

STOPSLEY HIGH SCHOOL

TRANSITION INFORMATION GUIDE



Information booklet for parents
and new intake students.

September 2020





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 Stewart 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,

We 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 School 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.

We look forward to seeing you soon.

We are aware that this year transition is a little different to what we had all planned, but we are thinking about you all and planning carefully to ensure that you have a smooth journey into Stopsley High School year 7, class of 2025.

Yours sincerely,

Miss Mitchell
Mrs Whiting
Transition Co-ordinators



Our visions and values

Our vision is that every student will unlock their potential, grow and make well informed decisions about their future. We will achieve this by ensuring students' learning is skills based so that they are prepared for life beyond Stopsley.

Our core values – ambition, endeavour and success – underpin our vision and all that we do at Stopsley. We believe that ambition and endeavour help provide our students with the mind-set needed to succeed both academically and personally. Students are encouraged to believe in themselves, and that with hard work and resilience, they can achieve their dreams.

Ambition

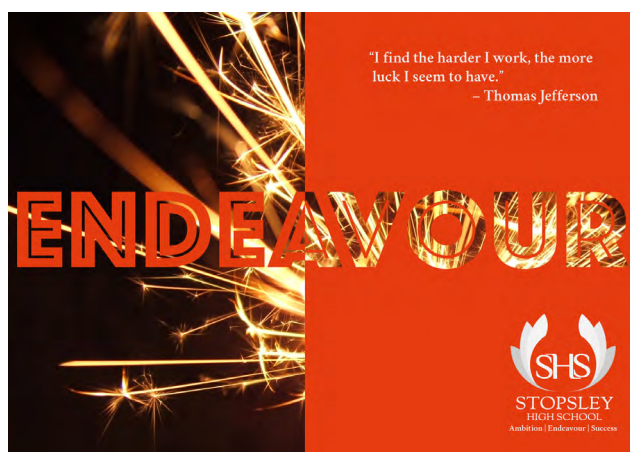
We inspire students to aim high and dream big, developing strong aspirations and a lasting love of learning.

Endeavour

We encourage students to embrace challenges, to learn from mistakes and develop the resilience to thrive in an ever-changing world.

Success

Our innovative and creative teaching empowers students to drive their own learning and achieve their



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 the school ethos. It ensures that students of all races and backgrounds 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)

Calculator (preferably scientific)

Ruler 30 cm

Pencil

Pencil eraser

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.

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



Stopsley High School Uniform List 2020.



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 Trousers. (cords, jeans or fashion trousers are not acceptable)
Girls To Wear Tailored Black Trousers Or Black Skirt. Skirt Length MUST BE TO THE KNEE.

Boys PE Kit Compulsory.



Unisex Stopsley High School
NEW SPORTS POLO
Sizes: 22/24 -32/33" **£13.00e**
Sizes: 34/36 -50/52" **£15.00e**



Recommended For PE: Shin Pads & Gum Shields



Unisex Stopsley High School
NEW SPORTS SHORTS
Sizes: 22/24 -26/27" **£12.00e**
Sizes: 28/30 - 42/44" **£12.00e**



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



Optional PE Kit Garments

Girls PE Kit Compulsory.



Fitted Stopsley High School
NEW SPORTS POLO
Sizes: 22/24 -32/33" **£13.00e**
Sizes: 34/36 -50/52" **£15.00e**



Recommended For PE: Shin Pads & Gum Shields



Female Stopsley High School
NEW SPORTS SHORTS
Sizes: 22/24 -26/27" **£12.00e**
Sizes: 28/30 - 42/44" **£12.00e**



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



Stopsley High School NEW SPORTS Jackets
Sizes: 22/24 -32/33" **£18.00e**
Sizes: 34/36 -50/52" **£22.00e**
Unisex And Female Fit Training Pants
Sizes: 22/24 - 26/27" **£20.00e**
Sizes: 28/30 - 42/44" **£20.00e**

Unit 12 Barton Ind, Est,
Faldo Road,
Barton Le Clay,
Bedfordshire.
MK45 4RP
OPENING HOURS:
MONDAY - FRIDAY:
9.00am - 5.00pm.
SATURDAY:
9.00am - 1.00pm.
SUNDAY: CLOSED.

Prestige
Design & Workwear Ltd

Uniform Available
INSTORE OR ONLINE.

For Home Delivery Or Store Collection
Please Visit
www.prestigedesignwww.co.uk

Uniform items with the school logo are available from Prestige Design and Workwear Limited,
Unit 2, Faldo Road, Barton le Clay. MK45 4RP Telephone: 01582 883222.

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 in school bag during the school day or it will be confiscated.

Please note: students 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.

Student Handbooks

Student handbooks 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.



LEARNING CULTURE IN THE CLASSROOM

ACHIEVEMENT POINTS

Ambition

- Working towards future goals
- Involvement in project work
- Working out of your comfort zone
- Attending extra-curricular clubs
- Demonstrating leadership qualities
- * Any other reasonable demonstration of ambition.

Endeavour

- Effort beyond expectation
- Embracing the PIT
- Applying 3B's Before Me
- Working on independent tasks
- Working well as part of a team
- * Any other sustained hard work.

Success

- Making good progress
- Representing the school
- Being part of a team
- Outstanding classwork
- Outstanding homework
- * Achieving success in any other aspect of school life.

RELENTLESS ROUTINES

- Phones switched off & placed in bag
- Take off outdoor wear when indoors
- Take out student handbook and stationery
- Follow presentation policy
- Embrace the PIT
- Use 3 B's Before Me

BEHAVIOUR POINTS

C3: Corridor behaviour, persistent low level disruption, sent to partner teacher.

C4: Persistent breach of C3 behaviours, failed to register, truancy.

C5: Persistent C4 offence, bullying (including cyber bullying), using discriminatory language, vandalism, inciting violence, smoking, verbal abuse aimed at a student, swearing, defiance, health & safety risk, possession of inappropriate or banned items, play fighting.

Directed by Headteacher

C6: Persistent C5 offence, physical assault, verbal abuse aimed at staff, possession of illegal items or material, engagement in illegal activity, bringing the school into disrepute.

REMEMBER

Conduct score = Achievement Points — Behaviour Points

Obtaining and maintaining a positive conduct score will help you access the rewards associated with being a Top Class student.

Student Conduct in the Community

Students are expected at all times to:

- Be a good ambassador for the school
- 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 student handbook.

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.

Student handbooks 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 £3.00

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, Sofia Bennett and Taran Matharu.



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

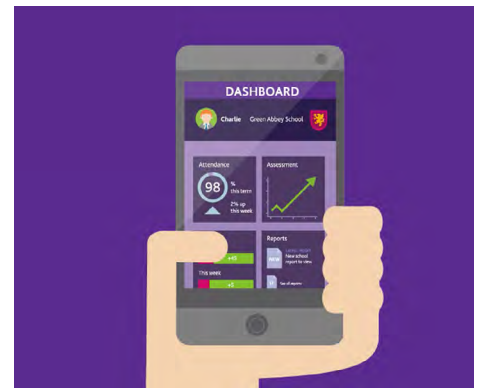
Stopsley understand that the above may not just happen in school and in person, but also by mobile phone and online. If this should occur, it will be taken as seriously as any other incident of bullying.

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.



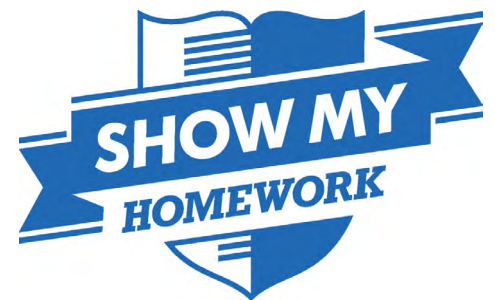
sQuid

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



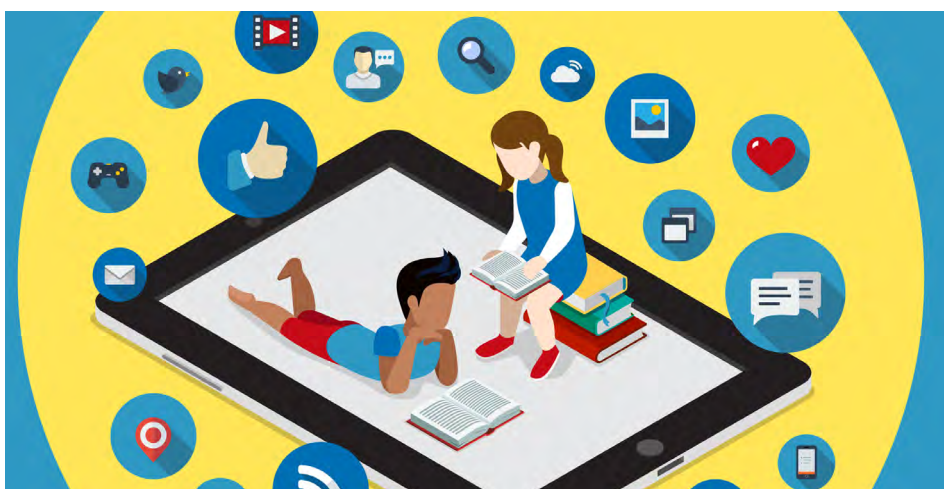
Show My Homework

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 esafety 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 provide 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.

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	
Steamed Rice	Baked potato Wedges Peas & Crunchy Coleslaw	Parmentier Potatoes, Courgettes, Aubergines & Peppers	Golden Dry & Savoy C	
Hot Chicken Wraps & Burritos	Hot Chicken Wraps & Burritos	Hot Chicken Wraps & Burritos	Hot Chi Burrito	
Chocolate Sponge with Chocolate Custard	Eton Mess	Chocolate Fudge Cake with Ice Cream	Apple & Custard	

Term Dates 2020/2021

Autumn Term 2020

Term Starts: Wednesday 2nd &
Thursday 3rd September – staff training

Friday 4th September – Years 7 and 10 start school

Monday 7th September – Whole school starts

Half Term: Monday 26th October to Friday 30th
October

Term ends: Friday 18th December at 1.20pm

Spring Term 2021

Term Starts: Monday 4th January – staff training

Tuesday 5th January – Whole school returns

Half term: Monday 15th February to Friday 19th
February

Term ends: Friday 26th March

Summer Term 2021

Term starts: Monday 12th April – staff training

Tuesday 13th April – Whole school returns

Bank Holiday: Monday 3rd May

Half Term: Monday 31st May to Friday 4th June

Term ends: Tuesday 20th July at 1.20pm

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

Mrs. L Stewart

01582 870900

lstewart@stoppsleyhighschool.co.uk

Miss N Wiseman / Miss N O'Driscoll (SIMS forms / attendance)

01582 870912/870902

attendance@stoppsleyhighschool.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@stoppsleyhighschool.co.uk
Maths:	Mrs. S Goni	sgoni@stoppsleyhighschool.co.uk
Science:	Mrs. L. Lissaman	llissaman@stoppsleyhighschool.co.uk
Art:	Mrs P Ramsay	pramsay@stoppsleyhighschool.co.uk
History & Ethics:	Mr. G. Brown	gbrown@stoppsleyhighschool.co.uk
ICT:	Mrs. S. Fatima	fatimas@stoppsleyhighschool.co.uk
MFL:	Mr. O. Ouedraogo	oouedraogo@stoppsleyhighschool.co.uk
Music:	Mr T Sheehy	tsheehy@stoppsleyhighschool.co.uk
PE:	Mr. G. Swain	gswain@stoppsleyhighschool.co.uk
Drama:	Mr. K. De Merchant	kdemerchant@stoppsleyhighschool.co.uk
Geography:	Mrs. P. Whiting	pwhiting@stoppsleyhighschool.co.uk
SENCO:	Ms. G. Laskey	glaskey@stoppsleyhighschool.co.uk
Pastoral Care:	Mrs. S. Jeycock	sjeycock@stoppsleyhighschool.co.uk

What our Year 7 Students Say

ARYAN



How did Stopsley help you to settle in?

The school has supported me from day one! The teachers are kind and caring and they always offer help and support when I need it. We also took part in different events and activities to help us make new friends.

What have you enjoyed most so far?

I have enjoyed the range of subjects at Stopsley from English, Maths and Science to new subjects like Drama and Construction! I love that I am broadening my understanding of topics, being challenged and learning new skills that will help me in the future.

What extracurricular activities do you enjoy?

Stopsley offer a wide variety of clubs so it was really easy to find something I am interested in. I have enjoyed participating in games club, movie club and football.

TILLY



How did Stopsley help you to settle in?

I got to take part in lots of activities before my first day. The Discovery Afternoon and Induction Day allowed me to meet and socialise with other students who were going to be in my year.

Have you enjoyed your first few months at Stopsley?

Yes, I have made lots of new friends and have enjoyed learning new subjects and topics with my teachers who are so supportive.

What have you enjoyed most so far?

I love the range of opportunities at Stopsley, from science where we get to do lots of experiments to the sports clubs, such as trampolining, where I get to develop my passion for sport.

Parent Voice Group

Parent Voice is a friendly and informal group that is an essential link to the continued success of Stopsley High School.

As a member of Parent Voice you will learn more about what SHS is doing and contribute to our future plans.

Consult on report formats, uniform and other hot topics. Come along and help make important decisions. Parent Voice meet once per half term, check website for dates and more information.

To register your interest please email:
admin@stopsleyhighschool.co.uk



**PARENT
VOICE**

Your Support is Needed