Always leave the classrooms tidy - ready for the next lesson

Around school

- Always wear full school uniform
- Move around the school in a quiet and orderly manner – **follow the rule of SPACE**
- Matches, lighters, cigarettes, e-cigarettes (vaping), etc., are not allowed in school
- Asking to borrow money can be extortion. If you have forgotten your dinner money see your Pastoral Manager or Achievement Co-ordinator
- Illegal substances and alcohol are not allowed anywhere. **Do not** bring them on to school premises or accept them from anyone else
- **If you feel you are being bullied, or see anyone else being bullied - tell a teacher**

At break or lunchtime

- Eat and drink in the designated areas only
- Line up quietly in lunch queues - being polite to all staff and pupils
- Do not take food or drinks without paying for them. This is theft and will be treated as such
- Sit down in the designated areas to eat
- Talk quietly - do not shout across the designated areas
- Clear away all your rubbish before leaving the designated areas – put litter in bins
- Play sensibly outside - do not fight or upset other pupils

To and from school in the community

- Remain in full school uniform until you get home
- School policies still apply and any poor behaviour whilst wearing your school uniform will be sanctioned
- Never smoke or vape in school uniform
- Show consideration and manners to other travellers and pedestrians
- Pay attention to Road Safety - we do not want any accidents

ATTENDANCE AND PUNCTUALITY

A good attendance record is essential if you are going to be able to achieve your full potential at school.

- Always attend school unless you are **GENUINELY ILL**.
- Always get permission to stay at home from a parent or carer.
- Get your parent or carer to telephone school before 8:30am on every day of your illness and to let your tutor know why you are away.
- The school has a truancy call system which is sent to parents if a child is absent from morning registration without notification.
- If you have to leave the premises for any reason, you must have a signed note from home and you **MUST** sign out at Student Services.
- All medical and dental appointments should be arranged outside school time. If unavoidable, appointment should preferably be made in the afternoon.
- Always be on time for school - you should be in school for **8.15a.m.** and outside your form room by **8.25a.m.**
- If you arrive after 8.45a.m. you must sign in at Student Services, if you haven't been asked to sign in at the gate. If you are late in the morning, a phone call must be made explaining your absence.
- If you are absent from school without permission or a covering letter - this will be identified as truancy and will appear as such on your records.
- **No holidays will be authorised for any year group.**
- Every situation in which you are late will be recorded. Two lates in a half term and you will receive a Whole School Detention.
- If you arrive after 9:30am you will receive a Senior Staff Detention.
- You may have to make up time in detention or be put onto a punctuality report.

Sanctions

The school uses a variety of sanction when required to help modify behaviour that impact progress or the safety, happiness and wellbeing of others (children or staff):

- Behaviour Points (will be communicated with home via Satchel One)
- Whole School Detention
- Senior Staff Detention
- Lunch time Detention
- Headteacher's Detention
- Internal and external suspension.

You will always be notified 24h in advance of detentions after school via Call Parent and in your child's planner(Whole School Detention).

Praise and Reward

Students at Charles Darwin School are regularly encouraged and praised for their efforts and attitude towards learning. Some ways of recognising and rewarding students currently are below:

Termly Achievement Assemblies summarise individual, form group and year group successes. Students are recognised during these assemblies and rewarded with certificates, badges, edible treats and the opportunity to attend reward trips.

Year 7 Achievement Assemblies will reflect on successes and improvements in attendance, effort, progress and success in and out of school. Students collect **Achievement points** across Year 7-11: **Aspire points** (for leaderships and ongoing commitment to sports and the Arts), **Endeavour points** (for ongoing effort) and **Achieve points** (lesson recognition by teachers for classwork, homework, helpfulness and kindness and also for higher level achievements across the school). Achievement points totals are communicated home via 'Satchel One' and on school reports, with leaders across the school named in 'The Link' newsletter.

The achievements of our students cumulate in the end of Year 'Celebration of Success', to which parents of award winners are invited. Two students in Year 7 are awarded the Jack Petchey Achievement Award each academic year, nominated by staff and students.

Students in receipt of exceptional achievement are also rewarded by Mr Smith, who hosts 'Break with a Cake' every term. Progress Pens are given to students who show great progress in attendance, behaviour or resilience. The Achievement Co-ordinator for Year 7 may offer a Reward Trip for children's whose efforts and achievements deserve this opportunity.

Subject teachers regularly name pupils for praise in 'The Link' (parent weekly newsletter) and contact home via letter or postcard to acknowledge students' successes.

Acknowledging students' achievements, successes and improvement is key in motivating them to make further progress. These methods of praise and reward are reviewed annually by both students (via year Councils and School Council) and by staff (Behaviour review group– Praise and Sanctions).

The Importance of Reading at Home

Charles Darwin School is committed to ensuring that all students gain the skills and experience to be able to succeed and be confident.

Confidence in the jobs and careers of the 21st Century cannot come without the necessary skills in reading, writing and communication. There is a breadth of research that demonstrates that confident readers show:

- More confidence in their own ability, self-worth and social skills
- Higher academic results
- Higher earning potential
- Better general knowledge
- A better understanding of human nature and decision-making
- Increased community participation

We have a literacy strategy that is focused on developing reading, writing and communication in the classroom and around school. Reading can take place for instruction or pleasure. Reading for instruction will take place in the classroom, as part of the School's commitment to the National Curriculum. In Year 7, there are a number of in-school strategies that you should be aware of.

- All Year 7 students will have reading age and spelling age measured within the first weeks of school. This will be fed back via the school reporting system.
- All Year 7 students will be tested using CATs (Cognitive Ability Test) to establish strengths and identify any needs that we will aim to support.
- Where reading age falls below a level that would mean access to the curriculum became challenging then: withdrawal from certain subjects to focus on literacy.
- Reading recovery programmes will be used to increase reading age.
- Reading age tests to monitor progress will be more frequent.
- It is expected that a reading book is brought to school every day and that book supports students reading for pleasure.
- Students' work will not only be marked for content, but for spelling of key terms and where appropriate, spelling, grammar and quality of written communication that is fit for the purpose of the audience.
- Classwork and homework will be marked on presentation of work. It is expected that students will try their hardest to make the best effort with presentation of written work.

This is only part of the story. Reading for pleasure is as important in developing these skills. Even the most reluctant of readers should be actively encouraged to read at home as part of the approach to providing the best start in life for your child. Research has shown that children who know adults who read take it for granted that reading is a valuable and worthwhile activity. Children are more likely to read for pleasure where books and reading are valued and where there is a range of books (fiction and non-fiction) for children to access. The National Literacy Trust state that through over 20 years of research – one of the most important factors in your child's success in exams is whether or not you choose to read with your child and to model for them that reading is enjoyable and worthwhile. Many parents are led to believe that reading should stop at the end of primary education. It must continue to play an important role at home throughout secondary school.

Students must have an appropriate reading book in school with them every day.

What can you do to help?

- Involve your child in everyday conversations. Talk together.
- Read aloud. It helps them to learn new language and encourages them to engage in reading too.
- Talk about books and other reading material (magazines, websites).
- Make sure there is a wide range of reading material at home, both fiction and non-fiction.
- Try not to let the television intrude on reading time.
- Listen to your child read.
- Give books/electronic books as treats and presents.

Equal Opportunities Statement

The central aim of the school is to raise achievement by providing the best educational opportunities and experience for all its students and staff. Equal opportunity can only be achieved through the delivery of a high quality education which values all students and promotes success at all levels. As such the school is committed to an Equal Opportunities Policy which enables all students and staff to feel secure and confident and to succeed to the best of their abilities.

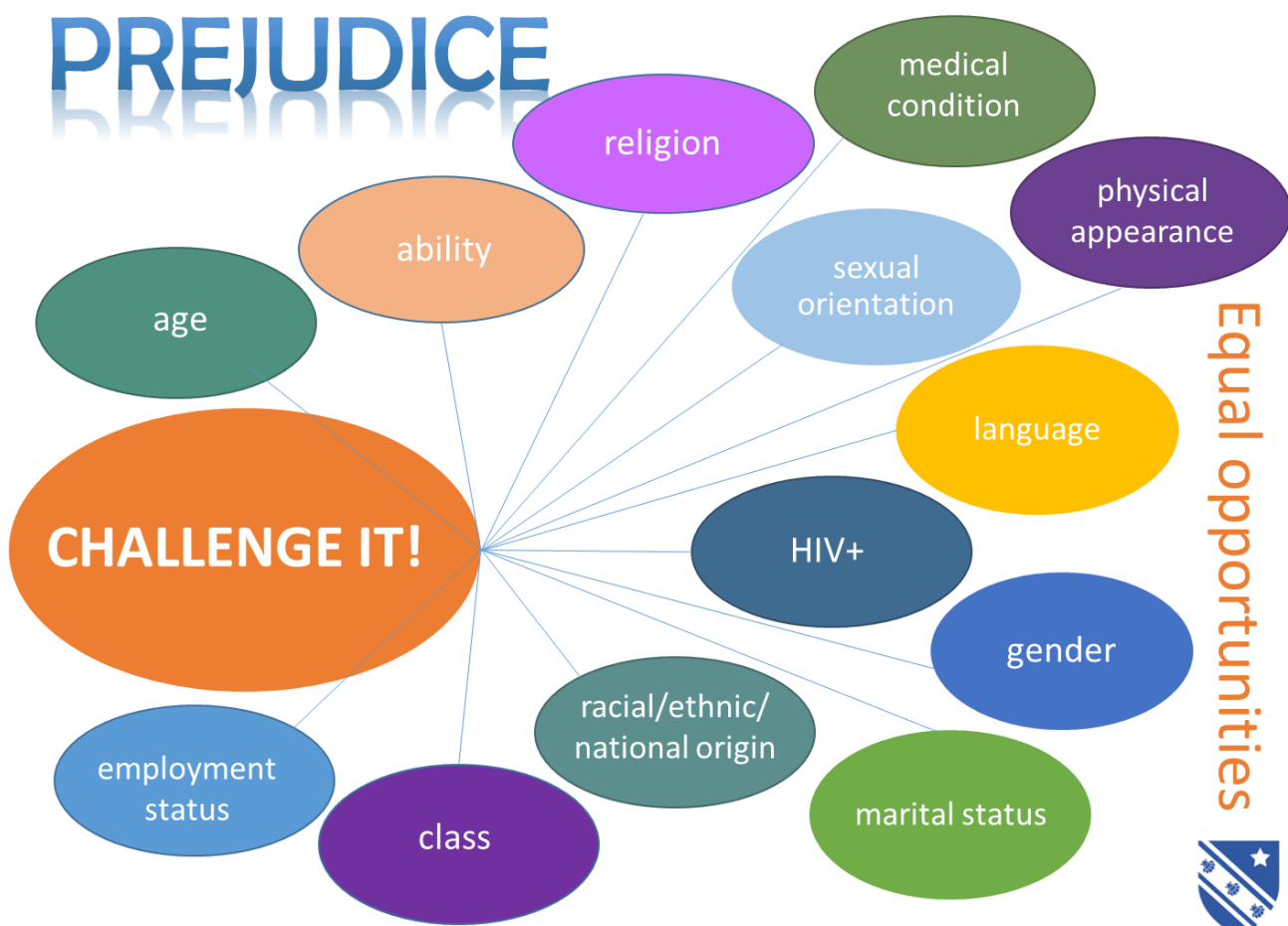
A school community is made up of a wide variety of individuals and groups with a variety of background, lifestyles, languages and cultures. It is a diversity of which we, at Charles Darwin School, should be very proud which enriches our lives and the educational process. It is therefore an essential part of the school's role to ensure that such diversity is seen as the advantage it is and not feared or derided. To this end, the school must take an unequivocal stance against prejudice and discrimination.

We, at Charles Darwin School, recognise that many members of the school community may experience prejudice and harassment both within the school and outside. The school therefore commits itself fully to a policy of challenging all prejudice and discrimination.

Such a policy requires commitment from each member of the community and the acceptance of a code of conduct that:

- encourages respect for the individual
- encourages collective action to challenge prejudice and those structures which perpetuate it
- challenges stereotyped images and in their place promotes positive images
- declares as unacceptable any language, action or expressed belief that is prejudiced or which encourages prejudice in others
- challenges institutional structures which have prejudicial or discriminatory effects.

It is the duty of all members of the school community to uphold this policy.



Subject Specific Requirements

English

The English Faculty would like to recommend strongly the purchase of the following dictionary and thesaurus which will be of immense use throughout your child's time in the school. Also, the use of a highlighter and glue stick are of great use in English lessons so the purchase of these items will benefit greatly.

1. **The Oxford English Dictionary (paperback): ISBN 0199640947**
2. **The Oxford English Thesaurus (paperback): ISBN 0199640955**

The English Faculty would like all Year 7 students to use a fountain pen or a Berol felt tip handwriting pen rather than a biro. We find that handwriting improves when such pens are used. The use of a pencil to write should be avoided from Year 7 as students will need to get used to writing in pen for their exams.

Food, Design & Technology

These lessons will introduce students to a wide range of materials, design and making skills and it is an active and enjoyable lesson that is very different to most other subjects; life skills for all and the start of a practical, manual, technical, design or engineering job for others. There are some aspects to these lessons that need attention:

Aprons are provided for practical lessons. All students need a pencil case with pen, pencil, 30cm ruler, glue stick, sharpener, rubber, colouring pencils and anything else students need to create well presented, neat and organised work.

We ask for a Food, Design and Technology Resource Contribution. In Design and Technology lessons your child will design and make various products across the year. With increasing material costs and an ever tighter budget in Design and Technology it is necessary for us to ask each student for a contribution of **£10.00**. This will be payable via ParentPay and a letter will be brought home. This donation will enable your child to use materials and bring home the products they create. Money raised will be spent directly on the resources (including ingredients for cooking) that add to the students' learning experience in lessons. For more information please contact Mr Richard Baker, Head of Design and Technology (students on Free School Meals/Pupil premium will not be asked to contribute).

Food Technology (part of Design & Technology lessons)

We will provide as much as possible from the contribution funds but some items will require students to choose their own fresh ingredients i.e. for pizza toppings, and pupils will be asked to bring these in themselves. Practice in obtaining and weighing out ingredients is an important part of food lessons for pupils. However, we have to ask they do this at home because lessons only include enough time for making and cooking dishes. Ingredients carried to school, **READY WEIGHED**, should be securely packed. When cooking, aprons must be worn. Students will be asked to bring in a container to carry goods home.

Cooking is an essential part of the course. Parents are asked to write a note in the Student Planner if their child cannot bring the required ingredients to school (ample advance notice is always given before the students cook via planners and 'Satchel One').

General Information

Absence and Sickness

If your child has to be absent, you should telephone the school by 8.30am on the first day of absence and every day thereafter. You may receive a truancy call if students are absent from registration without notification.

If students are injured or seriously ill at school, we let parents know as soon as possible.

Students are not allowed to leave school early except by a written note from their parent/carer and with the permission of their Achievement Co-ordinator.

Students are not permitted to phone home directly if feeling unwell and should always speak to Student Services first.

Bags

A suitable strong bag is required to make sure books and equipment are safe and reduce the risk of damage. A carrier bag is therefore unsuitable as it is unsightly and would not be strong enough to protect the contents.

Break/Lunch time

During the school day students remain on site. At break, Year 7 students go to their own playground, which is a dedicated space just for Year 7 to promote their transition to secondary school and settling into new friendship groups. Year 7 students go to lunch before the rest of the school for the first part of the school year until they are full settled in to the lunch time routines.

The Canteen is open at the following times for Year 7 students: Breakfast is served between 8.00am and 8.25am and lunch initially from 12.55pm and then between 1.10pm and 1.50pm. We aim to promote healthy eating and offer a selection of hot and cold snacks and a main meal at lunchtime. The Canteen provides a choice of main meals including a vegetarian option every day as well a selection of hot snacks, freshly made sandwiches, filled rolls and wraps, filled hot Panini sandwiches, jacket potatoes, potted salads, fruit salads and a salad bar are also available. They also provide desserts including cakes, jelly and fruit.

Students who do not wish to purchase school lunches may bring packed lunches which may be eaten in the designated area, both inside and outside, under supervision by a member of staff. Glass bottles are not permitted and students should not bring unhealthy fizzy drinks or energy drinks to school. All rubbish must be taken home or put into bins provided.

Cashless Catering

Parents/Carers pay for school meals on ParentPay, an online payment system that we also use to pay for school trips, revision books etc. The school meals are all paid for in this way - no cash is accepted. The cashless catering system is operated by the school's caterers, which is Harrison Catering. As well as adding money to their child's lunch account, parents/carers can see which types of food their child has bought each day, which can be helpful when guiding your son/daughter to make appropriate healthy choices and spending their lunch money wisely. The tills use a facial recognition system to make the service as fast as possible.

A maximum daily spend of £6.00 has been set but this can be changed for individual students. A typical daily spend is estimated at £2.00 - £3.00 per day. A main meal and dessert is currently £2.45. If your son or daughter is entitled to a free school meal, this is credited to their account on a daily basis and must be spent that day.

Water bottles are needed in school. Fountains are provided to refill these. Cups are not provided unless for medical purposes.

Equipment

To help encourage good habits and standards of work students are required to bring the following items to every lesson:

- A pen
- A pencil
- A ruler
- An eraser
- Coloured pencils
- A reading book of their choice
- Student Planner
- A refillable water bottle

(Please see page 27 for pencil case purchase)

More specialised equipment will also be needed in some lessons, e.g. calculator. Some items can be purchased from the school on interview day at very reasonable prices. Repeated failure to be fully equipped may result in a whole school detention. This includes the PE kit.

Access to a computer/laptop/internet has proven essential over the last 18 months. To have access to Word and PowerPoint and to be able to log into TEAMS for remote learning has become a necessity. Your child will require access to a computer to complete their homework.

In your own interest, please ensure that ALL your child's property, including clothing, is clearly marked.

Medicines

If students need to take medicine at school, it needs to be prescribed by a doctor, be in its original box and have a pharmacy label with instructions on dosage and administration.

Parents/carers will also need to complete a 'Parent Agreement for Schools to Administer Prescribed Medicine' form which can be collected from main reception or downloaded from the school website.

Parents/carers should deliver medication with the completed form to main reception. The only exceptions to this are adrenaline pens and asthma inhalers, whereby students are advised to carry one at all times and have a spare in Student Services.

Mrs Booth is the school's lead on Health and First Aid. Please contact her directly on sbo@cдарwin.com if you have any concerns regarding your child's medical condition and the impact this may have in school.

Online Payments to School with ParentPay

We use a secure online service called ParentPay, a more convenient way for parents and carers to pay for school meals, trips, visits, revision guides, etc.

Making Secure Payments online using your Credit or Debit Card

ParentPay offers parents and carers the freedom to make payments whenever and wherever is convenient. The technology used is of the highest internet security available. Parents/carers will be given a secure online account, activated using a unique username and password. Parents can then change the password to keep it more secure. If parents have more than one child at school or children at another ParentPay school, they can create one single account login for all their children regardless of which school they attend.

Making a payment is straightforward and ParentPay holds a payment history for parents to view at a later date; no card details are stored in any part of the system. Once the account has been activated online payments can be made straight away.

For further information on ParentPay visit www.parentpay.com.

Reminder

Children using the bus and tram need an **11-15 Zip Oyster photocard** in order to travel free of charge on buses and trams. This will need to be shown on any journey to or from school. Paper applications are no longer accepted at the Post Office. Instead you will need to apply online in good time at: <https://tfl.gov.uk/fares-and-payments/travel-for-under-18s/zip-oyster-photocards>. A non-refundable administration fee of £15.00 is payable to TfL.

Religious Education

Parents who wish to withdraw their children from Religious Education lessons are asked to put their request in writing to the Headteacher.

Student Planner

A Student Planner with a weekly Homework Diary will be issued by form tutors at the beginning of the year. This forms a valuable link between home and school, as non-confidential messages can be written in the book to save parents time in sending separate letters. If this Student Planner is lost, students must buy a new copy as a matter of urgency. The cost of a replacement planner is £5.00.

At the start of each year every student will be given their weekly timetable and this should be copied into the Planner for reference.

Parents are asked to sign the Planner weekly to show they have seen homework is being set. Parents can check what homework has been set via 'Show My Homework'. This will give greater detail on the expected time that should be spent on an individual piece of work, further detail on content and the deadline for submission.

Travelling to and from School

Charles Darwin School is committed to providing a safe environment for all our students and have made the following arrangements with Transport for London:

- The 664 and 684 buses come into the school grounds to drop off in the morning and collect students at the end of school.

This has a positive impact on the end of school and makes it easier for us to shepherd children on to the buses.

Jail Lane and the entrances to our site in particular are very busy. The school gates remained closed during the day and parents are requested to drop off/collect students away from the immediate vicinity of the school. Please leave enough time for your journey to allow for the traffic problems, which do occur, thus enabling your son/daughter to always arrive punctually.

Students cycling to school will be required to use safe, roadworthy machines and to hold, or take tests for, the National Cycling Proficiency Award. **CYCLES MUST BE PADLOCKED AND ARE KEPT AT SCHOOL AT THEIR OWNERS' RISK.** Permission to bring your bicycle to school will be granted when an application has been seen and approved by Ms Dobney.

The bike lock-up area is to the left side of the school beside the Headteacher's office. Students are not permitted to cycle on the school site.

Healthy Schools: Healthy Body, Healthy Mind

At Charles Darwin School we are part of the Healthy Schools Scheme. This is an important aspect of our work because students who eat healthy food are more successful at school and are likely to be healthier in their future lives and less likely to develop serious health problems like heart disease, diabetes and mental health problems.

We ask that parents and carers support their children's success at school by ensuring their child:

- **Always eats breakfast and has a healthy drink before they leave home.** If they will be making their own breakfast, please ensure they know where to find healthy food, for example, breakfast cereal, porridge, fruit, bread for toast and fruit juice. Students coming to school hungry or dehydrated find it much more difficult to concentrate in lessons and are often more likely to be irritable.
- **DOES NOT bring sugary fizzy drinks, sweets or chewing gum to school**
- **DOES NOT bring 'energy' drinks to school**

High sugar or caffeine drinks, e.g. cola, lemonade or drinks that say they are "energy drinks" should not be brought to school or eaten/drunk before school. They can make students hyperactive and very tired when the effects of the caffeine or sugar wear off. This includes diet fizzy drinks which have a similar effect. Fruit juice, yoghurt drinks, water and milk are the most suitable.

- **If students bring a packed lunch, ensure it contains healthy food**
- **There are water fountains in the dining room and outside Student Services to fill water bottles. Cups will not be provided unless for medical reasons.**

Students are allowed to drink water in all lessons except practical or IT lessons and should aim to drink the equivalent of eight large glasses of water in a whole day (including before and after school). Thirsty and dehydrated students find it much more difficult to concentrate.

- **If students are being given money to buy snacks or drinks on the way to school for the first time, please make sure they understand which snacks are healthy and what they should choose.**

Students should eat a healthy snack at break time. They can either bring one with them from home or buy one in the school canteen.

Healthy lifestyles are also important for success at school. In particular, please make sure your child has enough sleep on school nights. A lack of sleep can cause poor concentration and irritability and so pupils do less well at school. A minimum of eight hours sleep is very important. It is also important with the new challenges that secondary school brings for students to have a healthy amount of exercise, even if the only time this can be fitted in is by walking all or part of the way to school every day.

Further advice for families on how to ensure your child has a healthy diet and lifestyle is available on the following websites:

www.nhs.uk/change4life

www.nutrition.org.uk

www.eatwell.gov.uk

Nut Free Policy

Although we recognise that this cannot be guaranteed in a school of this size, Charles Darwin School aims to be a Nut Free School. The school aims to protect children and adults who have allergies to certain foods, yet also help them to take responsibility as to what foods they can eat and to be aware of where they may be put at risk.

To assist us with this we therefore request that the following is not brought into school:

- Packs of nuts
- Peanut butter sandwiches
- Fruit and cereal bars that contain nuts
- Chocolate bars or sweets that contain nuts
- Cakes made with nuts

Year 7 Extra Curricular Activities

The contribution that extra-curricular activities make to the achievement of students is widely recognised. Charles Darwin School offers an extensive programme of such activities. Some of these are held at lunchtime and some after school. It is hoped that your child will feel involved in school life from the outset and we have detailed below the majority of activities that may be available from September 2024. At this stage it is not possible to give specific days and times.

English	Book Club Homework Club Creative Writing Club Poetry Club Scrabble Club Debating Club
Expressive Arts	Keyboard Club Choir School Band Performing Arts productions (by audition only) Art Club Dance Club Dance Company (by audition only) Samba Band
Creative Arts	Art Club
Maths	Sparx Club
Humanities	History Club History Film Club
IT	Computer Clubs
PE*	Football Netball Rugby Badminton Basketball Cricket Rounders Athletics Trampolining Fitness Tennis

**depending on the term*

Wellbeing - Mindfulness Support

Buddies - Social club for Year 7 only to help transition

Rising Stars (by invitation only) - More able Year 7 activities club

Details of extra-curricular activities for the current term can be found on the school website: www.cdarwin.com/curriculum/extra-curricular. A termly update will be sent home via the Link newsletter.

School Uniform Regulations

School Uniform

Pupils are expected to be clean, neat and tidy and to take a pride in their appearance. Individual fashion statements, such as extreme hairstyles, e.g. Mohican haircuts or colours, i.e. red, blue, etc. are not permitted. Tramlines or other shaved shapes in the hair and 'bar codes' in eyebrows are also not permitted.

All items must be clearly marked with the pupil's name as uniform/PE kit is often misplaced.

Do not wear:

- Jewellery (watches permitted)
- Nail varnish and / or false nails
- Coats and other outdoor clothing (inside school building)
- Sweatshirts with or without hoods

You will be asked to remove all of the above as part of our uniform policy.

Any make-up worn must be natural and discrete. You will be asked to remove it if this is not the case.

In order to develop a sense of loyalty to the community of which they are members, pupils are expected to wear full school uniform to and from school. The school uniform and PE kit can be purchased from Oz SchoolWear. We have worked to ensure uniform costs are reasonable and parents get the best value for money. Minimal items contain the school logo allowing purchase from a range of retail outlets unless indicated below:

Compulsory Uniform

- Navy blue (Charles Darwin style) school skirt*. **One set style only. No other style/colour will be accepted.**
 - **Optional: Dark grey (Charles Darwin style) fitted trousers***
 - Navy blue school blazer.
 - Year coloured school badge for blazer*
 - Plain white open-necked blouse (revere/open style collar, not shirt collar unless worn with school tie).
 - Optional: School tie (with shirt collar)
 - **Optional: Navy blue V-neck school jumper with red school logo***
 - Plain white short socks or plain black tights (no patterns). No leggings and no socks over tights.
 - Standard low-heeled black shoes leather or leather-look (NOT boots, trainers or trainer-style shoes or canvas shoes). The same shoes should not be worn to school and used for P.E.
 - Plain black or navy blue outside coat preferred.
- OR**
- Charcoal trousers*
 - Navy blue school blazer.
 - Year coloured badge for blazer and a school tie*
 - Plain white shirt with collar to be worn with school tie.
 - **Optional: Navy blue V-neck school jumper with red school logo**
 - Plain black or navy blue socks.
 - Standard black shoes, leather or leather-look (NOT boots, trainers or trainer-style shoes or canvas shoes). The same shoes should not be worn to school and used for P.E.
 - Plain black or navy blue outside coat preferred.

***indicates available from Oz SchoolWear (see overleaf for contact details).**

There was a uniform review in 2023 to reduce the cost of uniform options.

The uniform suppliers will be selling the new uniform at the Year 7 induction interviews and attend Parents' Evenings at the school to support parents/carers with ease of purchase.

PE Kit List

- 'Non-marking' training shoes or trainers, preferably with laces (not fashion trainers e.g. Vans / Converse) and you must not use the shoes that you wear to school for P.E. [Boots/trainers are needed for every lesson.]
- Football boots suitable for 3G or grass (moulded studs only). No astros or blades. [Boots/trainers are needed for every lesson.]
- Plain white short-sleeved polo shirt with school logo – compulsory.
- P.E. CDS sweatshirt ¼ zip with school logo.
- Black CDS shorts with school logo or black/red CDS skort or black/red CDS leggings – compulsory
- Plain black tracksuit bottoms or plain black leggings or plain black thermal trousers (optional). No branded items, ie. Nike etc.
- Plain white or black long-sleeved t-shirt to wear under polo shirt in cold weather (optional).
- Hair band.
- PE Socks: red. (Available from main reception during term time)
- Year 7 will need a gum shield when playing rugby.

P.E. Kit Policy

If a student forgets any item of their P.E. kit, they will receive the following:

- On the first occasion: a kit warning will be issued and written in their organiser.
- On the second occasion: a Whole School Detention for lack of equipment will be issued.
- Any further occasions in the same term, a Whole School Detention for the lack of equipment will be issued.

Kit warnings are wiped and a fresh start is given at the start of a new term.

If a student has an injury or illness and is unable to take part in PE for any reason, they must still bring their PE kit and get changed as usual (injuries permitting).

The P.E. kit is available for purchase at Oz Schoolwear

The school uniform suppliers have been carefully chosen in terms of quality, service and value for money.

Oz SchoolWear
6 Chatsworth Parade
Queensway
Petts Wood
Orpington
Kent
BR5 1DF

Telephone: 01689 824767
Email: info@ozschoolwear.co.uk
Online Store: www.ozschoolwear.co.uk

Oz SchoolWear shop is open six days a week, as well as attending school at key parent/carer events.

For ease of purchase, you can also order uniform via the suppliers website or by phone and it is delivered to school on a Thursday for collection.

We also have a 'pre-loved' uniform provision which supports all students, parents and carers to acquire items of uniform at a much reduced price. Please email preloveduniform@cdarwin.com for enquiries. Please also see school website > parents > uniform > preloved uniform. Families should be encouraged to contact the Finance Office gst@cdarwin.com directly if purchase of school uniform is financially difficult.

Stationery Equipment

The school stocks a complete set of stationery equipment, in a long, clear pencil case. This includes everything Year 7 students need when they come to Charles Darwin and costs less than in retail shops.

- Pencil case
- Pencil
- Plastic pencil sharpener
- Eraser
- Berol handwriting pen
- Blue biro
- Black biro
- Red biro
- Green biro
- Compasses
- 360° protractor
- 30cm clear ruler
- Glue stick
- highlighters
- Wallet of 12 coloured pencils

The cost of the complete stationery set is £10.00 and will be available to purchase on the Induction Interviews in June. A calculator is £10.00 making both items available for £20.00 although they can be purchased separately via Reception in September (please provide correct money as change will not be available). A refillable water bottle will be available for purchase on the same Induction interview day in June.

Notes



Aspire – Endeavour – Achieve