



CONTENTS

The School's Aim	2
Contacts	3
Your Questions About The Curriculum	4-6
School Day/Subjects Taught	
PE	
Homework/Study Requirements	
Your Questions About Care	7-10
Rewards	
Bullying	
Sanctions	
AEN	
Insurance	
Attendance	
Welfare	
Personal and Academic Progress	
Day-to-Day Information	11-16
Uniform	
Dining Room	
Leaving the Site	
Transport	
Extra Costs/Equipment	
Computer Use	
Weekly School Newsletter 'Updated'	
Complaints	
School Day/Term Dates	
Home/School Agreement	17
Photographs and School Publicity	18
Computer Use and Internet Access Policy	19
Student LRA Policy	20

I would like to thank you for choosing us and welcome you to our school community. You are probably aware that over the last few years results at Carisbrooke have been improving steadily to such an extent that we are now the best performing state school on the Island and one of the best in the region. This has been achieved through the hard work of our students, parents and staff. We are confident that when you arrive, you too will build upon this already impressive track record.

At Carisbrooke, we are trying to achieve the following;

“Opportunities for all to enjoy and succeed”

I would like to explain now what this means for you.

Opportunities

Both in and out of lessons we are constantly trying to provide you with opportunities. When you join Year 10 in June 2011 you will be able to pick from over sixty different courses; we have a very strong house system that will provide you with lots of lunchtime and afterschool activities; through our Sports College status you will access a wealth of opportunities to develop yourself and others; you will have lots of forums within which you can get involved with school life, such as Young Chamber, House Council, Enterprise Activities, Trip and Visits - to name a few.

For all

We are a fully comprehensive school, and very proud of this. We have some students ranging from the most vulnerable members of society all the way to students who are the most privileged. This mix means that you will have the opportunity to build relationships and friendships with students and staff from a variety of backgrounds and truly make friends for life.

Enjoy

We believe that unless you enjoy what you are doing you are unlikely to succeed. So both in and out of lessons you will be presented with a variety of opportunities to engage and enjoy yourself. We really want you to look back at your time at Carisbrooke and remember it fondly.

Succeed

More than ever now, academic and social success is paramount for your future well being. We are very proud that last year 70% of our students left us with 5A* to C grades at GCSE and we are working hard to make it 100%! But to truly succeed in life, you will have to develop your social and emotional skills to ensure that you have every opportunity to become a well rounded citizen when you leave us in 2015!

To all of us at Carisbrooke these are not just words; our values statement is something we refer to constantly in our conversations, discussions and planning. I really look forward to meeting you and your family on the induction days which are coming up and hope you have a restful break during the summer and return renewed, refreshed and ready to learn!

Mr D Jeapes
Headteacher

SCHOOL AIM
“Opportunities for all to enjoy and succeed”

Carisbrooke High School is a dynamic school.

Our commitment is to continue to improve by:

- Expecting high standards in all that we do
- Making effective learning the most important purpose of the school
- Developing our partnerships with parents, other schools and the community
- Providing a stimulating and purposeful learning environment
- Developing the skills for lifelong learning
- Preparing students to be active participants in a changing world

CONTACTS

Headteacher Mr D Jeapes

Chair of Governors Mr S Howe

Progress and Achievement Leaders:

Mrs C Hodgkinson Citius House

Mr J Wrixon Altuis House

Mrs E Smith Fortius House

Mrs A Barclay, Mr M Joy and Mrs D Moore: Pastoral Support Assistants

Please make all contact initially using the details below:

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Your QUESTIONS about the CURRICULM

How is the school day arranged?

The formal hours of attendance are from 09:10 to 15:35. The day is organised into five periods, three in the morning and two in the afternoon. To ensure we make a brisk start to the day students are registered at the beginning of period 1. Students are expected to arrive promptly to all lessons.

How is the curriculum managed?

Each subject is managed by a Subject Leader and subjects are grouped into six Learning Areas: Design and Creative Applications, Healthy Living, Language and Communications, Numeracy and ICT, Scientific Applications and Social Studies. Each of the six learning areas is managed by a Director of Learning. The Directors of Learning are responsible for the teaching, learning and development of each subject and their teaching programmes within the Learning Area. All staff are happy to help parents with any concern or requests for information about the academic progress of their child. The Learning Areas are also attached to Houses and the Progress and Achievement Leaders of each house work with the Directors of Learning.

What are students taught?

In the year in which most of our students join us at age 13 (Year 9), all students follow a common Curriculum programme which consists of:

English (6 periods)	History (3 periods)
Mathematics (6 periods)	Music (2 periods)
Science (6 periods)	Art (2 periods)
Technology (5 periods)	PE (5 periods)
MfL (French and Spanish) (5 periods)	Drama (1 period)
Citizenship (2 periods)	ICT (4 periods)
Geography (3 periods)	

The school provides a Sex Education programme in Years 9, 10 and 11 which helps students understand and cope with the physical and emotional challenges of growing up and encourages the consideration of morals and the value of family life.

The programme is delivered through those parts of the National Curriculum for Science which deal with body systems, reproduction, birth and genetics and through sections of the Religious Studies and Citizenship course which deal with personal relationships, conception and contraception (including relevant visual aids), aspects of the law relating to sexual activities, the danger of sexually transmitted diseases including AIDS, and unsafe sexual practices which lead to transmission of these diseases. At relevant times appropriate outside agencies are invited in and help the school to deliver the APAUSE programme (Added Power and Understanding in Sex Education).

The programme is conducted with due regard for the sensitivity of the subject and parents' rights in relation to their child's attendance at sex education lessons. The school policy on Sex Education is available on the school website or on request from the school office.

Physical Education at Carisbrooke High School

Carisbrooke is now the successfully established Specialist Sports College on the Island. This has enabled the PE Department to further extend the opportunities, provision and experiences available to each and every one of our students. We will endeavour to continue our development in all areas associated with Sports College status and the PE Department.

A recent Ofsted subject inspection judged PE to be good with outstanding features.

Lesson time is filled with a broad and balanced curriculum catering to the individual child's needs. Expert coaches are brought in to support the highly effective PE teachers in their aim to improve fitness, extend skills and offer a wide range of activities.

Carisbrooke currently runs a broad and varied extra curricular programme including Trampolining, Boxercise, Hockey, Rugby, Cricket and Netball to name but a few. All clubs are open to all abilities and the PE Department promotes the need for a healthy lifestyle. In addition to the activities offered on a daily basis, the Department runs a number of trips including a football tour, an outdoor pursuits week and a skiing trip.

As a Sports College, Carisbrooke is able to offer the school facilities during the evenings, with both adult classes and youth development being catered for. Carisbrooke High School aims to be the hub of the community: a vibrant and stimulating place to be and an enjoyable place to learn.

What about homework?

Homework is a significant part of each student's academic learning, not just for examination students, but for all our students. We want to develop good study habits early in Year 9, and to involve parents in that process. It is clear from much research that the cultivation of positive attitudes to study depends on the involvement of parents with their children's work at home. At Carisbrooke we are trying to engage our students in lifelong learning and encourage them to think for themselves. Through homework students develop an understanding of the best learning styles for them as individuals and develop the skills for learning, such as time management, research, reflection and evaluation.

Every Year 9 student receives a Learning Journal and is expected to make good use of it. Students are asked to record ALL homework set, including the dates for it to be handed in. The Learning Journal is also an important means of communication between home and school, so please feel free to write in it messages or questions for your child's tutor or other teachers. The homework schedule is available on the school website and subjects publish homework tasks in their area. We are also happy to communicate with parents (and students who are on long-term absence) via e-mail. All staff e-mail addresses are located on the school website.

What are the study requirements?

The taught curriculum described on page 3 is obviously very full and demanding. All our students in Years 9, 10 and 11 are engaged in lessons for five periods each day in a 50 period fortnightly cycle. Students will be expected to be correctly equipped for all lessons and to bring their school books in an appropriate bag. We expect all our students to try their best at all times.

We hope that they will find studying and learning at Carisbrooke an enjoyable and rewarding

experience!

Your QUESTIONS about CARE

How is my child prepared for life at Carisbrooke High School?

The process of caring for your child begins while they are still in Year 8. Our Progress and Achievement Leaders make a series of visits to Middle Schools to talk to the students and their Year 8 teachers. An Induction Programme is arranged for Year 8 students at Carisbrooke High School in the summer term before transfer takes place: for two days they experience life at Carisbrooke, meet teaching staff and tutors, and get to know the school routines, the buildings and the environment. They are also given the opportunity to get to know their Vertical Group Tutor and fellow tutor group members.

How is the school organised for the care of the students?

In the main school (Years 9, 10 and 11) there are three houses of Vertical Tutor Groups (VTG). Each VTG consists of approximately 19/20 students from a mix of Years 9, 10, 11 and Sixth Form students; there will be about 6 students from each year in the group. Each of these vertical houses has a Progress and Achievement Leader (PAL) and two Directors of Learning (DOL) who lead the team of Group Tutors; these members of staff have responsibility for the well-being of the students in their care.

The Sixth Form is looked after by the Head and Deputy Head of the Sixth Form and their team of Personal Progress Tutors. The Main School Progress and Achievement Leaders are based in a dedicated suite of offices in the House Base, where they work closely with other members of the Pastoral Team.

When students enter the school, they are placed in a Vertical Tutor Group under the care of a Group Tutor. This group becomes the home base, as it were, for registration, for the short-term business of making sure children settle down quickly into the school, and for the long-term business of providing a guided social environment in which they can become happy and successful members of the school. The Group Tutor will be responsible for tracking and monitoring your child's progress, and for providing guidance at important points in their school career. We provide continuity of care by ensuring (as far as possible) that the Tutor Group has the same Group Tutor and Progress and Achievement Leaders throughout Years 9, 10 and 11.

How is my child expected to behave?

We work hard to produce a safe, stimulating and civilised environment for our students. We have high expectations of them and of their conduct. Students are encouraged to develop a sense of responsibility from the beginning of their school career. High standards are achieved through co-operation and self discipline.

Students are expected to have respect for each other and all the staff of the school, to comply with school discipline, to apply themselves conscientiously to their academic work, and to treat the school buildings and property with care and respect. In return, they can expect to be able to learn in a well managed environment, free from interference or disruption.

The school has its own systems for monitoring students' behaviour; the aim is to support students at the earliest possibility. Equally, please, do not be afraid to pass on any anxieties you may have, no matter how small, via the Group Tutor.

Rewards

The school follows a six weekly cycle every half term. At the beginning of each new half term parents/carers will receive the monitoring report for their son/daughter. The monitoring report consists of an attendance overview and progress in each academic subject. In the second week of each new half term every House holds a Celebration Assembly which recognises the achievements of individual students by rewarding their hard work and achievement in all aspects of school life.

Whole - School Rewards

Attendance Award

Carisbrooke High School places significant value upon a student's attendance and realises that over the course of an academic year minutes lost in lateness can accumulate and have a significant impact on the academic achievement of every student. Therefore rewards are given across the school for 100% attendance and to students whose attendance is excellent.

Star Student Award

Every half term each member of the staff in the school nominates a Star Learner in recognition of a variety of different contributions to school life. Each of these students will receive a postcard home in recognition of their efforts.

House Rewards

Star Learner Awards

In each House Star Learners are rewarded in recognition of their excellent efforts across a range of academic subjects. This is based upon the monitoring report for your son/daughter.

Tutor Awards

Each Tutor in every House will also nominate a tutee for an Award in recognition of their contribution to the tutor group. Each of these students will receive a postcard home in recognition of their efforts.

Each reward has House points attached to it. As attendance is considered the most significant in contributing to a student's academic progress, 100% Attendance Awards are given 20 House points. All other awards have a maximum value of 10 House points.

Sanctions

There are a variety of sanctions aimed at encouraging positive behaviour and attitude. These gradually increase in severity from lunchtime detentions to after-school detentions (with twenty-four hours notice to parents), through internal exclusion to exclusion from school for a fixed period. Obviously parents are increasingly involved as the severity of the situation requires.

Bullying

Bullying is an issue which has been discussed much more openly in recent years and most schools recognise that they have to deal with some forms of bullying among their students.

At Carisbrooke we believe that everyone has the right to work in a civilised atmosphere free from all forms of harassment. We encourage our students not only to treat each other as they would wish to be treated, but also actively to look out for and support others. We try to make sure that everyone in the school understands what bullying is and what they should do if they have problems or discover that someone else is being bullied. The issues of bullying are

discussed in Citizenship lessons and in tutorial activities. Clear messages are given in assemblies - that bullying will not be tolerated, that students must report incidents of bullying and that they will be helped to resolve the situation.

We are always prepared to spend time in investigating and sorting out any incidents of bullying; but we can only do that when we know about it. Bullying thrives on silence and secrecy and children are sometimes afraid to tell parents or teachers what is happening. However, we know from experience that it is better for the victim and the bully if the situation is brought out into the open.

The following guidelines may be useful to you if you have any concerns about your own child. If you have further queries, please do not hesitate to contact us at school.

What is Bullying?

Bullying takes many forms and is not always easy to define. It can be:

- Physical - pushing, kicking, threats
- Verbal - name-calling, spreading rumours, persistent teasing
- Emotional – excluding someone from a group, tormenting e.g. hiding books, bag etc.
- Racist - racial taunts, gestures
- Sexual - unwanted physical contact or abusive comments
- Cyber - bullying by text, email or other electronic method

Possible signs of Bullying

Children may:

- be unwilling to go to school
- often feel ill in the mornings
- be frightened of walking to or from school
- not want to go on the school bus
- begin doing poorly in their school work
- become withdrawn, lack confidence
- become anxious, stop eating
- have their possessions 'go missing'
- often 'lose' their pocket money or dinner money
- refuse to say what is wrong
- threaten or even attempt suicide

How can you help your child?

- If you are worried that your child is being bullied, ask them directly. Be prepared for them to deny it at first
- Take whatever your child says seriously and try to find out exactly what has been going on
- Don't promise to keep the bullying secret, but reassure your child that they will be helped to sort out the problem
- Encourage your child to talk to their Group Tutor or Progress and Achievement Leader and/or contact them yourself
- Depending on the concern you may be able to discuss it over the phone, or make an appointment to meet someone in school

We deal with incidents in a variety of ways, depending on the problems. However, the bullied child will receive support and be helped to achieve a positive outcome.

What support is provided for students with additional learning needs?

The school has a team of specialist staff who work with students (and with other teachers and teaching assistants) to meet the additional educational needs of the most able, the least able, those with additional learning needs, those with additional physical needs, and those requiring emotional, social or behavioural support. Additional support is provided in a variety of ways. Some students are taught in smaller classes, some have additional help within their normal time-tabled classes, and other students are withdrawn from classes from time to time for more specific additional help.

The Co-ordinator of Learning Support identifies students with additional educational needs before they transfer to Carisbrooke High School and arranges appropriate educational provision for them on arrival. More detailed information about Learning Support is available from the school in the Learning Support Policy, the Learning Support Handbook and the Information Booklet on Special Educational Needs.

Students who possess particular gifts and talents are also well catered for and academically challenged at Carisbrooke High School. It is extremely important that we also provide challenge and high expectation to our most able students.

Is my child covered by Insurance while at school?

The school has joined the Offsite Activities Insurance Scheme offered by the ACE Insurance through the Isle of Wight Council.

This includes personal injury cover for all students whilst undertaking school activities within the school boundaries during normal term time and includes travel directly between home and school.

The insurance also covers any injury or loss sustained while on a School Journey authorised and organised by the school.

Please note that no personal items are covered by insurance while your child is at school. This includes musical instruments, bicycles, uniform etc. Students are asked not to bring expensive personal items into school. There is no insurance cover for any item of jewellery or music player, which students are discouraged from bringing into school, or for mobile phones. Students are warned not to bring in mobile phones and valuables during the examination season.

What if my child is ill, or has an accident at school, or has attendance problems?

First Aid – The school has a designated area for first aid/medical concerns which is manned by our Health and Welfare Officer. There are also numerous other first aid personnel on site. One role the Health and Welfare Officer provides is first aid to the students, staff and visitors whilst on site. This includes organising arrangements for collection of students who are too ill to remain at school, or attending doctor's appointments etc. Please note that all students

MUST be collected from the school premises once contact has been made by the Health and Welfare Officer. We cannot allow any students who are regarded as medically unwell for school to make their own way home. There is a rest room available to all students in the medical area if it is not possible for parent/guardian to collect during school hours.

Should your child require further medical assistance we are qualified to recognise the signs and will ensure the best medical care will reach the student. If they require a trip to the Accident and Emergency Department they will be escorted until the parent/guardian can attend.

If your child needs to take medication either long term or on a short term basis we must receive a completed medications form, which is available from the school's website, or direct from the school. The medication must remain in its original packaging, clearly named, and be handed in to the medical room to be locked away. For long term medical complaints such as food allergies, Asthma, Diabetes a care plan will be devised, together with yourself, your child and the Health and Welfare Officer. By doing this we hope to be able to offer awareness of where and when care is needed and to offer the best medical support for the individual.

Attendance—Good attendance at school is clearly very important for each student so that they can take full advantage of the education being offered. Research has shown that absence has a direct effect on a student's achievement. Certainly we see in school the knock-on effect that absence can have on students' class and course work.

We try to co-operate with parents to make sure that children do not have any unnecessary absences. There are Attendance Officers in the school who work closely with the Progress and Achievement Leaders to check the attendance of all students. The House Base may contact parents if we need to check on a student's absence. If your child is going to be late or absent for any reason please phone school on the morning of absence and leave a message on the answerphone if necessary. We use a schoolcomms system to contact you via a mobile number if your child is absent. If you wish to contact the Attendance Office the number is 550020.

It is school policy to refuse permission to remove a student from school during term time unless in exceptional circumstances. A family holiday would not be considered an exceptional circumstance and such a request would usually be refused.

Welfare—The school is allocated an Education Welfare Officer. She can provide help, support and advice to students and their families, and seeks to foster co-operation and understanding between staff, students and parents/carers. She provides a vital link between home and school.

How can I keep check on my child's personal and academic progress?

The school's assessment, recording and reporting systems are designed to keep you fully informed about and involved in your child's progress. Monitoring data will be issued at the beginning of each new half term. This will include your child's target grade, current predicted grade and indication of attitude to learning, attendance, behaviour and homework for each subject. You will have an opportunity to query or comment on these grades through the Monitoring Feedback Form, issued at the same time as the monitoring as a loose document in the envelope. If you wish to comment on the monitoring then please complete the Monitoring Feedback Form and return it to the school as soon as possible. Individual targets will be set at

the beginning of the year for each student and are monitored throughout the year. Students' effort and performance are monitored through regular tutorials with the Tutor and also with the Progress and Achievement Leader for each House. Parents' Consultation Days are held throughout the year; and you will be notified of these and be able to arrange appointments with staff.

Apart from these formal occasions, you can, of course, contact the school at any time if you are concerned about any aspect of your child's progress or personal welfare. The Tutor, Progress and Achievement Leaders or subject teacher will usually be the most appropriate point of first contact. Please do not be afraid to pass on any anxieties you have, no matter how small.

DAY-to-DAY INFORMATION

This section gives you answers to practical questions about managing day-to-day life in a large school.

What should my child wear for school?

At Carisbrooke we believe that standards of personal appearance are important. Our dress code is smart but also practical and comfortable.

The basic school dress for Years 9 to 11 is:

In order for us to be able to maintain our high expectations and standards, we ask that students attend school appropriately dressed and equipped. When you are buying new uniform please remember:

- Girls – plain black skirts must be school style and length (5cm above or below the knee)
- Black trousers for girls and boys must be school style; black jeans/ denim are not allowed
- All students need a school sweatshirt
- All students should have **black leather** shoes; any other footwear is not acceptable.
- Students will not be allowed in to school with inappropriate hairstyles/ hair colour (natural shades only) or excessive and obtrusive make-up
- Jewellery, including any facial or body piercings is **NOT ALLOWED**
(BUT plain sleeper earrings or ear-studs [one only in each ear] and one plain finger ring may be worn)

The following items are NOT allowed:

- Denim, leather or suede (or similar looking materials) coats/jackets or multi-coloured outdoor clothes
- Shorts (except PE shorts worn for lessons) or leggings
- Canvas leisure shoes, deck shoes or boots
- Trainers, which may only be used in PE
- Cloth Badges on indoor or outdoor clothes
- Jewellery, including any facial or body piercings
(BUT **plain** sleeper earrings or ear-studs [one only in each ear] and one plain finger ring may be worn)
- Inappropriate make-up

The basic school dress for Years 12 and 13 (the Sixth Form):

Students should come to school dressed as smartly and appropriately as if they were in a professional working environment.

For Physical Education the following items are required:

- Carisbrooke PE Polo Shirt – navy with sports college logo (only available from school)
- Shorts – plain black Carisbrooke shorts (only available from school)
- Socks (only available from school)
- Tracksuit (optional) - during the winter months students can wear navy tracksuit bottoms and a navy sweatshirt

PE kit is compulsory for all students (boys and girls) in Years 9, 10 and 11 and it is recommended that students wear gum shields, shin pads and the appropriate footwear when the activity demands it. Every pupil is able to take part in all P.E lessons; sometimes roles have to be changed to suit individuals to make sure there is 100% participation. All students need to be changed into kit even if they have brought a medical note.

Please ensure that every item is clearly and permanently marked with your son/daughter's name.

When is the dining room open?

A Breakfast Club runs daily from 8am in the Dining Hall offering healthy options.

At morning break, there is a wide variety of food and drinks for sale.

At lunchtime, the cafeteria is open from 12:35pm and offers a two course main meal for approximately £2.00. There is also a variety of other meals and snacks available at reasonable prices. A full listing of prices will be sent home with the Bulletin in September.

Dining room space is also available for students to eat sandwiches which are brought in from home.

Parents receiving Income Support, Jobseekers' Allowance 'income based' or Child Tax Credit are entitled to apply for free school meals for their child: please contact the School Office for confidential advice about this.

What restrictions apply about leaving the school site?

Students in Years 9, 10 and 11 must stay on the school site during lunchtime unless they have permission from parents/guardian. Those with an appropriate school issued pass will be permitted to go home for lunch. The school cannot accept responsibility for the safety or conduct of students who leave the site without permission. Sixth Form students, however, are allowed to leave the school site during lunchtime.

Students in Years 9, 10 and 11 may not leave the site to visit the shop at the top of Wellington Road during school hours, and students who catch a bus from the site at the end of the school day may not leave the site while waiting for their bus to arrive.

What about leaving school early for dental appointments, etc?

Students should have written details from home about any activity requiring them to leave school early, and should report to the House Base to sign out. Students will receive a blue out-of-school pass, designed in conjunction with the Isle of Wight Police, to authorise their absence while out of school if they are not being accompanied by an adult.

What are the arrangements if my child has to miss school?

School attendance is a legal responsibility and parents should ensure that children do not miss school except when it is unavoidable e.g. because of illness or an unexpected emergency. Please telephone the House Base as soon as you know your child will be absent. When your child returns to school a note explaining the absence should be handed to the Group Tutor so that the school's records can be maintained. The Attendance Officer will contact parents who do not notify school on the day of absence, to check against truancy.

It is not expected that holidays will be taken during term time.

If you feel this is unavoidable, we would ask you, in advance of booking a holiday, to make an appointment to discuss your reasons with the Headteacher or a member of the Leadership Team.

What are the transport arrangements?

Southern Vectis and Wightbus carry many of our students to and from school. High School students who are entitled to free school meals, or whose family is entitled to their maximum level of working tax credit and who attend any one of three nearest high schools which is more than two but less than six miles from their home, will be entitled to a free bus pass.

Distances to all schools are measured from the front gate of the child's home to the main school gate (or main entrance if there is no gate). For the two mile limit the distance is the shortest available walking route, but the upper limit of six miles must be measured along the road route (this will not necessarily be the route that the school bus operates along).

Application forms for free transport are automatically issued by County Hall and are also available from the school office. Once applications are approved bus passes are issued through the school at the start of the school year.

Those students who are not eligible for free transport but who use Southern Vectis buses may wish to apply for a Student Rider card that will entitle them to a single journey fare of £1.50.

Students who wish to cycle to school will need to have their bicycle checked for roadworthiness by their parents and obtain approval to bring the bicycle onto the school site through filling in a permission form, available from the house base.

Sixth Form students may bring a car or motorcycle onto the site provided they are qualified and insured to use the vehicle, and have obtained a permission slip from the sixth form office.

Are there any costs involved in curriculum and other activities?

Yes. Some subjects, like Design and Technology have to ask you in advance whether you are willing to pay for the materials used in the construction of items which, when finished, you will want to keep. If you do not want to contribute either financially or in kind, then the finished item is kept by the school.

Equipment – It is important for every student to come properly equipped for school so that they can engage fully in their learning. The list that follows is a minimum requirement:

- An appropriate school bag that will hold A4 folders, exercise books, text books, etc.
- A pencil case, with pens (black/blue), pencils, rubber, sharpener
- A set of coloured pencils, fine liner pens
- Ruler, protractor, compass
- Calculator (can be purchased from school)
- Dictionary
- French Dictionary (Malvern or Collins Gem preferred)

If your child wishes to have additional music lessons these are available at a subsidised cost. Charges for 2010-11 are £252.00 per year (£68.00 per term) for group sessions and £303.00 per year (£101.00 per term) for individual sessions. This cost applies to all instrument lessons. If your son/daughter wishes to hire an instrument then the cost will be £12 per term.

here are also local studies visits (in subjects like History and Geography), PE Department journeys (to matches for team members), other outings such as trips to theatres and concerts, and more elaborate excursions like field trips and exchange visits abroad. These activities form an extremely valuable part of the educational experience which the school offers, and we ask parents to encourage their child to take part if possible. Although expenses are kept to a minimum, it is usually necessary to ask you for a voluntary contribution to cover your child's costs. This applies even if the activity takes place during school hours.

Insurance cover for mainland activities is provided, but because parents are ultimately responsible for this, you should satisfy yourself that the cover is adequate by checking the details with the School Office. Again, we appreciate parental contributions towards insurance costs.

Computers – The Carisbrooke High School ICT Department is continually developing and improving a site-wide wired and wireless computer network that has 400 desktop computers, 100 laptops and hosts 1600 users. This sophisticated system is used to deliver the curriculum and administration of the school. There are obvious concerns associated with using this system, and we require that all students, staff and parents fully understand and agree to the terms and conditions, which incorporate the Data Protection Act and Computer Misuse Act. Anyone found to be breaking these rules will be dealt with accordingly and information may be passed to the necessary authorities. Internet access is available from all computer systems within the school; this service is filtered to prevent material deemed as unsuitable from being viewed.

Weekly School Newsletter 'Updated' - Each Friday, the school distributes to parents/guardians its e-newsletter via e-mail and it is also published on the school website. The weekly newsletter 'Updated' is an important means of communication between school and home. It gives details of activities during the coming week, important notices and information related to school. If you prefer you can view the newsletter on the school website, or sign up electronically for our e-newsletter to be sent directly to your inbox. Parents/guardians can sign up online via the school website. If you would prefer a hard copy then your son/daughter would need to request this, and it will be distributed on a Monday via your child's Tutor. General letters which go out from school are posted centrally with your son/daughter's monitoring.

Valuables - Please discourage your child from bringing significant amounts of money or valuables (e.g. mobile phones, jewellery) into school. Neither we, nor the LA, can be responsible for losses. If there are occasions when money or valuables must be brought to school, they should be handed in to the School Office for safe keeping. When students are changing for PE, for instance, they should hand even small amounts of money and watches etc. to the member of staff in charge for safe keeping. If mobile phones, ipods or MP3 players are brought into school they must certainly be switched off and kept in bags at all times. The school accepts no responsibilities for these items brought onto the school premises. Particular care should be taken to leave valuables at home during the examination season.

School Fund - We ask for your help in providing a fund for those things which are desirable but we are unable to purchase from our normal school budget. Parents are asked to contribute between £3-5.00 per family per year. The money is spent in a wide variety of ways, including the Offsite Activities Insurance Premium (see page 10), which will be declared annually. Representatives from the Student Council will have a say as to how some of this money will be spent. All parents will be informed of the decisions through our weekly Bulletin. Parents will receive a request for their contribution to the School Fund in the Autumn term.

If I want to complain, how do I do it?

Most matters which cause parents anxiety, concern or irritation are best communicated in the first instance to the Group Tutor, Progress and Achievement Leader or subject teacher by telephone or letter. These members of staff will be able to consult the appropriate colleague/s and reply to you within a short time. If the subject is very serious or confidential, letters addressed to the Headteacher will always receive his personal attention. If the Headteacher is absent, a Deputy/Assistant Headteacher will act on his behalf.

If your complaint is about the Headteacher, the nature of the curriculum available for your child or about religious worship, you are entitled to lodge a formal complaint with the Governing Body and/or the Local Education Authority. The school has a Complaints Policy which is available on the school website or from the school office.

Times of the School Day

9.10	:	Period 1
10.15	:	Changeover
10.20	:	Period 2
11.20	:	Break to 11.33
11.35	:	Period 3
12.35	:	Lunch to 1.13
13.15	:	Registration/Assembly
13.33	:	Changeover
13.35	:	Period 4
14.33	:	Changeover
14.35	:	Period 5
15.35	:	End of School Day

Term Dates 2010 - 2011

6th September 2010	:	Development Day – school closed to students
7th September 2010	:	Term Begins for Students
25th – 29th October 2010	:	Half Term
17th December 2010	:	End of Term
4th January 2011	:	Term Begins for Students
21st -25th February 2011	:	Half Term
8th April 2011	:	End of Term
26th April 2011	:	Term Begins for Students
30th May – 3rd June 2011	:	Half Term
27th July 2011	:	End of Term

Bank and Public Holidays 2010 - 2011

25th December 2010	:	Christmas Day
26th December 2010	:	Boxing Day
1st January 2011	:	New Year's Day
22nd April 2011	:	Good Friday
25th April 2011	:	Easter Monday
2nd May 2011	:	May Day Holiday
30th May 2011	:	Spring Bank Holiday
29th August 2011	:	Summer Bank Holiday



HOME SCHOOL AGREEMENT (copy)



The School will:

- Provide an appropriate curriculum for all students
- Provide equal opportunities for all students
- Monitor each student's progress
- Inform you if we have concerns
- Provide opportunities to discuss each student's progress
- Be available to talk to you (though you may need an appointment)
- Provide a safe working environment
- Help students develop, within the ethos of the school
- Provide students with a Learning Journal and encourage them to record homework, coursework deadlines and key dates.

Students – I will:

- Attend school regularly, on time
- Bring all the equipment I will need for the day
- Wear the school uniform and be tidy in appearance
- Be polite and considerate to others
- Complete classwork and homework as well as possible and meet the deadlines set
- Allow other students to get on with their work
- Accept the authority of all staff at the school
- Talk to my parents/carers and teachers about my successes and problems
- Bring my Learning Journal to school and use to record homework, coursework deadlines and key dates
- Ensure that my parent/carer receives the School Bulletin 'Updated' and other written communications from school
- Care for school property and equipment
- Follow the school ICT policy

Parents/Carers – I/We will:

- Make sure that our child attends regularly and on time
- Support the school's policies on behaviour, uniform and ICT
- Encourage our child to use the diary planner to record homework, coursework deadlines and key dates
- Encourage our child to do homework and complete coursework
- Make the school aware of any concerns or problems that might affect my child's work or behaviour
- Encourage our child to take part in extra-curricular activities
- Encourage our child to respect others and their property

Student (please print name) _____

Student (signature) _____ Date _____

Parent/Carer (signature) _____ Date _____

Group Tutor (signature) _____ Date _____

Photographs and School Publicity

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Carisbrooke High School on occasion may wish to include images of your child in printed, online and electronic publications. Images may be captured during events organised and hosted by the school using film photography, digital photography, video or other medium and maybe used in the following publications:

- Carisbrooke High School Newsletter
- Carisbrooke High School Leaflets and posters
- Carisbrooke High School Prospectus
- Carisbrooke High School Course Brochures
- Other Carisbrooke High School publicity material
- Articles in local media, e.g. Isle of Wight County Press, Isle of Wight Gazette and Isle of Wight Beacon
- Year 11 and Year 13 Leaver's Yearbooks
- Carisbrooke High School Website

Please note that any printed publications and publicity material may be replicated on the school website.

You will be asked to sign a form stating whether or not you are happy for the school to use such photographic material. The permission will only cover your child while they attend school and the school will not re-use any photographs or recordings after your child leaves, without prior arrangement.

The full photographic and publicity permissions policy is available on the school web site.

Computer Use and Internet Access Policy

Please be advised that this is an abridged version of the Computer Use and Internet Access Policy. A full version of the policy can be found on the school website.

The computer system is owned by the school, and may be used by students to further their education. The school's Computer Use and Internet Access Policy has been drawn up to protect all parties, pupils, parents and staff.

The school reserves the right to examine or delete any files that may be held on its computer system and to monitor all aspects of any live computer use of Internet sites visited without students' knowledge or permission.

All computer use and Internet activity:

- Should be for educational use only
- Should be accessed through the students **own** personal account and password
- Should **not** be used to access illegal, pornographic, racist or offensive materials
- Should **not** be used for personal financial gain, gambling, political or advertising purposes
- **Must not** breach any copyright laws eg. Downloading music/games you have not paid for
- Should follow the same professional levels of language and content as should be applied to letters or other media

If students are caught misusing the computer network, the School is obliged to take action and students will be given punishments including bans, detentions and even exclusions, according to the severity of the offence.

Personal contact details should never be given out in unregulated situations like chat rooms.

Both the Data Protection Act 1997 and the Computer Misuse Act 1990 apply to student and staff use of the computers. Copies of these pieces of legislation are available on request or can be viewed through the hyperlink when logging on to the computer system.

Student Learning Resource Area Policy

LRA POLICY

The Learning Resource Area (LRA) is a modern facility which offers a broad range of materials and technologies to assist in research and learning for both students and staff. The facility boasts a suite of 25 networked computers with internet access.

The LRA has approximately 5,000 books both fiction and non fiction. A wide range of other facilities such as access to digital cameras and camcorders, newspapers and magazines, videos, DVD's and audio books are also available.

When borrowing an item students are made aware of its return date. Failure to return the item by that date may result in a fine. Fines will be charged at 10p per day (except in special circumstances at the discretion of the LRA manager).

Students:

- May be asked to pay a small refundable deposit to borrow certain items
- Are not permitted to borrow resources for anyone else on their account
- Are responsible for all items borrowed on their account
- Are liable for items lost and will be asked to pay replacement costs
- Will need to clear their LRA account in full before leavers forms are signed
- Are expected to abide by the rules when using this facility, failure to do so may lead to them being asked to leave and they may be prohibited from using the facility

Biometric Borrowing in the LRA

The LRA uses a biometric system to issue library books and resources. This involves scanning the thumb or forefinger of each student. Students can then issue resources without the use of cards etc simply by scanning their thumb. This has caused some concern amongst parents but be assured:

- The system is fully compliant with Human Rights Legislation and the Data Protection Act
- An image is not stored of your finger print, only a selection of meaningless numbers
- This code can not be reengineered to create a finger print
- All fingerprint data will be deleted when a person leaves the school
- The system provides a secure, accurate and easy means to issue resources efficiently.