



# PARENT HANDBOOK





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## Dear Students, Parents and Carers,

In this handbook, we have tried to summarise the information we believe you will find useful. We are a new school and our systems and procedures will develop all the time. Above all, the message running through this handbook is that if you are unsure speak to us.

## Appointments with Staff

Studio@Deyes staff are happy to discuss individual students. Due to daily commitments, we cannot promise to see parents or carers who arrive unexpectedly at school. Due to busy teaching schedules, we ask you to telephone or email the team and ask for an appointment.

Telephone: 0151 527 38104 or email: [enquiries@studio-deyes.co.uk](mailto:enquiries@studio-deyes.co.uk)

## Assemblies

The timings for assemblies will vary during the week. Most assemblies will be taken by staff, but from time to time we will invite outside speakers or groups of students to take a lead. The assemblies will be of a broadly Christian character, but will take into account the teaching and practices of the other principal religions. Should you wish to withdraw your child from assemblies, please inform the school.

## Attendance Requirements

At Studio@Deyes we believe it is important to encourage good habits of attendance and punctuality. The following procedures are in place:

### Arrival at the beginning of the day

- All students are expected to be in school by 8.20 am each morning
- Students should be in their first lesson by 8.30am ready to be registered by their subject teacher.



- Students arriving late should go straight to Reception to be signed in.

### **The End of School Day**

The end of the school day varies. All students will finish at lunchtime on Friday. Whilst on Work Experience, Year 10 students will finish at lunchtime to enable them to get to their work placement. On a 'typical' school day, students will finish at 3.15 before moving to enrichment classes. All students will complete at least 2 enrichment activities, with Year 10 students doing one of those in sport.

### **Enrichment**

All of our students will have the opportunity to participate in a wide programme of exam, **sport** and **leisure enrichment activities**. Time is allocated during each working day to enrichment for all students. Studio@Deyes benefits from a skilled set of staff, who are not only experts in their fields but also bring their own interests and expertise together to offer a unique selection of enrichment activities and clubs to our students.

### **Absence from School due to Illness**

Students should be absent from school only if they are suffering from a genuine illness. It is important that we are told about a student being away on the first day of the absence.

A message may be left on **(0151) 527 3814** BEFORE 09.00am.

**On return to school from any absence** due to illness the student **must** bring a note from a parent/carer, explaining the reason for and dates of the absence.

### **Absence from School for Other Reasons**

We realise that there may be other reasons why a student has to be absent from school. On such occasions, the school should be informed as soon as possible. The absence must be confirmed by a note when the student returns to school.

Should a student have an unavoidable appointment and need to leave school during the school day, they are required to obtain an "exeat" from a relevant member of staff which will include departure and return times. This can then act as evidence that the student is off the premises with our knowledge and permission. Students should report to the Main Reception when leaving and again on their return. Should a student need to take a longer period of time off school, and this is known in advance, there is a leave of absence request form. The form can be collected from main reception and should only be used in exceptional circumstances. Further detail regarding what is regarded as appropriate reasons for such absences can be found with the attendance policy.



## Attendance and Our Expectations of Parents/Carers

Studio@Deyes appreciates the support of parents/carers regarding their children's attendance at school and all lessons. Parents/carers do, of course, have a legal duty to ensure that children attend school regularly until they reach school leaving age. Attendance and punctuality are carefully monitored. **Good attendance records are invariably acknowledged on the school reports and references.**

## Books and Equipment

All students need to bring equipment for the day. Pens (black, blue, red and green), pencils, ruler, calculator and rubber are the minimum requirements, with all school items being kept in a suitable school bag.

The following may also prove useful items which students may like to have for themselves;

- Maths Set including pair of compasses, a protractor, pencils and felt-tip pens.

## Bullying

We believe that all our students have the right to live and work in a positive and safe environment. We recognise that bullying becomes a problem when it is not reported. At Studio@Deyes we strive for a climate of openness and trust, actively encouraging students to tell a member of staff should they feel physically or verbally intimidated at any time or if they have suffered any form of prejudice related bullying.

The support of parents/carers is essential in alerting us to problems about which we may be unaware. All such reports are treated seriously and with discretion.

## Work Placements

Work placements are a key element of the curriculum at Studio@Deyes. All our students will take part in a weekly work placement and our Careers team will make sure each placement is tailored to the student, their studies, plans and skills. This personalised work experience is an outstanding opportunity for students to enhance their learning, build upon their employability skills and develop a portfolio of professional experience. Students will be well-prepared with the knowledge, attitudes, skills and habits (KASH) required to develop successful careers.



In Key Stage 4 (**Year 10 & 11**), students will spend half a day per week on work placement. In Key Stage 5 (**Year 12 & 13**), students will spend one full day per week on work placement. Start and finish times will be negotiated with the business. Students will only go out on work placements if they are ready to meet employer standards



The **CREATE** skills framework is unique to Studio Schools and has been developed by the Studio Schools Trust. Key employability and life skills underpin all of the activities at Studio@Deyes through the unique CREATE skills framework. CREATE stands for Communication, Relating to people, Enterprise, Applied skills, Thinking skills and Emotional intelligence.

Evidence consistently shows that employers are concerned about key skills gaps in the British economy. Every new survey of unfilled vacancies confirms that employers are looking for – and not finding – key employability skills amongst school leavers.

The Leitch Review backed this up. Commissioned by the last government to identify Britain's long term skills needs, it identified employability skills such as critical thinking, communication skills and team work as amongst the country's biggest gaps.

However, extensive research shows that equipping young people with employability skills alone is not enough. In a competitive and uncertain world, young people also need to think creatively, build resilience and be able to respond effectively to rapidly changing circumstances. The evidence suggests that embedding creativity and an ability to respond successfully to change is vital if the UK is to compete in an increasingly globalised service economy. CREATE does just that by equipping young people with the employability and life skills that they need to succeed.



## Child Protection

Parents and carers should be aware that the school will take any reasonable action to ensure the safety of its students. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff will follow Child Protection Procedures and inform Social Services of their concern, via senior and pastoral staff. Mr Cloherty has the responsibility for Child Protection issues in school and is usually the person to decide whether Social Services involvement is appropriate. In his absence, this role passes to Mr Lythgoe.

## Safeguarding and Security

The safety and well-being of everyone in our school is very important. We have a small close knit site so our students can feel safe and are safe. We have CCTV cameras, a student reception and separate staff/ visitors entrance restricted entrances and staff on duty use walkie-talkies. **Good Risk Assessments** are done for school activities on and off site. All our staff have been DBS checked.

## Mobile Devices

1. We recommend students leave mobile devices at home.
2. All Mobile Devices (phones, tablets, etc.) are the responsibility of the student who brings them to school.
3. If a student chooses to bring a mobile to school, they should be used before 8.30 am, at break, at lunchtime, and after school
4. We embrace the use of mobile technology when it is being used to enhance learning in the classroom.



## Correspondence

If you do not live with your children, but still have parental responsibility, you can request copies of all correspondence to be sent to you. Please let the school know in writing.

## Drugs Education & Incidents

Drugs Education is an integral part of the Personal Development programme which is delivered to all year groups. Our approach is to ensure that all students have up to date knowledge about the dangers linked to drugs, smoking and alcohol. Students also receive information on what to do if there is a medical emergency linked to drugs or alcohol and who to contact if they need advice or guidance.

## Duke of Edinburgh Award

Studio@Deyes has a **DofE** programme. Training and practice sessions occur after school, at weekends, and during holidays to train, supervise and sustain the expedition section of **DofE**.

The **DofE** offers students an outstanding opportunity to discover themselves, make new friends and experience adventure as well as give service to others. It also offers the challenge to get fit and learn new skills or improve existing ones – providing they are up to the challenge.



## Chair of Governors

### The role of the governing body is to:

- Ensure clarity of vision, ethos and strategic direction;
- Hold the school leadership team to account for the educational performance of the school and its pupils;
- Oversee the financial performance of the school and making sure the money is well spent.

The Chair of Governor is listed on the school website and is currently Helen Heap.

## Health Matters

A student who is unwell should approach a teacher who will arrange for him/her go to our Main Reception, from where first aid support can be requested. Our First Aiders will either deal with injuries directly or request Emergency Services if needed and parents/carers are notified when necessary. If hospital attention is required the school will contact a parent/carer to arrange this with them. In an emergency situation the school will arrange to transfer the student to the relevant Accident and Emergency Department and parents/carers will be asked to meet their child there. In all other instances when the school considers the health needs of the student are best served by going home to recover, parents/carers or a designated person will be contacted.

### Medication

If a student needs medication during the school day it should be brought to the medical unit labelled with the student's name and form and accompanied by a letter giving written instruction of the name and dosage of the medication, the frequency it is to be given and the reason the child is taking it. First Aiders will issue Paracetamol provided that written parental permission has been given. Inhalers for asthma should be kept with the student at all times and they should be clearly labelled with the student's name. It is a good idea to lodge a spare inhaler with the medical unit. Additionally, asthmatic students can be given access to school inhalers provided written parental permission has been given. If it is necessary for a student to carry any medication personally for emergency use please discuss this initially with Mr Lythgoe so that an appropriate healthcare plan can be put in place.

### First Aid Equipment and School Excursions

First Aid boxes are situated in key areas within the school. A basic First Aid box always accompanies school excursions for use in emergencies. Parents/carers should ensure that teachers taking students out of school are informed in writing about any specific medical conditions, and any medication needed (other than inhalers for asthma) is given to the teacher in charge with written instructions.



### **Health Protection**

To protect the health of students we have a firm school rule which forbids smoking, alcoholic drinks and drugs on the school premises. The rule extends to the vicinity of the school and to occasions when students are under the jurisdiction of the school. This includes travelling to school and going home after school. Any pupil bringing drugs into school is likely to be excluded permanently.

### **Medical Information**

It is important that the school is aware of any medical condition a child has which may affect him or her in school. A medical form is issued to all parents/carers. The information is kept confidentially within the school. It is important that the information is kept updated and parents/carers are asked to inform or discuss with the House Office or Student Manager either in writing, by telephone or in person, if there are any changes over the years, or if they have concerns about any aspects of their child's health in school.

### **Health and Safety**

Occasionally a student is advised by his or her doctor to use crutches around the school. For Health and Safety reasons this must be discussed with school staff before the child comes in on crutches and a form, available from Main Reception, must be signed by the parent taking responsibility for this.

## **Uniform**

At Studio@Deyes, we are looking to create a business-like environment and the manner with which students dress is an important part of that. We have set some basic expectations, but fashions change. As a 'rule of thumb,' you should ask yourself whether it would be fit for Reception staff at a High Street bank.

**Year 10** receive a FREE school uniform which can be ordered at the Parents Information Evening or from us directly throughout the summer by submitting the form, which can be downloaded on the website.

#### **The free school uniform includes:**

- Blazer
- 1x Trousers / Skirt
- One tie

The business suit and tie should be accompanied by a white shirt. Students should wear black/dark brown/navy smart business shoes with dark socks or tights. Single stud earrings may be worn. Should parents/carers wish to purchase further items of clothing, they may do so at our set prices on our website.

**Year 12 - 13** students are able to choose their own grey business suit. Please see the uniform page for suit guidelines and budget specific suggestions. The business suit should be worn with a white shirt or blouse. Students should wear black smart business shoes with dark socks or tights.



## Jewellery

We recommend students leave jewellery at home. Many students will be using machinery where the wearing of jewellery would be unsafe. Students may wear stud earrings. The school cannot take responsibility for any item of jewellery which is lost or stolen on the premises.

## Lost Property

Inevitably books and other possessions are sometimes left behind in classrooms or dining rooms. The student must retrace his or her steps and look for the lost item; to leave things until the same lesson in the following week is very unwise. The chances of retrieving lost property in the same place a week later, in rooms used by dozens of other students are not high! Students should ask for help from the appropriate subject teacher and should **report the loss to the Main School Reception**.

Items found in school are sent to the Main School Reception.

Every effort is made to return named articles to the owner, but students must not depend on this; they are responsible for searching for their own lost property as soon as it is realised that something has been mislaid. We look for the help of parents/carers in ensuring that all their children's property is labelled clearly with the owner's name. Even small items such as purses and pencil cases should be so marked. We know that this is a tedious chore, but it does help prevent costly and annoying losses.

### Valuables

Studio@Deyes is not insured for the lost or damaged property of students unless the loss is a result of staff negligence. We urge parents/carers to examine their own insurance arrangements if expensive items are involved. We would discourage students from bringing valuable items into school. Such items, including larger sums of money, expensive mobile phone/tablets, are in all cases brought into school at the student's own risk but may be given to House staff for safe keeping. No responsibility can be borne by the school for the safe keeping of bicycles (see also under Transport).

## Food



Students will be able to purchase food on campus in our modern, café style canteen at Vortex House through ParentPay. This allows you to load money onto your son/daughter's account and they can use their access code/ access card to purchase their food and drink throughout the school day. We will send out further information regarding ParentPay accounts before September.

## Free School Meals

Any parent/carer who is on Income Support or income based Job Seekers Allowance is entitled to claim free school meals for their child(ren). It therefore helps the school, as well as parents/carers, if all students who are eligible for Free School Meals register with;

<https://www.gov.uk/apply-free-school-meals> please do so in plenty of time, in preparation for the first day of term.

## Term Dates

**Thursday 25<sup>th</sup> & Friday 26<sup>th</sup> August 2016 (9-3)**

**Monday 5<sup>th</sup> September 2016 (08.30)**

**Monday 24<sup>th</sup> – Friday 28<sup>th</sup> October 2016**

**Wednesday 21<sup>st</sup> December**

**Tuesday 5<sup>th</sup> January 2017**

**Monday 20<sup>th</sup>- Friday 24<sup>th</sup> February 2017**

**Thursday 6<sup>th</sup> April 2017**

**Monday 24<sup>th</sup> April 2017**

**Monday 29<sup>th</sup> May-Friday 2<sup>nd</sup> June 2017**

**Wednesday 19<sup>th</sup> July 2017**

**Results Open Days**

**School commences**

October half-term

Term ends

Term 2 commences

February half-term

Term ends

Term 3 commences

May half-term

Summer holidays



## Your First Day of Term

**Date:** Monday 5<sup>th</sup> September 2016 at 08:30am

**Address:** Studio@Deyes, Studio@Deyes, Enterprise Way, Wavertree Technology Park, L13 1FB

We look forward to welcoming you for the first day of term on the 5<sup>th</sup> September. It is going to be exciting new academic year with an aspirational induction week. During the week you will have the opportunity to get to know the staff and your classmates and adjust to the culture, atmosphere and expectations of your new school. Make sure you arrive on time in your school uniform.

## Travel

The school is accessible by foot, bus, train and bike and features a large car park. **Students travelling from; Runcorn, Widnes, Lydiate, Maghull, Melling and Kirkby will board a private school bus;**

<b>Bus A:</b> Travelling from Maghull Square, Melling, Kirkby station	
<b>Departing</b>	<b>Approximate pick up time</b>
Maghull Square	07:30
Melling, Waddicar Lane	07:40
Kirkby station	07:50
Arriving Studio@Deyes	08:20
<b>Bus B:</b> Travelling from Runcorn via Widnes	
Runcorn town centre	07:30
Widnes town centre	07:30





## Trips and visits

Studio@Deyes recognises the positive outcome associated with learning outside the classroom and believes that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Staff organising school trips, workshops and visits must be informed of any special dietary or medical conditions or requirements. Notifications and consent forms are issued with letters detailing the arrangements.

The school relies on the voluntary support of parents/carers in making such activities possible and a voluntary contribution will be suggested to cover the cost of the trip. For families in receipt of specified benefits please contact the school for more information.

## Our website: [www.studio-deyes.co.uk](http://www.studio-deyes.co.uk)

We have an informative, easy to use school website, please visit [www.studio-deyes.co.uk](http://www.studio-deyes.co.uk) for information as well as educational resources, forthcoming events and key dates. With a number of photographs and videos, the website also gives you an idea of life in the school in addition to covering the many events and trips in which we participate.

Studio@Deyes has continued to keep abreast off the latest web technologies and has developed an expansive and modern website, an active Virtual Learning Environment and many more e-learning projects and 'mini-sites'. Our online services are constantly maintained and developed by our Web Developer who creates a wide array of interactive resources for the school and delivers online news and information, for students, parents/carers and the wider community.

At Studio@Deyes we encourage the creative and innovative use of technology through e-learning and provide educational content for home learning and interactive curriculum resources for use in the classroom.

After our Parent Information Evening you can find useful Parent/Carer data here: <http://studio-deyes.co.uk/student-life/Parent&Carer>