

STOPSLEY HIGH SCHOOL

TRANSITION INFORMATION GUIDE



Information booklet for parents
and new intake students.

September 2019





Welcome to Stopsley High School

Dear Students and Parents

I hope that all students are looking forward to a new and exciting stage in their education. We are certainly looking forward to receiving our new Year 7 students and will do our very best to help them succeed.

Stopsley has an excellent reputation as a caring school with high standards of achievement. I know that Mrs Whiting and the Team of Form Tutors and Teachers will work hard to support and guide students through their important first year.

Please remember that you are always welcome to contact us if you have any queries at all.

Karen Johns
Headteacher



Dear Parent/Carer,

I would like to take this opportunity to welcome you to Stopsley High School and hope that this booklet will provide you with some useful information.

This booklet gives some guidance about school procedures and logistics. Familiarisation with the booklet before your child starts at Stopsley High will help your child settle in more quickly. We want to work closely with you as parents and carers to ensure that your child feels happy and secure from the first day. It is only when this is the case that they can start to make maximum progress with their academic studies.

I look forward to seeing you and your child again on the evening of Induction Day on Thursday 4th July 2019.

Yours sincerely,

Mrs. Whiting
Transition Co-ordinator

School Uniform



Approved Trouser Styles

Boys:

Tailored flat front OR tailored tleated front, black trouser.

Skinny fit / jeans are NOT acceptable.

Girls:

Tailored black trouser.

Hipsters/ skinny fit / leggings / jeans are NOT acceptable.



Approved Skirt Styles.

Black skirt - SKIRT LENGTH MUST BE TO THE KNEE.

Skirts that have splits and tight lycra skirts are NOT acceptable



Uniform and Equipment Policy

We believe that school uniform plays a valuable role in contributing to the ethos of Stopsley High School and setting an appropriate tone.

School uniform instils pride, supports positive behaviour and discipline, and encourages identity with and support for school ethos. It ensures that students of all races and background feel welcome. It protects children from social pressures to dress in a particular way. It nurtures cohesion and promotes good relations.

We also expect uniform to be worn neatly and correctly to ensure a high standard of appearance from all students, e.g. tie and collar done up, shirts tucked in.

Students must be in full school uniform at all times. A child should never be sent to school in trainers. If this happens, we will lend the child a pair of shoes and a 30-minute detention will be issued. Ties must be worn.

A detention will be given for any infringement of the school uniform rules.
If a student persists in wearing incorrect uniform, parents will be contacted and invited into school.

BOYS' UNIFORM

Black tailored trousers (cords, jeans or fashion trousers are not acceptable)

White shirt

School tie

Black jumper with school badge

Black shoes/boots - sensible, any laces must be black (no trainers, plimsolls or canvas shoes)

Plain white, grey or black socks.

GIRLS' UNIFORM

Black tailored skirt (skirts should be knee length or just below) Skirts that have splits and tight lycra skirts are not acceptable.

Black tailored trousers (cords, jeans, tight trousers or fashion trousers/skinny jeans are not acceptable)

White shirt

School tie

Black jumper or cardigan with school badge

Black shoes - sensible, any laces must be black (no trainers, plimsolls or canvas shoes)

Black boots - sensible, may be worn under trousers

Plain white, grey or black socks or grey or black tights - no patterns or bows etc.

DRESS CODE AND EXPECTATIONS

Jewellery can be a watch, a plain ring and plain small studs in the lobe only. Ear stretches, sideburn piercings or tragus piercings are NOT permitted.

Nose studs or any other facial piercings are not acceptable even if covered with a plaster.

Hair must be of a natural colour with no lines or patterns or extreme styles. No eyebrow patterns are permitted.

Any hairbands worn should be plain black or navy (no bright colours, flower arrangements, bows, polka dots or patterns)

Make up must be discreet. Acrylic nails or nail varnish must not be worn.

EQUIPMENT

Every student is expected to have the following basic items of equipment for every lesson:

Black or blue ballpoint pen (and a spare)	Pencil
Calculator (preferably scientific)	Pencil eraser
Ruler 30 cm	Pencil sharpener

Tippex/Liquid Paper is not allowed in school and must not be used on any school work. Permanent markers are also not to be brought into school.

Text books and specialised equipment will be issued on loan and students will be required to pay for any loss or damage to school property.

Stopsley High School Uniform List 2019.



Unisex Stopsley High School New Badge Jumper. 50/50 Mix. MFit
 Sizes: 30-38" **£18.00e**
 Sizes: 40-46" **£22.00e**



Girls Stopsley High School New Badge Cardigan If Preferred. 50/50 Mix. MFit
 Sizes: 30-38" **£18.00e**
 Sizes: 40-46" **£22.00e**



Top Buttoning Shirt Or Blouse. Long Or Short Sleeve. Non Iron Twin Pack Starting From **£12.00** a pack



Clip On Tie 16" **£6.00e**

Boys To Wear Tailored Black Or Dark Grey Trousers.
 Girls To Wear Tailored Black Or Dark Grey Trousers Or Skirt. Please see reverse page for more details.

Boys PE Kit Compulsory.



Unisex Stopsley High School NEW SPORTS POLO
 Sizes: 22/24 -32/33" **£11.50e**
 Sizes: 34/36 -50/52" **£14.50e**



Unisex Stopsley High School NEW SPORTS SHORTS
 Sizes: 22/24 -26/27" **£9.00e**
 Sizes: 28/30 - 42/44" **£10.50e**



Black Football Socks.
 1-5.5 **£5.00pair**
 6 -12 **£5.50pair**



Recommended For PE: Shin Pads & Gum Shields

Girls PE Kit Compulsory.



Fitted Stopsley High School NEW SPORTS POLO
 Sizes: 22/24 -32/33" **£11.50e**
 Sizes: 34/36 -50/52" **£14.50e**



Female Stopsley High School NEW SPORTS SHORTS
 Sizes: 22/24 -26/27" **£9.00e**
 Sizes: 28/30 - 42/44" **£10.50e**



Black Football Socks.
 1-5.5 **£5.00pair**
 6 -12 **£5.50pair**



Stopsley High School NEW SPORTS Jackets
 Sizes: 22/24 -32/33" **£17.50e**
 Sizes: 34/36 -50/52" **£19.50e**
 Unisex And Female Fit Training Pants
 Sizes: 22/24 - 26/27" **£16.00e**
 Sizes: 28/30 - 42/44" **£18.00e**

UNISEX POLO SHIRT OR SHORTS CAN ALSO BE WORN IF PREFERRED

General Information and Procedures

Personal details and contact numbers

When your child starts at Stopsley High School you will have already filled in an information sheet giving full personal details and contact numbers. Please note that we require a minimum of two contact names and telephone numbers. For emergency purposes it is essential that the school is kept up to date with any changes.

Messages

If you need to get an urgent message through to your child please make sure that we receive it before 12 noon. PLEASE DO NOT TEXT OR PHONE YOUR CHILD - CONTACT THE SCHOOL.

Telephones

Mobile phones may be brought into school at your child's own risk. The phone must be switched off and out of sight during the school day or it will be confiscated. Please note; they may not call you to arrange to go home if they feel unwell. This must be done through the medical room. If a phone is confiscated students can collect it from a member of the Senior Leadership Team at the end of the school day.

Items left at home

Any dinner money, P.E. kits, cookery items, etc. brought into school may be left at reception for the student to collect.

Contact books

Contact books must be with students at ALL times. If they are lost, replacements can be purchased from the finance office for £4.

Homework & Home Learning

Please ensure that your child is checking homework regularly on 'Show My Homework'. If you find it is not being set, please contact the Head of Department responsible. Failure to complete homework will result in detention so that it can be completed.

Child Protection

Occasionally students disclose information to staff, or a chronology of concerns may lead to the Safeguarding Team following Child Protection procedures in line with our Safeguarding and Child Protection Policy. If this should happen Social Services will be contacted straight away before any attempt is made to reach the parent. This is in line with National Child Protection guidelines.

Parents should let the school know if there are any problems at home so that staff can be aware of this and help and support the child at school.

The member of staff responsible for Child Protection at Stopsley High School is **Mrs. Jeycock - Pastoral Care Manager**; if you have any concerns about your child/ children you are able to contact her on 01582 542344.







A copy of the Safeguarding and Child Protection Policy is on the website.



What do we expect from you as a Student?

We demand a high standard of behaviour from all of our students (See policies on our School website). Most problems can be avoided by parents and teachers working together. We run a single central school detention system, after school, where students can have a restorative conversation with the member of staff issuing the detention, and start the next day with a clean slate. As far as possible, detentions are done on the day they have been given.

The 7 Key Features of a Stopsley Student

BEHAVIOUR	7 KEY FEATURES OF A STOPSLEY STUDENT	REWARDS
<p>Level 1</p> <p>C3 = 30minutes detention</p> 	 <ol style="list-style-type: none"> 1. PUNCTUAL 2. PRESENTABLE 3. PREPARED 4. RESPECTFUL 5. FOCUSED 6. CO-OPERATIVE 7. DETERMINED TO SUCCEED 	<p>Level 1</p> <p>A1 = 1 achievement point A2 = 2 achievement points A3 = 3 achievement points</p> <p>Points Make Prizes!</p> 
<p>Level 2</p> <p>C4, C5, C6</p> <p>C4 = 60 minutes detention C5 = Reflection Room C6 = fixed term exclusion</p> 		<p>Level 2</p> <p>A4 = 4 achievement points A5 = 5 achievement points A6 = 6 achievement points</p> 
<p>ACHIEVEMENT POINTS - BEHAVIOUR POINTS = CONDUCT POINTS</p>		

The aim of our rules is to provide a safe and secure environment, conducive to learning for all students and staff.

Student Conduct in the Community

Students are expected at all times to:

- Be a good ambassador for the school at all times
- Be positive, polite and courteous to other students and members of the public
- Put all litter in the bin or take it home
- Respect local residents' property, gardens, sheds and garages and so on
- Not make excessive noise including the use of bad language around residential areas
- Wear full school uniform properly
- Report any poor behaviour and stay away from 'incidents'
- Take care on the roads and respect vehicles both moving and stationary (this includes no throwing snowballs, for example, at cars).

The School will take action against any unacceptable behaviour when a student is:

- Taking part in a school organised or related activity
- Travelling to or from school
- Wearing school uniform
- In some way identifiable as a Stopsley student.

Stopsley students respect the school and respect the community

Class and Homework

You will change rooms and teachers for your various subjects. This is a big change from your primary school, but is not something to worry about as there are plenty of people around to help.

All subject books must be well cared for. You may be charged for loss and/or damage to subject books. This also includes your contact book.

Students must ensure they complete any set homework and see the teacher before a lesson if there are any problems. If a student is away they must check ShowMyHomework and still complete the homework.

Contact Books will be checked weekly by your Form Tutor.

Personal Belongings

You will need a pencil case containing the correct items:

Black or blue ballpoint pen (and a spare)
Calculator (preferably scientific)
Ruler 30 cm

Pencil
Pencil eraser
Pencil sharpener

In addition you must also bring your PE kit on timetabled days.

All items brought into school must be clearly **labelled with your name**. The school does not accept responsibility for unnecessary and expensive items brought into school.

You should have a **suitable** bag for carrying your school books and equipment around with you. Students have access to lockers and can purchase a key for £7.00 (£2.00 for the key and £5.00 deposit. The deposit of £5.00 will be returned once the key is returned). If lost, replacement keys can be purchased from the Finance Office at a cost of £3.

Please encourage students to check their timetable the night before and to make sure they have the appropriate books. You will also be able to access their timetable on the SIMS Parent App.

Learning Resource Centre

Stopsley High School Learning Resource Centre provides a welcoming space, friendly staff and a large collection of resources for reading, research and study. We promote reading for pleasure and work with teachers to develop students' independent learning and information research skills.



Collection

We have an up to date collection of more than 10,000 books, DVDs, and audio books. We are subscribers to several magazines which are selected to support the curriculum and extracurricular needs of our students. In addition to magazines, we have a range of newspapers including the Luton News, i newspaper and First News.

Students and staff can search the collection and reserve and review books via the online library Eclipse which can be accessed on the website or on a smart phone.

The LRC is the location for various enrichment activities

Author Visits

To promote literacy and inspire students with books, we have authors visiting on a regular basis. Authors who have visited include; John Townsend, Tanya Byrne, Sufiya Ahmed, Dan Freedman and Sofia Bennett



Reading Groups

The library runs several reading groups. Groups meet regularly to have lively discussion on books geared towards their interest level. If you love reading please join us.

Stopsley High School Book Awards

On a yearly basis the school community take part in the Stopsley High School Book Award. This award recognises some of the most popular books that were read by students and members of staff throughout the year.

This award commences with the nomination of popular books that were read throughout the year and culminates with staff and students voting for the book they feel should win the title.

The winning book is announced at our red carpet Oscar styled award ceremony on World Book Day. On this day our reading achievers and top library borrowers are awarded prizes. Our Student Librarians are actively involved in organising and hosting this event.

Student Librarians

Students are invited annually to apply for the post of Student Librarian. Successful candidates help in the running of the daily activities in the library. They are trained in performing library duties such as issuing, returning and shelving books, processing new resources, recommending books to their peers and helping in displaying library materials. Skills learnt are transferable to the wider society i.e. customer service, communication and organisation to name a few.



Our student librarians play a very important role in the running of the school library and are actively involved in promoting and raising the profile of the library in addition to being a positive role model to library users.

Displays

The library has regular displays featuring new books, author information, special themes and student work. We have regular library competitions to engage students in reading and to promote the love of books. We host popular competitions such as our reading challenges and themed quizzes, where students are rewarded with great prizes.

Student Borrowing Limits

The loan period for students is two weeks and students may borrow two books at a time.

We are open Mondays to Thursdays 8:00am to 4:00pm and on Fridays 8:00am to 3:30pm.

Anti Bullying Code

We believe that every student in Stopsley High School has the right to enjoy his or her learning and leisure time free from intimidation, both in school and in the surrounding community.

Our school considers that bullying includes any form of physical or verbal behaviour, which is aggressive in nature and is intended to make the victim feel bad.

Examples of bullying are:

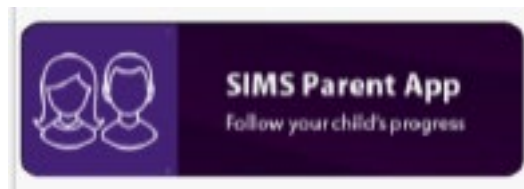
- * Physical aggression
- * Threatening behaviour
- * Taking or damaging another student's property
- * Forcing others to do things against their will
- * Name calling
- * Spreading malicious stories
- * Online bullying
- * Homophobic, racist or sexist or any discriminatory language

Stopsley understand that the above may not just happen in school and in person, but also by mobile phone and online. If this should occur, it will be taken as seriously as any other incident of bullying.

Stopsley is a "telling school" where students support each other by reporting all incidents of bullying. When any issue is reported to the teacher, along with the pastoral care team, support and guidance will be given to the student.

SIMS Parent App

We use the SIMS Parent App to send important information to parents. You can also see your child's timetable, behavioural record, attendance and reports on this app. This is our primary tool for communicating with parents, and it is vital that you have this. This can be used either on a mobile phone as an app, or on a computer.



sQuid

We use the sQuid app to top up your child's dinner money account, but also to pay for trips and events in school.



Show My Homework

Show My Homework is an easy to use, online homework calendar for schools. Teachers set homework; this appears on the homework calendar with all the relevant details such as deadlines and resources. Students and parents can access this at any time via the web or their mobile phone, making homework accessible and transparent for everyone



Internet Safety

We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of safety and know how to stay safe when using any ICT. Pupils are expected to read and discuss the acceptable internet use agreement with their parent/carer, which can be found on the school website.

Canteen

At Stopsley we operate a biometric cashless catering system, which enables us to deliver a more efficient service, and to eliminate the need to the right change every morning. You will have received a letter in your admission pack giving details of our system. Cash is not accepted at the till, but we do have two cash loaders in the canteen where students can top up their account. You can also top up online using sQuid.

For students eligible for free school meals the system provides an automatic 'free school meal' allocation with the anonymity it allows. You must make sure your Free School Meal has been confirmed or you will need to put cash onto the system until this time. Cashless systems have been proved to alleviate many of the associated problems with the use of cash through loss, theft or bullying. Should you wish, a daily 'spend limit' can be placed on the student's account. The system encourages student life skills by being responsible for her/his own account.

For transition and induction days we ask your child to bring a packed lunch. If your child is entitled to Free School Meals you can request a packed lunch from your child's primary school on these days. Year 7 students will also need to bring a packed lunch in for the first week of term, until everyone is set up on the system.

We operate a free breakfast club in school from 8 am.

Menus and frequently asked questions can be found on the school website. If you have any other questions, please ask.



Sample menus and prices

All prices are subject to change

WEEKLY MENU Stopsley High School - Week One

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken Tikka Masala	BBQ Slow Roasted Pulled Pork in a Roll	Beef Lasagne with Wholemeal Garlic Bread	Roast Chicken with Sage & Onion Stuffing	Breaded Pollack Fillet with Tartare Sauce
Vegetable & Red Pepper Tikka Masala (V,VG)	Quorn Burger in a Roll (V)	Butternut Squash & Baby Spinach Lasagne (V)	Oven Roasted Peppers Stuffed with Cous Cous (V,VG)	Vegetable & Tomato Enchilada's with Mixed Salad (V)
Vegetable Quesadillas served with Salad (V)	Vegetable Pie topped with Sweet Potato Mash (V,VG)	Sun Blushed Tomato Polenta Cake (V,VG)	Omelette (V)	Vegetable Stir Fry (V,VG)
Macaroni Cheese Pasta - made with Wholewheat Pasta (V)	Chicken & Sweetcorn Pasta - made with Wholewheat Pasta	Vegetarian Carbonara Pasta - made with Wholewheat Pasta (V)	Spicy Tomato Pasta - made with Wholewheat Pasta	Chunky Chips
Steamed Rice	Baked potato Wedges Peas & Crunchy Coleslaw	Parmentier Potatoes, Courgettes, Aubergines & Peppers	Golden Dry Roasted Potatoes & Savoy Cabbage	Baked Beans
Hot Chicken Wraps & Burritos	Hot Chicken Wraps & Burritos	Hot Chicken Wraps & Burritos	Hot Chicken Wraps & Burrito's	Curry Sauce
Chocolate Sponge with Chocolate Custard	Eton Mess	Chocolate Fudge Cake with Ice Cream	Apple & Oat Crumble with Custard	Jam & Coconut Sponge

HARRISON food with thought

WEEKLY MENU Stopsley High School - Week Two

Monday	Tuesday	Wednesday	Thursday	Friday
Beef Meatballs with Sun Dried Tomato & Basil Sauce	Katsu Chicken Curry	Roasted Gammon & Sweetcorn Pie	Roast Turkey & Cranberry Sauce	Breaded Pollack with Lemon Wedge & Tartare Sauce
Spinach Pakora Flatbread with Sweet onion Chutney (V)	Tofu Katsu Curry (V,VG)	Vegetable Toad in the Hole (V)	Three Cheese & Red Onion Flan (V)	Mixed Herb & Cherry Tomato Pasty with Salad (V)
Vegetable Frittata served with Salad (V)	Sweet & Sour Vegetable Spring Rolls (V)	Oven Roasted Salmon Steak	Spinach & Vegetable Wrap with Salsa (V)	Vegetarian Falafel Pitta Bread & Yoghurt Sauce (V)
Quorn & Vegetable Bolognese Pasta made with 50/50 Pasta	Carbonara Pasta - made with 50/50 Pasta	Cheese & Herb Pasta - made with 50/50 Pasta	Arrabiata Pasta - made with 50/50 Pasta	Tomato and Basil Pasta - made with 50/50 Pasta
Spaghetti - Flavoured with Basil, Garlic Olive Oil & Mixed Salad	Rice & Stir Fried Vegetables	New Potatoes with Parsley & Whole Green Beans	Roasted Potatoes & Carrot Batons	Baked Beans & Chunky Chips
Hot Chicken Wraps & Burritos	Hot Chicken Wraps & Burritos	Hot Chicken Wraps & Burritos	Hot Chicken Wraps & Burritos	Curry Sauce
Caramel Apple Crumble with Custard	Cheesecake	Mixed Fruit Sponge	Fruit Crumble with Custard Sauce	Iced Sponge Cake

HARRISON food with thought

Term Dates 2019/2020

Autumn Term

4th September - 20th December 2019

Teacher Training Days 2nd and 3rd September 2019

Half Term: 21st - 25th October 2019

Spring Term

7th January - 3rd April 2020

Teacher Training Day 6th January 2020

Half Term: 17th - 21st February 2020

Summer Term

21st April - 17th July 2020

Teacher Training Day 20th April 2020

Half Term: 25th - 29th May 2020

May Day Bank Holiday - 4th May 2020

If you have any queries or problems Please do not hesitate to contact:

Mrs. P. Whiting

01582 870900

pwhiting@stopsleyhighschool.co.uk

Miss N. Wiseman / Mrs. J. Baynham (SIMS forms / attendance)

01582 870912/870902

jbaynham@stopsleyhighschool.co.uk

Keep your eyes on the Stopsley High School website for updates on transition

If you have a query about a specific department please contact the relevant Head of Department:

English:	Mr. M. Brookman	mbrookman@stopsleyhighschool.co.uk
Maths:	Mrs. W. Otway	wotway@stopsleyhighschool.co.uk
Science:	Mrs. L. Lissaman	llissaman@stopsleyhighschool.co.uk
Art:	Miss H. Robinson	hrobinson@stopsleyhighschool.co.uk
History & Ethics:	Mr. G. Brown	gbrown@stopsleyhighschool.co.uk
ICT:	Mrs. S. Fatima	fatimas@stopsleyhighschool.co.uk
MFL:	Mr. O. Ouedraogo	oouedraogo@stopsleyhighschool.co.uk
Music:	Mrs. A. Selmi	aselmi@stopsleyhighschool.co.uk
PE:	Mr. G. Swain	gswain@stopsleyhighschool.co.uk
Drama:	Mr. K. De Merchant	kdemerchant@stopsleyhighschool.co.uk
Geography:	Mr. R. Moon	rmoon@stopsleyhighschool.co.uk
SENCO:	Ms. G. Laskey	glaskey@stopsleyhighschool.co.uk
Pastoral Care:	Mrs. S. Jeycock	sjeycock@stopsleyhighschool.co.uk

Frequently Asked Questions

What happens next?

Members of our transition team will meet with your child and their primary school teachers to prepare them for their move to Stopsley High School.

When does my child start at Stopsley High School?

Term begins on Wednesday 4th September 2019.

What our Year 7 Students Say

KYAN



"I have really enjoyed my first term at Stopsley. The biggest changes from primary school have been the different lessons and moving from class to class for each one; but the school helped us settle in, making sure we knew where we were going. My favourite subject is PE because I love sport and the activities the school has to offer are really fun. Over the rest of the year, I'm looking forward to making more new friends and trying all new extracurricular clubs."

LIBBY



"I have enjoyed learning new things and being able to represent the school in events. My teachers have helped me to settle in by always offering help and support when I need it, especially as it was overwhelming coming to a new and bigger school. Since joining Stopsley, I have taken part in netball and basketball club after school. I am excited to discover more things about my new school life throughout the year."