



Bablake

*4th & 5th Year
Information Booklet
2011/2012*

CONTENTS

1.	The History, Ethos and Aims of Bablake School	2
	Introduction	3
2.	General Information	4
	Term Dates	
	Correspondence	
	Absence	
	Security of Personal Belongings	
	Mobile Phones	
	Lost Property	
3.	School Day	7
	Timetable	
	Setting down and collecting pupils	
4.	Academic Progress	10
	Curriculum	
	Homework	
	Coursework and Mock GCSEs	
	Letters of Recognition	
	Learning Support	
	Helpful Study Hints	
5.	Reports and Parents' Consultation Evenings	13
6.	Computer Services	13
7.	Pastoral Care	17
	Illness/ accidents within school	
	Personal, Social, Health Education and Citizenship	
	Safeguarding Children	
8.	Code of conduct	20
	School Behaviour and Discipline, Anti-Bullying Policy	
9.	Games, clubs and Societies [extra-curricular activities]	31
	Games	
	Activities Offered	
	House System	
	Fifth Form Programme and Sixth Form Induction	
	School Visits and Games Practices	
	Music	
10.	Employment of Children and Young People	38
11.	Financial Matters	39
12.	Access to further information and policies	41

Bablake is one of five schools in the Coventry School Foundation. Although it can trace its origins to as early as 1344, it was re-founded in 1580, and moved from the centre of the city to its present 11-acre site in 1890. It became co-educational in 1975, and now shares the site with its own Junior School; there are another 40 acres of playing fields about one mile from the school. Bablake has a Christian foundation, but attracts and welcomes pupils of diverse beliefs and backgrounds. The school seeks inspiration in the very best of old and new; dynamic and forward-looking, it nevertheless prizes the values of a traditional grammar school ethos. It is well known for its high academic standards, its wide range of extra-curricular opportunities and its caring pastoral system.

Most pupils enter the school through competitive examination at the age of 11+, with a small additional entry at 12+, 13+, and into Year 12; the school therefore selects its pupils on the basis of academic ability. About two-thirds of the pupils come from the maintained sector, with about one-third entering from Bablake Junior School. Entry to Year 12 is based on acceptable GCSE grades, headteacher's references and interview. About 65% of pupils live in Coventry or its immediate vicinity.

School Aims:

The purpose of Bablake School is to provide an excellent and stimulating education for boys and girls, by developing character, intellect and physical well-being within a happy, scholarly and caring community. In order to achieve this, the School aims:

- to provide well-qualified, dedicated and enthusiastic staff, who enable pupils to enjoy their education and to fulfil their academic potential whilst at school;
- to encourage the growth of reflection, intellectual curiosity and creativity, within a spirit of independent and co-operative learning;
- to value and support each individual, providing a high quality of pastoral care, and nurturing self-esteem and mutual respect, in partnership with parents;
- to provide a challenging and balanced curriculum, which prepares pupils for adulthood, enabling them to succeed in higher education and their chosen careers, and equipping them with skills for life;
- to offer a wide range of activities and opportunities for enrichment, enabling pupils to develop sporting and cultural interests through participation with others;
- to celebrate achievement and success in all areas of endeavour, within a purposeful and secure community;
- to encourage development of character, a sense of responsibility, spiritual values, and a strong personal and moral code, leading to the highest standards of behaviour and consideration for others;
- to welcome pupils of diverse beliefs and backgrounds;
- to promote an awareness of the world beyond school, a generosity of spirit, and a sense of service to the wider community.

INTRODUCTION

To all pupils:

Welcome to the 4th and 5th Year

I hope you will enjoy and make full use of all the opportunities this part of the school offers you.

The GCSE years are an important and demanding stage in your school career, paving the way for future educational opportunities. It is your chance to receive public recognition for all the hard work and progress you have made during your time at Bablake. As a school, we aim to comprehensively prepare you for these exams as well as offering the usual extra-curricular and extension programmes that feature so highly at Bablake. We acknowledge that your friends and peers are an important influence at this time in your life; together you can encourage and support each other in reaching the personal goals to which you all aspire.

Your Form Tutor and Head of Year are the particular people who will ensure that each of you is treated as an individual and looked after. If you are worried about anything, do not hesitate to discuss it with one of these people, who will be pleased to help. The Head of Year will remain with a year group for both of their GCSE years. From September 2011 Mrs Smith will be Head of the 5th Year and Mrs Alderson will be Head of 4th Year.

It is really up to you to make use of every varied opportunity that is offered to you, be it in the academic, sports, cultural or social field. By the end of the 5th year you should have an enviable record of considerable achievement and activity and have made some progress towards reaching your ultimate potential.

We trust that this will be the case and, together, we will play a part towards achieving success and enjoyment in an atmosphere of mutual respect.

To all Parents:

As we are sure you are aware, the GCSE years are important and demanding not only for your child, but if experience is anything to go by, also for the parents as well! The stress levels can be high but together, as a team, we hope we can work towards alleviating some of the pressures and concerns that affect teenagers in general. All children value support and encouragement and your input is much appreciated by the school. Please feel free to get in contact with your child's tutor or Head of Year, if you have any worries concerning their progress or well being and we will endeavour to assist, in whatever way possible.

Mrs S M Smith
email :sms@bablake.coventry.sch.uk
Head of Fifth Year

Mrs L J Alderson
email :lja@bablake.coventry.sch.uk
Head of Fourth Year

Useful telephone numbers:

School Office: 024 7627 1200

Email: hmsec@bablake.coventry.sch.uk

School Office Fax: 024 7627 1290

www.bablake.com

**Pupil Services: For non attendance due to illness,
medical appointments etc: 024 7627 1202 or
Email to: pupilservices@bablake.coventry.sch.uk**

2 GENERAL INFORMATION

2.1 *Term Dates*

Absences during term time are discouraged and to help you plan your family holidays, the school term dates are as follows:

2011

Autumn Term begins	:	Wednesday 7 September
Autumn Term ends	:	Friday 16 December
Half Term break	:	Monday 17 October – Friday 28 October

2012

Spring Term begins	:	Thursday 5 January
Spring Term ends	:	Wednesday 4 April
Half Term break	:	Monday 13 – Friday 17 February
Summer Term begins	:	Tuesday 24 April
May Day	:	Monday 7 May
Summer Term ends	:	Thursday 5 July
Half Term break	:	Monday 4 June – Friday 8 June

2.2 *Correspondence*

We endeavour to keep you informed about what is happening in the school and in order to keep costs to a minimum, most letters are sent out to parents via e-mail, normally on a Friday. They are also posted on the website.

It is important that the school should be informed immediately of such things as illness, disabilities, problems at home, unhappiness, successes, change of parental circumstances and, of course, changes of address and telephone number, including work contact number and mobile telephone number. Whenever you write to the school, please remember to quote on each letter or note, your child's **name, initials and form**. Parents may also email staff, using their initials as given in the Diary, followed by @bablake.coventry.sch.uk

2.3 *Absence from school*

Your child can only receive the education to which he/she is entitled if interruptions to school attendance are kept to an absolute minimum. The family holiday of your choice should be deferred until school holiday time. Only emergency medical and dental appointments, for example, should be made during school hours. If your child is to be absent for one day or for part of any school session then a letter must be sent to your child's Form Tutor, who will request an exeat. The letter should indicate the reason, date and time of planned absence and whether or not it is likely your child will be returning to school. In response, an exeat will be issued allowing the pupil to leave the school premises for the given amount of time. Pupils may not leave school unless they are collected by a parent who should come to the school office at the time stated on the exeat. On their return, the pupil must sign in at the main school office. Only the Headmaster can give permission for your child to be absent from school for more than one day. Permission for such absences should be sought at least two weeks before the intended date by letter, specifying what the absence is for and for how long.

If your child is unable to take part in the Games afternoon due to injury/illness he/she is, in most circumstances, expected to remain in school. (Only in exceptional circumstances and with prior permission may they be collected at lunchtime). If appropriate, pupils may be

asked to observe the activity or, in the case of long-term absence, they may be allowed to catch up on work. The decision of the member of staff will take into account the individual circumstances of your child.

If your child is unwell and is unable to attend school please telephone the School Office on the first day of absence and no later than 9.30am. A voicemail facility is available if it is more convenient for you to telephone out of school hours.

PUPILS' DEDICATED TELEPHONE NUMBER

024 7627 1202

or email directly to Pupil Services: pupilservices@bablake.coventry.sch.uk

It would be helpful to have an indication of how long the absence might last. **If the School has not heard from a parent about absence, the office staff will contact you. On your child's return to school there must be a note to the Form Tutor giving a full explanation of the absence, however short, and giving the date(s) of the absence.**

2.4 Security of personal belongings

It is generally unnecessary and unwise for pupils to bring articles of value and large sums of money into school. To help us safeguard your child's personal belongings would you please:

- mark **ALL** clothes and property with your child's surname and initials.
- provide efficient but inexpensive items of equipment.
- ensure hold-alls and schoolbags are of a reasonable size. Pupils are not expected to carry all their books for the whole school day so the bag need not be too large.
- ensure that your child does not carry expensive items or money superfluous to his/her immediate needs; help us to impress upon pupils that in no circumstances should they leave money or valuables in clothes not being worn, or in unattended bags, and that any losses of money or property are reported immediately to the Form Tutor and to the School Office.

Parents are advised to check that their personal insurance covers minor loss or damage to their child's equipment/clothing whilst at school.

2.5 Mobile Phones

Pupils may bring mobile phones to school but they are for emergency purposes only and only for use outside school hours. Therefore they should not be used during the school day, including breaks and lunch-times.

If a pupil does not follow the ruling on the use of mobile phones in school the phone will be confiscated for the rest of the day. Further clarification of school guidelines on mobile phone use will be given by Form Tutors.

2.6 Lost Property

We request that parents clearly name all items of uniform and equipment belonging to their son or daughter. This obviously makes it easier for staff to return any lost items. Pupils will be informed of the procedure regarding lost property by their Form Tutor. They should ensure that losses are reported to their Form Tutor and also to the main School Office, so that the details can be recorded. If named items are found pupils will be notified and it is their responsibility to collect them from the office. Unnamed items are listed in the Daily Bulletin, (which is sent to each form), and the items are kept for a complete term after they have been found. Should they not be claimed, appropriate items will then be sent to a charity.

3 SCHOOL DAY

3.1 *Timetable*

The school day lasts from 8.40am until 4.00pm and pupils should be in their form rooms by 8.40am in time to be registered. If a pupil is late for school, arriving later than 8.45am, then they should report to the Prefect on duty outside the Sixth Form Block or directly to the School Office. If a pupil arrives after lessons have begun then they must report to the School Office on arrival before going into a lesson.

Following registration all pupils go to an assembly or stay in their form room as follows:

Monday : Shells and Seconds in the Theatre; all other years Main Hall
 Tuesday : Shells, Seconds and Third Years in Main Hall; Sixth Form in Theatre;
 Fourth and Fifth Years extended registration
 Wednesday : Fourth and Fifth Years in the Theatre.
 Thursday : House Assemblies
 Friday : All years extended registration.

The School Day:

Period	Monday ,Tuesday, Thursday	Wednesday	Friday
	08.40 – 09.00 Registration Assembly	As Mon, Tues, Thurs all morning. Afternoon as Friday.	8.40 Form Period
1	09.05		9.15
2	09.40		9.50
3	10.15		10.25
Break	10.50		11.00
4	11.10		11.20
5	11.45		11.55
6	12.20		12.30
Lunch	12.55		01.05
Afternoon Registration	2.05 (in Form Rooms)		
7	2.15	2.10*	2.10*
8	2.50	2.50	2.50
9	3.25	3.25	3.25

* including afternoon registration

3.2 *Setting Down and Collecting Pupils*

- Parents are advised to use the turning circle for setting down pupils in the morning.

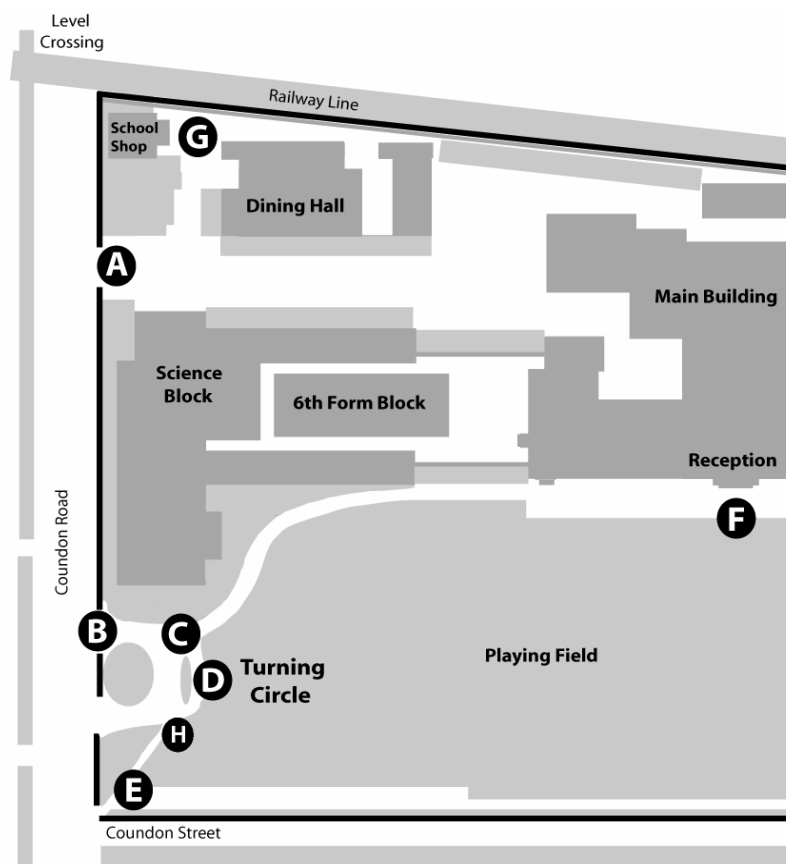
- Coaches use the Turning Circle after school and minibuses often return from activities prior to the end of school. Parents are requested **not to park** in the turning circle. One side can be used for picking up after school, but you will find it much easier to park off-site and to ask your child to walk to you.
- Parents who therefore wish to collect pupils immediately after school should arrange for them to walk to a convenient pick-up area. (The area around The Coundon public house is most popular for this purpose, but please do not use the pub car park in the afternoon.)
- Please note that after 4.30pm you are welcome to drive into the school to collect pupils from the “After School Care” room, which is normally the Dining Hall and is best accessed using the Caretaker’s Entrance nearest to the Coundon Road railway crossing (A).
- Please do not drive into school via the entrance by the Caretaker’s house to collect pupils before 4.30pm, as the site is congested.
- Please do not park in Coundon Street or in the new estates off Coundon Road as this causes inconvenience and annoyance to the residents.
- Please at all times drive and park safely in the vicinity of school and on the school site.
- Please read instructions and refer to the map overleaf.

Setting Down and Collecting Pupils

- | | | |
|----------|-------------------|--|
| 1 | Entrance A | Caretaker’s Entrance up until 4.30pm for staff cars, access to |
|----------|-------------------|--|

- School Shop (car park G) and pedestrians only. After 4.30pm parents going to the School Shop and/or collecting pupils from “After School Care” in the Dining Hall may use this entrance.
- 2 **Entrance B** Turning Circle for setting down pupils in the morning and picking up at 4.00pm. Please do not obstruct cars turning into the main drive.
 - 3 **Turning Circle D** Please do not park across Entrance B in a way that prevents pedestrian movement along Coundon Road. For safety please do not park across the pupils’ walk-way or across the yellow boxes (at C and H), thus preventing movement of staff cars and school minibuses. Only coaches to use area D between 3.55pm and 4.20pm. (Parents of Junior School pupils collect between 3.20pm and 3.50pm)
 - 4 **Pedestrian Access** Pedestrians should only access the school via pedestrian gates A, B or E. Parents/pupils should not walk through the main vehicular entrance/exit on the turning circle.
 - 5 **Visitors’ Parking F** Parking available in front of main school doors on terrace at F. Also for parents coming into school for appointments.
 - 6 **Parking Off-site** Please show consideration to local residents and other road-users.
 - 7 **Exceptions** If a pupil has a special reason to be driven into school (e.g. injury, disability), parents should inform the Headmaster.

Parents will be informed of parking arrangements for school functions



4 ACADEMIC PROGRESS

4.1 *Curriculum*

1. Core subjects examined at GCSE

Mathematics
English
English Literature
Science–Biology, Chemistry, Physics

2. Core subjects not examined

Religious Education
Physical Education
Games
Personal, Social, Health and Citizenship Education (PSHCE)

3. Optional subjects examined at GCSE

Group 1 Geography, History, Classical Civilisation and Religious Studies
Group 2 French, German, Spanish
Group 3 Art and Design, Classical Civilisation, Design and Realisation,
French, Geography, German, Greek with Latin, History,
Home Economics – Food, Home Economics – Textiles, ICT,
Latin, Music, Religious Studies, Spanish

Pupils must choose: -

ONE subject from Group 1
ONE subject from Group 2
TWO further subjects from Group 3 if they opt for separate Science
(Biology, Chemistry, Physics) or THREE if they opt for
Additional Science

Tutor and teaching groups

The 4th and 5th year tutor groups generally comprise around 22 pupils with the same form tutor attached for the two years. As a form unit, you will experience English, PE, Games, RE, PSHCE and Science. For the remainder of the subjects you will either be put into sets or mixed ability groups.

4.2 Homework

Homework is an important part of all pupils' education at Bablake. It develops the ability to study independently and promotes self-discipline, essential for success. Homework is, therefore, set regularly for all pupils, collected in, marked and handed back regularly by the teaching staff.

At this stage in their school career, pupils are often given homework over a span of time. They therefore **must be organised with their student diary**, so that they can keep track of completion dates and what is required. In addition coursework is often set for homework and this may also be over a number of weeks.

Homework timetables are arranged by Form Tutors in conjunction with subject teachers. Pupils should present a copy of the homework timetable to their parents at the beginning of the academic year. Parents should retain a copy and return the acknowledgement slip to the Form Tutor.

The week's 45 x 35 minute lessons and homeworks of 30/40 minutes for 4th and 5th Years are allocated to subjects as shown below. This equates to about 3 or 4 subjects per night.

SUBJECTS PER WEEK	FOURTH YEAR		FIFTH YEAR	
	Lessons	Homeworks	Lessons	Homeworks
English	6	2	5	2
Mathematics	5	2	5	2
Biology/Physics Separate	8	4	9 2 Sciences & 1 Private Study	6
OR				
Additional Science	8	3	9	-
Option 1	4	2	4	2
Option 2	4	2	4	2
Option 3	4	2	4	2
Option 4	4	2	4	2
Option 5 (One of the Sciences for separate Science pupils)	4	2	4	2
ICT	-	-	-	-
RE	1	1	1	1
PE	2		2	
Games	3		3	

4.3 *Controlled Assessment and Mock GCSEs*

Most GCSEs contain an element of controlled assessment which, while enabling a pupil to produce work of high quality, free from pressures of time-limited examinations, also imposes its own demands. It encourages pupils to be more self-reliant and organised, pursuing their own research and studying in depth. As controlled assessment marks can significantly enhance their final overall grades, it is in the interests of pupils to take this part of their exam very seriously and aim to achieve the highest standards. Further details of the timing and weighting of controlled assessment will be included in an important letter at the beginning of the 4th and 5th Years.

The mock GCSEs for most subjects take place during the first half of the Spring Term in the 5th Year. Pupils are expected to revise thoroughly for these as they are very important and provide a sound indicator towards their final grades and tier of entry.

4.4 *Letters of Recognition*

During the 4th – 5th Year, parents of pupils who receive an excellent report, or who have made outstanding progress, will receive a letter of congratulation from either the Year Head or Headmaster, recognising their child's considerable achievements.

4.5 *Learning Support*

Mrs C Friebe is responsible for coordinating Learning Support. If your child has a specific learning difficulty or has any problems accessing the curriculum, please ensure that the Form Tutor is fully informed so that the necessary support can be given in school.

For pupils with a statement of educational needs, after discussion with parents, staff and observation of the pupil, a specific programme of support will be drawn up. For pupils for

whom English is an additional language, support will be offered to ensure that they are able to access the entire school curriculum.

4.6 *Helpful Study Hints*

- **Do** make sure that you get all that you can from each lesson. It makes sense to ask if you don't understand.
- **Do** make sure you understand new concepts – if in doubt ask. Never leave something you don't understand in the hope that it will sort itself out. That won't happen!
- **Do** discuss new ideas and concepts with a friend. Try to test your own understanding by explaining the idea or concept to someone else.
- **Do** go over your day's work at home. You know that homework helps you to learn your class work, programs the brain and helps you understand new concepts. Don't let yourself down – do it!
- **Do** make sure that you use your homework planner regularly and that information is entered correctly. Work to a routine and make study a habit.
- **Do** plan your study time effectively, review notes regularly and highlight the major points.
- **Do** practise doing questions. This helps to ensure that you understand your work, gives you practice in doing research, and helps your memory.
- **Do** develop ways of memorising information. Write notes, use mind maps, and read aloud – this helps concentration. Keep doing this until you can remember all the information easily.
- **Don't** let yourself get tired, little and often is the key. Your brain will be 'fuzzy' after a really late night and even easy tasks may seem harder.
- **Don't** worry if you haven't solved every single problem before you finish your evening's work. The brain is a problem solver and can solve problems while you are asleep – use it!

When the GCSE exams are over, go and enjoy yourself. Don't worry: you can't change anything by worrying. The worst thing that can happen is that you might have to repeat a subject or change a plan.

5 REPORTS AND PARENTS' CONSULTATION EVENINGS

Partnership between parents and school is one of the keys to success in education. For that reason a regular series of Parents' Evenings is organised when parents are encouraged to

discuss their child's progress with their Form Tutor and subject teachers. Reports on your child's academic progress are sent out at regular intervals during the course of the academic year.

Dates of Parents' Consultation Evenings are published in the termly calendars, as are the dates when reports are issued.

Consultation Evenings will give parents the opportunity to meet and discuss all aspects of their child's education with the Form Tutor or Subject Tutor (sometimes both). At Subject Consultation Evenings parents are invited to indicate the teachers they wish to see to enable appointments to be made. Letters will be sent to parents prior to all Consultation Evenings informing them of the details.

Should you at any time have a concern which you wish to discuss regarding your child's education, either academically or socially, please contact the Form Tutor as soon as possible to discuss the matter.

6 COMPUTER SERVICES AT BABLAKE SCHOOL

Staff and students can use the computing facilities at Bablake School on condition that they abide by the Code of Practice and the guidance stated in the Internet Security Policy. These two documents form the school's Acceptable Use Policy. It is the user's responsibility to read and abide by updated versions which will be posted on the Intranet.

Network storage areas will be treated as school property. Systems Administrators may look at files and communications to ensure that the system is being used responsibly. Users should not expect that their work and emails are always private. Computer screens can be viewed by Systems Administrators.

Code of Practice (2011)

- Users are responsible for good behaviour on the network and in the computer rooms just as they are in a classroom or a school corridor. General school rules apply.
- Users must not eat or drink in computer areas as spillage may cause serious damage to hardware.
- Users must not waste resources e.g. printing material and computer staff time. Users must not spend too long sending/receiving email messages – someone else is usually waiting to use the computer.
- Important work files should be copied to removable media (eg. USB memory) in case they are accidentally damaged or deleted from the network server. Bablake accepts no responsibility for the malfunctioning of any computing facility or part thereof, whether hardware, software or other, nor for any consequential losses. Backups are made, but users are responsible for independently maintaining copies of valuable data.
- If a "virus alert" occurs when transferring work files from removable media, a member of the ICT staff or the ICT technicians must be informed immediately.
- It is an offence to use another user's **Username** and **Password** for any reason with or without their agreement. Users must not reveal their password to anyone. Passwords should be changed at regular intervals; at least once a term and using a minimum of six characters.

- The use of inappropriate and obscene language (including passwords and the naming of files) is not permitted. Users of the Bablake network facilities have the responsibility of being polite and respectful to others in all their communications.
- It is an offence to attempt to access other users files and impersonate them via email, news, web or other service. Files must be saved in the My Documents area. If doing shared work, a copy of the work should be kept on your removable media in case the partner is absent from school.
- The unauthorised access or use of personal information, contrary to the provisions of the [Data Protection Act](#), is not permitted.
- It is against school policy to upload/send personal details or photographs of anyone (staff or pupil) at the school without their permission. You may be committing an offence. It is unwise to post your own personal details on the Internet.
- Intentional damage to computers, computer systems or computer networks, including unauthorised damage or interference to any files is not permitted and may be considered a criminal offence under the [Computer Misuse Act](#).
- Programs must not be installed on a computer except by a qualified technician. Users must not bring in programs on any removable media or download them from the Internet. Games must not be installed or downloaded onto any computer unless authorised by a member of staff or ICT technician. Users must not introduce any personal removable media onto a computer unless they have permission.
- Much information and most software accessible via the network are subject to copyright and/or restrictions on their use. The unauthorised copying of software, contrary to the provisions of the [Copyright, Designs & Patents Act](#), is not permitted. Do not download, use or upload any material that is copyright. Always seek permission from the owner before using any material from the internet. If in doubt, do not use the material.
- The viewing, creating, storing, installing, copying or transmitting of obscene material is not permitted and may be considered a criminal offence under the [Obscene Publications Act](#). The school views this as being unacceptable and an act of '**gross**' misconduct. If deemed applicable incidents may be referred to the police.
- Computer equipment should not be taken off-site without formal authorisation. An agreement must be signed stating location and serial number of equipment and personal insurance cover should be arranged (see the School Treasurer).
- No computer should be switched off during the school day unless it has completely locked up or is unlikely to be used again that day. Always make sure that you have completely logged off the computer before leaving it unattended. At the end of the day, all computer systems and associated equipment need to be shut down.

- Please leave the computer and the surroundings as you would like to find them. Users should leave computers in a clean, usable state and report faulty equipment to a teacher or the ICT technicians.

Internet Security Policy

The Internet is a valuable resource that is freely available to all staff and pupils. Due to the "unsuitable" nature of some material on the Internet and the possible misuse of email, a number of precautions have to be taken to help ensure that the system is used responsibly.

The use of the Internet will be supervised as closely as is reasonably possible during timetabled lessons. However it should be realised that users do have access to the Internet at other times. Systems Administrators can view a computer screen at any time from anywhere on the school network without the user knowing about it.

- Access to many, if not most sites considered to contain "unsuitable" material is prevented by a filtering system used by our Internet Service Provider. As new sites of this nature come online and come to the attention of teachers all over the country, they are filtered as soon as the service provider is notified. Systems Administrators or supervising staff should be informed of any unsuitable sites or misuse.
- The abuse of news and electronic mail facilities, such as the sending of Spam (e.g. chain, junk or bulk emails), is not considered to be a suitable use of a busy school network system nor of anyone's time in school and is prohibited.
- All staff and pupils have their own personal email address. Pupils' addresses will not be made available to anyone outside of the school except by the individual themselves.
- The transmitting and receiving of emails larger than 2Mb in size including attachments is restricted.
- Precautions are taken to reduce the chances of infection by computer viruses via the Internet or email, which may then be inadvertently taken home. The anti-virus software, which is installed on all school network stations, is updated constantly.
- Users found searching for "unsuitable" material or sending offensive email messages will have their account disabled immediately for investigation.
- The school discourages the playing of games. Priority will always be given to students needing the facilities for schoolwork.

Incidents of any form of cyberbullying will always be investigated in line with the School Anti-bullying Policy.

Sanctions

Although incidents of misuse are a rarity the framework of sanctions outlined below provides an opportunity to reinforce a responsible use ethic which all users will hopefully maintain outside the school environment.

- All incidents of misuse will be logged for future reference.

- Violations of the above rules/code will result in immediate action and a temporary ban on your use of the school network whilst the incident is investigated.
- In line with the 'stepped approach to discipline' users who breach these conditions may first be warned verbally of their unacceptable use. For pupils this will be logged by a Systems Administrator and the Tutor informed. Failure to respond to a warning will result in further action in line with the set procedures on discipline. Violations of a serious nature will result in immediate withdrawal of access to the computing facilities. In these cases, and of repeated less serious offences, parents will be informed and subsequent action considered.
- If necessary, external agencies such as Social Networking or Email Member sites may be contacted and informed.
- When applicable, police or local authorities may be involved.

During the first few weeks of term ICT staff will go through the Code of Practice and Internet Security Policy with pupils. These documents constitute the Acceptable Use Policy, (AUP). Pupils will then be asked to sign to say they have read the policy, agree to abide by it and that they understand the consequences if they do not. This AUP document remains in effect throughout the pupil's time at Bablake.

Revised June 2010. Reviewed June 2011

7 PASTORAL CARE

Throughout the 4th and 5th year the person who will play the most important role in your child's well-being is the Form Tutor. Should you have any concerns at any time, please do contact him or her at the earliest opportunity. Communication in both directions is vital if we are to provide the best possible pastoral care for our pupils.

7.1 *Medical Issues*

It is very important that the school is aware of any medical condition your child has and if he/she is taking any medication. We also need to be aware of any allergies that affect your child. You will be sent a confidential form requesting this information. The school should be notified as soon as possible of any changes.

Illness

If your child feels unwell at school he/she will be taken to the Medical Room and will be assessed by the School Nurse, or by a member of staff with First Aid experience.

If your child is unable to continue his/her lessons then you will be contacted and arrangements made for you to collect him/her from the Medical Room.

If you cannot be contacted then your "emergency" contact will be informed and arrangements for them to collect your child will be made.

If we are unable to contact anyone then your child will remain in the Medical Room under supervision.

If your child needs to take prescribed medication within school hours, then an accompanying letter with the medication is required. Medicines brought into school should be in their original container/packaging, clearly labelled and left with the School Nurse. (Only medicines that need to be taken four times a day or more should be in school. Medicines taken 3 times a day or less should be taken at home.)

Inhalers for asthma should be kept with your child at all times. Please ensure these are labelled with your child's name.

Paracetamol, if required, will be given to your child by the School Nurse or Deputy Head, but only with your consent as directed on the admission form.

Should your child contact you directly requesting that you collect him/her because he/she is unwell, or he/she turns up at home unannounced, please telephone the School Office immediately.

Accidents

If your child has an accident at school, however small, he/she will be assessed by the School Nurse, or a member of staff with First Aid experience.

If your child needs to go to hospital you will be contacted and asked to come and collect him/her from the Medical Room.

In an emergency situation an ambulance will be called and a member of staff will accompany your child to hospital. Meanwhile we will make every effort to contact you and arrange for

you to meet up, at the hospital, with your child. If you are unable to be contacted then your emergency contact will be called.

General Information

The school is not liable for pupils outside the school premise, unless on organised trips consented to by a parent/guardian. Pupils who are unwell will, therefore, not be allowed to make their own way home and must be collected by a parent, guardian, emergency contact, or by someone else arranged by one of these. If there are difficulties in collecting your child, and he/she is fit to travel alone, then a taxi could be arranged with your agreement.

The School Nurse and a number of staff hold a current First Aid Certificate – a list is available from the School Office.

THE SCHOOL NURSE MUST BE ADVISED IN WRITING OF ANY MEDICALLY PRESCRIBED INHALANTS OR DRUGS YOUR CHILD MAY NEED.

7.2 *Personal, Social, Health and Citizenship Education (PSHCE)*

- Personal, Social, Health and Citizenship Education is regarded as an important subject for all pupils to assist their personal development and skills. It is intrinsic in all subjects across the curriculum but specific time is given within the timetable on a regular basis throughout the year.
- The programme extends from Shells to the Sixth Form.

The broad aims of the PSHCE programme are:

1. To give accurate, factual, up-to-date information to enable decisions to be made on the basis of the facts.
2. To offer guidance in moral terms, whilst developing the pupils' own ability in decision making.
3. To encourage personal responsibility in decision making and in all forms of behaviour.
4. To make pupils aware of how their decisions affect people around them and to develop a caring and responsible attitude towards people and society in general.
5. To encourage pupils to develop a sensitivity towards the needs of others, as well as an awareness of, and respect for, other people's point of view and opinions.
6. To develop an awareness of difference in relation to gender, race and sexuality and to develop skills in challenging prejudice and valuing diversity.
7. To enable pupils to develop self-awareness, self-confidence and self-esteem.
8. To enable pupils to develop skills of communication, listening, assertiveness, negotiation, decision making, co-operation and study.
9. To allow pupils to develop confidence in their ability to state opinions and to contribute to informal discussion without inhibition.
10. To develop a critical awareness of the value systems and messages of others such as the media and their own peer group.
11. To develop skills and strategies for recognising and resisting peer group pressure and for seeking help.
12. To assist pupils in making decisions in subject choices, identifying skills required for different careers and providing information for possible career choices.
13. To reinforce the value of good manners, courtesy, consideration and respect, both for oneself and for others.

- The delivery is primarily by Form Tutors but is supported by outside speakers, Shadow (Sexual Health and Drug Outreach Workshops) specialist teams of teachers and other outside agencies.
- The programme is designed to be spiral and developmental and includes induction for Shells, Fourth and Sixth Form. There are 4 main strands:

Personal and Relationship Education including Sex Education

Social Issues

Health Issues

Citizenship

Emotional Intelligence

Study Skills

- The programme attempts to take account of the age of the group, the developmental stage and the needs of pupils. It aims to give accurate information and to enable pupils to develop skills to assist them with decision making.
- In the Shells the subject material includes managing their emotions and time, friendships and strategies for resisting peer pressure.
- In the Second Year the programme includes information on smoking and tobacco and continues to develop skills concerned with resisting peer group and social pressures. It also looks at relationships with friends and parents. In the third, fourth and fifth years, further and wider consideration is given to the aspects of drugs, alcohol and sex and relationships, as appropriate to their age. Theatre-in-Education groups, health professionals and outside speakers and agencies support this work.
- The programme aims to be culturally appropriate and inclusive of all children.
- Health professionals, visitors and all who play a part in delivering PSHCE are made aware of the relevant school policies.
- Whilst parents have the right to withdraw their children from all or part of the sex and relationship education provided in school, except for those parts included in the statutory National Curriculum the school invites parents to discuss any difficulties before such a decision is made, though they are not obliged to do so.
- The school aims to work with parents and is always willing to support and discuss with them any aspects of the programme, including presentation and content, similarly with any matters relating to their son's/daughter's welfare.

4th Year PSHCE Programme

This covers primarily the items listed earlier. In more detail the Health Education and Citizenship Programme will incorporate the topics of citizenship, racism and the media as well as issues such as drugs and healthy living. The Sex and Relationships Education programme includes a discussion of relationships and also covers family planning, contraception and pregnancy and sexually transmitted diseases including HIV/AIDS. Agencies, which offer help and advice, are also discussed.

In the **Careers** section the aim is to stir the pupil's research regarding courses available post 16. Students are encouraged to begin building a portfolio and consider what brand they will present themselves as. Students are also asked to complete a Job Application form, which is then kindly assessed by Asda's HR team in Walsgrave. Time management and the skills required for the world of work are also covered. At the end of the year all 4th years take part

in a day long Key Skills Programme given by Business in Schools Networks that brings together all these issues.

5th Year PSHCE Programme

The fifth Year PSHCE programme identifies similar topics but is more specific to the year group. Hence the study skills are related to the GCSE exams and consider ways of balancing time and managing stress.

The **Careers** programme considers their future post GCSE. It also includes a careers review as well as covering the basic principles of how to write a punchy CV and covering letter. For further information on the advice offered by the Careers Department, please log onto their website (www.2morrow-2day.com). The department works closely with Connexions for those looking at options for post 16 outside Bablake.

7.3 Safeguarding Children

In line with the Education Act 2002 and the Government “Every Child Matters” Framework the school is committed to safeguarding and promoting the welfare of children and young people.

The designated person for Child Protection is Mrs G F Thomas, Deputy Head. Our full Child Protection Policy is available on request.

8 CODE OF CONDUCT, BEHAVIOUR AND DISCIPLINE, ANTI-BULLYING POLICY

The Pupil Code of Conduct and the School Discipline and Behaviour Policy were devised after consultation with staff, parents and pupils. Their purpose is to ensure that all members of the school can learn in a caring, well-ordered environment and that, by their courtesy and consideration for others and their good manners and appearance, all pupils contribute to the good name of Bablake both in the local community and outside the area. The School relies on, and works with, parents to ensure that pupils adhere to the Code of Conduct and Policy on Discipline and Behaviour. The following information is for pupils – please go through this with your son or daughter.

8.1 Code of Conduct

Behaviour in School

We expect a high standard of behaviour and courtesy towards all persons on the school site. At all times, both in and out of School, you should show common sense in your behaviour and consideration and respect for others and their property. In so doing, you will be a credit to yourself, the School and your family, whilst maintaining a happy and positive environment for the whole School community.

We endeavour to foster **orderly and thoughtful behaviour**. For example:

- Open doors for others: **give way** to those coming **out** of classrooms or buildings.
- Queue **quietly** outside classrooms and do not obstruct the passage of others.
- Walk on the left in corridors and on the stairs.
- Greet visitors and, if necessary, direct them to the School Office.

Prior to your lesson you should wait outside the classroom until staff arrive, unless you have been instructed otherwise. If waiting in a classroom you should sit quietly and prepare for the lesson.

You should:

- Stand at the beginning of the lesson and then follow the procedure set by the member of staff.
- Always have with you the appropriate books open and equipment for the lesson organised, ready to start.
- If your teacher does not arrive, after five minutes, one pupil should report this to the School Office.
- Place litter and recycle paper in the designated bins provided.
- Place chairs/stools under tables before leaving a classroom.

Eating and drinking in form rooms are not allowed.

In the **Dining Hall**, observe and follow the rules of the Dining Hall.

Anti-Bullying Policy/Code of Practice for Computer Use and Internet Security Policy.

All members of the school must be aware of the Anti-bullying Policy which will be rigorously enforced. Do not accept bullying of any kind – speak to a member of staff if you have concerns for yourself or others. Bablake has a ‘Speak Out Policy’. (See 8.3.)

All pupils will be made familiar with and must adhere to the Code of Practice for Computer Use and the Internet Security Policy. These two documents comprise the ‘Acceptable Use Policy’. During the first term Shells will be taken through this policy during an ICT lesson and they will sign to say they agree to abide by it (see Section 5: Computer Services). Each year pupils will be reminded of the policy and of their responsibilities. These policies will be reinforced within PSHCE.

Attendance/Punctuality

Punctuality is expected at all times – at registration, assemblies, lessons or any other scheduled activity. If you are late for morning school you should give your name to the prefect on duty under the Sixth Form Block. Should they not be there, or if you miss either morning or afternoon registration, you must report to the School Office straight away. If you need to have an exeat to be absent for part of the school day, hand the letter from your parents to your Form Tutor at registration; you should then collect and sign for your exeat at the School Office as you leave or, if appropriate, at break or lunchtime. Make sure you sign back in when you return. If you have a music lesson before school or at lunchtime which will cause you to miss registration you should sign in at the School Office before you go to your lesson.

School Nurse

If you are unwell in a lesson you should ask the member of staff's permission to go to the School Nurse. After assessment and if appropriate she will make contact with parents and arrange for you to go home.

You must not contact your parents yourself nor go anywhere other than to the School Nurse. If for any reason she is not there a notice will be posted on her door and you should go to the School Office.

The School Nurse must be advised in writing by parents, of any medically prescribed inhalants or drugs you may need whilst in school. (See Section 7.1)

Behaviour Out of School

As in School, the emphasis should be on orderly and thoughtful behaviour and being a credit to yourself and the School. At all times every consideration should be given to members of the public. When waiting for public transport, the pavements should be kept clear to allow pedestrians to pass.

Naul's Mill Park is out of bounds to all pupils at all times. If walking to and from school you should not use this route.

Pedestrians

Pedestrians should enter and leave the School grounds either by the pedestrian gate on the corner of Coundon Street, or via the gate by the turning circle or via the Caretaker's entrance – not via the turning circle itself. Pupils waiting for school buses must wait on the tarmac area by the turning circle until ordered to move towards the bus by the duty teacher. In inclement weather pupils may be directed to wait under the Sixth Form Block.

Cyclists

Cyclists should observe the code of road safety – it is strongly recommended that a helmet be worn. All cyclists should dismount on entering the School grounds. Cycles should be locked in the racks in the designated area and marked with the owner's name or postcode.

Bounds

During the School day you must not leave the School site unless you have been issued with a signed exeat from one of the Deputy Heads.

The following areas of the School and its grounds are out of bounds at all times unless a teacher is present:

- The laboratories (except when used as Form Rooms), workshops, fitness suite (5th Years and below), Sports Hall.
- The area behind the Sports Hall.

As stated previously, **Naul's Mill Park** is out of bounds at all times.

Uniform and Appearance

You should take a pride in your appearance, be smart at all times and wear the correct uniform as directed by the Headmaster and Staff. For games you should wear the appropriate kit and ensure it is clean and in good repair. The School Uniform Regulations are on display in Form Rooms. You are expected to make yourself familiar with the regulations.

Hair should be neat and tidy. Extremes of style and colour are unacceptable.

Property

It is extremely important that you should take care of the School buildings, grounds and equipment. You should respect the belongings of others. Litter should be placed in bins.

In particular you should ensure that:

- Your uniform, kit and belongings are marked clearly with your name.
- You look after your text books and other items on loan (you will be charged for loss or damage).
- You leave at home money you will not need at School and articles of value.
- You report all breakages or damage to School property immediately and directly to the School Office. Inform your Form Tutor of the occurrence.
- Bags left overnight are placed neatly in Form Rooms and not left lying around the School or outside buildings.

Banned items

Tobacco, alcohol, drugs, matches, lighters, guns, knives, fireworks, aerosols, laser pens.

You should not under any circumstances, bring to School, be in possession of, use or sell any of the above or any other dangerous items. Any infringement of this regulation on the way to or from School, at School or in the vicinity of School will be dealt with severely.

Chewing gum is not allowed in School. Discarded gum causes damage to floors, carpets and clothing. Eating in Form rooms causes litter and mess and is not allowed.

Mobile Telephones/iPods

Pupils are not expected to use their phones in School. Should pupils need to contact parents in an emergency, they should report to the School Office or inform a member of staff. Inappropriate, abusive or threatening text messages are regarded as cyberbullying and will be investigated in line with the School's Anti-Bullying Policy. Should pupils receive such messages they should save them and keep a record of any offence.

Pupils are strongly recommended not to bring iPods to school. They may not be used on the school site, unless under the direction of staff.

Standards

The Headmaster reserves the right to be the final judge of the standards expected from pupils in all the above matters and of the sanctions imposed when these standards are not met.

8.2 *Discipline and Behaviour Policy and Procedure*

The aims are to encourage good behaviour and respect for others based on self-discipline and proper regard for authority. To that end staff and pupils have agreed that:

- Pupils will adhere to the Code of Conduct.
- Rewards and punishments should be fair and consistent.
- Good behaviour is normal and is what the School, parents, staff and pupils expect of Bablake pupils. Exceptionally good behaviour should be praised and rewarded and, if appropriate, brought to the attention of parents.
- Punishment of large groups for the activities of individuals will be avoided.
- Punishment will be in proportion to the misdemeanour/offence; will not be humiliating; will be constructive and positive.

When self discipline fails, pupils will be dealt with, depending upon the seriousness of the misdemeanour, by a stepped approach.

STEPPED APPROACH TO DISCIPLINE

The expectation for all pupils at Bablake is that they will exert a great deal of self-discipline and, collective responsibility, and follow the school Code of Conduct. The staff will do all they can to help pupils recognise that they have let down themselves, the School and their parents when they fail to exert the necessary self-discipline and help them to make amends and improve. Therefore, when any pupil is felt to be breaking the school Code of Conduct, the Discipline and Behaviour Policy or the Uniform Regulations, the following procedure operates. The level of response will be dependent on the seriousness of the breach and of any previous offences.

1. Initially a member of staff will tell the pupil what is wrong, and inform the relevant Tutor about the problem. At this stage, a suitable strategy will be employed to effect a change.
2. If there is no improvement and/or the pupil transgresses again, then a detention will be given either by the member of staff or the pupil's Form Tutor. Depending upon the seriousness of the wrong doing, this may be a lunchtime or after school (single or double) detention.
3. If there is still no improvement then the Tutor will inform the relevant Year Head who will speak to the pupil. Parents will be contacted, informed of the situation and invited to school to discuss the problem with the Year Head and Form Tutor. At this meeting strategies will be discussed to effect a change in the pupil's attitude and behaviour. It will be made clear at this meeting that if there is no subsequent and sustained improvement and/or further disregard for school rules occurs, then the matter will be referred to the Headmaster or a Deputy Head.

4. If there is any further problem then this is likely to result, in the first instance, with the Headmaster issuing a temporary exclusion (suspension). The length of time a pupil will be excluded from school will depend on the nature of the offence and will be at the discretion of the Headmaster. Parents will be informed and the Headmaster will normally see both the pupil and parents. This will be the first part of the formal exclusion process.
5. The final and ultimate sanction of permanent exclusion (expulsion) from Bablake may follow any further serious problem.

At all points in the formal exclusion process parents will be informed, either by a telephone call or by letter, outlining what is happening and the punishment being given. In cases of exclusion, parents reserve the right to appeal to Chair of the Academic and Resources Committee.

For serious misdemeanours the pupil may be directly referred to either Deputy Head or to the Headmaster as deemed appropriate. Depending on the nature of the problem and the attitude of the pupil, the Headmaster reserves the right to move to any part of the formal exclusion process.

As has been stated earlier, staff and parents should seek to praise and reward good behaviour. This will be brought to the attention of the Headmaster, and such action may be rewarded through the commendation system.

Detentions

Lunchtime detentions are set by staff and can be held on any day without the need for 24 hours notification. A lunchtime detention is set for minor offences concerning either work or behaviour. Form Tutors are notified weekly. Parents will not normally be notified unless a pupil is receiving a significant number.

Work and Behaviour detentions are normally held after school on a Tuesday and Thursday respectively. Parents will be informed in writing at least 24 hours in advance by the member of staff via the Form Tutor about the detention, and the reason for it.

Deputy Heads' detentions are given for persistent or serious offences and are held on a Friday evening until 5.30pm. In more serious cases an end of term detention, or the equivalent, will be given.

Since the advent of the **School Standards and Framework Act 1998**, corporal punishment has been banned in all schools, and is therefore explicitly forbidden at Bablake.

June 2011

8.3 *Anti-Bullying Policy*

All members of the school must be aware of this policy on bullying which will be rigorously enforced.

INTRODUCTION

As a school we believe that the pupils have the right to learn in a supportive, caring and safe environment without fear of being bullied.

The long-term effect of persistent bullying can make young people feel unhappy, insecure, threatened, excluded and isolated. It may cause them to have low self-esteem so that they become withdrawn, anxious, reluctant to attend school and less willing to take social, intellectual or vocational risks.

Bullying is when an individual pupil or group of pupils, through repeated, wilful, deliberate, conscious actions cause other pupils to feel hurt, distressed, intimidated and/or fearful.

Bullying can take many forms and each type is not exclusive:-

- Physical** - including physical violence, damage to belongings, threats and extortion.
- Verbal** - in particular name calling, insulting comments (about the individual and/or their family), malicious teasing, offensive remarks, humiliation.
- Emotional** - in particular indirect – spreading malicious rumours, excluding individuals from social groups by deliberately leaving them out or influencing/encouraging others to do so, inappropriate body language, invasion of space.
- Cyberbullying** - inappropriate/offensive phone calls/text messaging/emails/messaging or photographs/video messaging via the internet or mobile phone

In addition **racial, religious, sexual and homophobic bullying** and **bullying related to disability** are unacceptable.

This Anti-Bullying Policy is reinforced by the School Discipline and Behaviour Policy, through the Code of Practice for Computer Use and Internet Security Policy Use (Acceptable Use Policy), by the PSHCE Policy and is reflected in the school ethos. It is also reinforced through tutorial time, questionnaires, the PSHCE Programme, the Peer Support system, assemblies, staff meetings and the Pastoral Care system. The school seeks to promote good citizenship, positive relationships and to make the school community aware of the unacceptability of bullying behaviour. Bullying behaviour is antisocial, is damaging to the individual, is wrong and will not be tolerated at Bablake.

AIMS AND OBJECTIVES

- To create a caring, supportive, happy, safe environment where pupils can learn effectively and develop as valued individuals.
- To develop a culture in which bullying is not tolerated and is challenged.
- To encourage pupils who are bullied, those who witness bullying and those who hear about incidents of bullying to speak out and to report them to an adult.

- To investigate incidents of bullying (and alleged bullying) fully and to effect the school disciplinary procedures if necessary.
- To work with parents, victims and the bully/bullies – recognising that in different ways all parties may require support.

REPORTING BULLYING

- The school encourages pupils to ‘Speak Out’ as bullying thrives in a climate of silence. Pupils who are being bullied should report the incident as soon as possible. In the first instance in school pupils should speak to their Form Tutor or any member of staff they feel comfortable with, including the School Nurses, Support Staff, Form Prefects or Peer Supporters will also offer support. Incidents may also be reported via the “Bully Box” at the entrance to the Nurse’s Office.
- Form Prefects and members of the support staff will seek the advice of a member of the teaching staff and refer the incident/information on.

Procedure

- The events reported by the bullied pupil will be recorded by the adult and the bullied pupil should record the details of the incident in writing.
- The member of staff will investigate the incident or they may, depending on the seriousness/nature of the bullying, refer it on to a more senior member of staff.
- The bully should write an account of the incident.
- The member of staff should record all discussions with both/all parties.
- In cases of cyberbullying pupils should keep relevant evidence for any investigation eg. saving text messages, taking screen capture shots, printing out conversations and noting web addresses. These should be given to the member of staff to whom the incident is reported .
- After discussion and when it is clear that bullying has taken place, the appropriate measures/sanctions in line with the School Disciplinary Procedures and “Acceptable Use Policy” will be actioned. Incidents will be dealt with at different levels depending on the incident.
- We would anticipate that most incidents can be dealt with by the Form Tutor. More serious or repeated incidents will be referred to the Year Head/Deputy Heads or, if necessary, the Headmaster.
- At the first level parents will be informed at the discretion of the Form Tutor. In cases of persistent bullying the parents/carers of the pupil will always be informed.
- Should a pupil be suspected of involvement in an incident of cyberbullying which is serious in nature and may require in depth investigation the pupil’s mobile phone may be confiscated and, if appropriate, searched.

- Should the content of cyberbullying be illegal the police will be contacted to determine what needs to be kept for evidential purposes.
- Pupils involved in a bullying incident, both the bully and the victim, will be monitored periodically to ensure the bullying has stopped and to prevent a recurrence.

RECORDS

Records of bullying incidents will be held by the Form Tutor/Year Head for the period in which the pupil is in their form or year group(s). If there have not been any further incidents and, at the discretion of the Year Head, the record will be removed. However, a record of a serious bullying incident will be held on the pupil's personal file until sufficient time has elapsed for a Deputy Head or the Headmaster, in consultation with other staff, to feel confident that the pupil has reformed.

SUPPORT

- Support is given to the victim by taking their concerns seriously and by investigating and dealing with the incident quickly and, depending on the incident, by enlisting help and support from friends and classmates. The victim will be given strategies to deal with any further incident and it will be reinforced that a member of staff must be told immediately. Staff will be asked to monitor and report any concerns they have immediately. In the case of serious, repeated bullying, parents of the pupil bullying will be informed of the incident, the action being taken and, after discussion, the consequences to the pupil should there be any further incidents. Counselling/support can be arranged if needed or requested.
- Whilst the school considers bullying behaviour to be totally unacceptable it is recognised that sometimes pupils demonstrate this behaviour as a result of their own problems. They will be offered the opportunity to discuss these and, in order that the bully has the chance to change their behaviour, support will be offered through school and outside agencies if appropriate. Parents will be informed and will be asked to assist with this support.

ADVICE AND GUIDANCE

For pupils

Bullying is unacceptable. Unfortunately at times it happens in all schools and also in work places. It happens to children and adults but it will only thrive where there is silence and fear.

We have a “Speak Out” Policy.

- If you are bullied remember that there is nothing wrong with you. Do not blame yourself for what has happened. You have taken the correct action by reporting the incident.
- Do not retaliate or, in the case of cyberbullying, return the message or continue with the conversation. Block contacts, change contact details. In all cases save the evidence and report the incident.

- Take action if you see bullying occurring. Watching and doing nothing can suggest support for the bully. ‘Speak Out’.
- Do not tolerate bullies in your circle of friends. If anyone is acting badly, tell them – ‘Speak Out’. Do not be fearful of them. Do they need help?
- Although it may be difficult, ‘Speak Out’ – whether you are a victim, an onlooker, or are directly involved in bullying, tell an adult in School, your Form Prefect, a friend who will act on your behalf in telling an adult or put a note in the “Bully Boxes” in school. You could also hand a note into the School Office in an envelope with the member of staff’s name on it whom you wish it to go to.
- ‘Bully Boxes’ are located in the entrance to the School Nurse’s Office and by the Pay-Phone on the landing by room 34.
- If you are bullying and need someone to talk to about the difficulties you are having seek out a member of staff, the school nurse or friend to act on your behalf. ‘Speak Out’ before being found out.

ADVICE AND GUIDANCE

For Parents

General

- Watch for signs of distress in your children. There could be an unwillingness to attend school, a pattern of headaches or stomach aches, equipment that has gone missing, request for extra pocket money, damaged clothing or bruising.
- Take an active interest in your child's social life. Discuss friendships, how break/lunchtime is spent and the journey to and from school.
- First, tell them that their concerns are taken seriously and reassure them that telling you was the right thing to do.
- Advise them to avoid places where bullying is likely to happen and to tell an adult in school, for example a liked and trusted teacher. Reassure them that they will be given support. Bullies only thrive when they know their actions will go unreported.
- Discuss the incident with your child. Make a note of what they tell you. Keep a written record if the bullying persists. Should cyberbullying occur your child should save text messages, take screen capture shots, print out conversations and note web addresses. These and a written record will provide supportive evidence regarding **who, what, where and when**.
- Contact the Form Tutor/Year Head. Aim to devise strategies that will provide your child with support inside and outside school.
- Do not encourage your child to retaliate. It will only make matters worse. Such behaviour could be contrary to their nature. More positively, encourage your child to build up their friendship group.
- Advise your child not to buy the bully off with ‘presents’, (sweets, lunch, drinks etc) and that they should not give in to demands for money or for their property. If the latter happens they should tell an adult **immediately**.

- If the plan of action devised by the Form Tutor/Year Head does not result in an end to the bullying then contact the school again.

CASES OUTSIDE SCHOOL

Whilst schools are not directly responsible for bullying that occurs off the premises we would endeavour to offer support to a pupil in school if there are difficulties. In serious cases parents may wish to contact a solicitor and ask for a letter to be sent to the bully's parents, informing them of the legal consequences of a recurrence of such behaviour

Cyberbullying is unacceptable inside or outside school. Any incident involving the use of information technology to bully/defame fellow pupils or staff occurring outside school but impacting in school will be investigated, and suitable action will be taken.

Revised November 2010. Reviewed June 2011

9 GAMES, CLUBS AND SOCIETIES (Extra -curricular activities)

9.1 Games

4th Year Games – Girls

Term 1 – The girls continue with hockey and netball.

Term 2 – Short courses in basketball, self-defence climbing, fitness and aerobics.

Term 3 – Tennis, rounders, dance, climbing, badminton, fitness and volleyball.

4th Year Games –Boys

Term 1 and 2 – The rugby and hockey players remain with their groups.

Pupils not associated with those activities will be involved in the following courses:

Health Related Fitness

Badminton and Squash

Self-defence

4th Year P.E. – Girls

Terms 1 and 2 – Swimming, Health Related Fitness and badminton.

Term 3 – Short courses in athletics, trampolining, tennis and rounders.

4th Year P.E. – Boys

Terms 1 and 2 – Half-term courses in;

Basketball

Health Related Fitness

Badminton

Water Polo skills /Lifesaving

5th Year Games – Girls and Boys

Options, though if a member of a team, you continue with that activity for training, practices and fixtures.

5th Year P.E. – Girls

Climbing, fitness, badminton, basketball, trampolining and a choice of recreational activities in the summer term.

5th Year P.E. – Boys

Half-term courses in;

Basketball

Health related Fitness

Volleyball/Badminton

Water Polo [With greater emphasis on team play in the appropriate activities.]

In the 5th year there is an opportunity to participate in **CSV [Community Service]** during games periods for those pupils who are not part of a school team.

9 EXTRA-CURRICULAR ACTIVITIES

9.2 *Activities Offered*

At Bablake, education is seen as an all-round process and there is a large number of activities organised by staff outside the normal timetable. The following are some examples of activities on offer. Full details of these will be issued to your child at the start of the Autumn Term.

Clubs : Amnesty International, Art Club, Acoustic Lunchtimes, Badminton, Biology, Canoe, Chess, Chemistry, Chinese Club, Choir/Orchestra, Christian Union, Dance, Debating, Drama, DT Workshops, Flute Choir, History, Hockey, Homework Club, I.C.T.Workshops, Knitting, Languages, Library, Maths Help Club, Netball, 'Nubble Club', Prayer Group, Photography, Physics, Public Speaking, Quiz, Railway, Self-Defence, Swimming, Table Tennis, Textiles, Trampolining.

Sport : Regular team practices on a weekly basis.
Regular team fixtures at weekends and/or during the week:
Winter: Girls: Cross-country, Hockey, Netball.
Winter: Boys: Rugby, Hockey, Cross Country.
Summer: Girls: Athletics, Rounders and Tennis.
Summer: Boys: Athletics, Cricket, Tennis.

Drama : Annual Spring production for pupils in the first four years. Recent productions include, "Great Expectations", "Les Misérables" and "West-Side Story".

Music : Concert Orchestra, Wind Band, Brass Ensemble, Flute Choir, Junior Strings, Shell Choir, Chorale, Recorder Group, Individual Tuition, Rock School, Percussion Ensemble.

Visits : Duke of Edinburgh expeditions, Art trip to London.

Theatre Visits : Regular trips are organised by the English and Drama Department and by Mr C Mellers (Head of RE). Stratford, London, Birmingham as well as Coventry have all been visited to see plays and musicals such as "Lion King", "Phantom of the Opera", "Joseph" and "Billy Elliot". Parents and friends are encouraged to join us on these.

Pupils selected to represent the School in inter-school fixtures and/or selected to play in an orchestra, etc. are normally expected to give such occasions absolute priority over other commitments.

Your presence at school functions of all kinds is important to your child's success. At the beginning of each term your child will receive a copy of the term's calendar. This is for you. Please look at it carefully and note all important events in your diary.

9.3 The House System at Bablake

The House system provides opportunities for a huge variety of activities outside the rigours of the classroom, and aims not just to accommodate the interests and talents of the accomplished sportsperson, but to provide opportunities for everyone to participate in a wide variety of activities – Hockey, Netball, Basketball, Tennis, Rounders, Badminton, Swimming, Soccer, Athletics, Chess, Squash, Reading, Public Speaking, Cookery, Art, Music and Drama.

First year pupils have an early opportunity to become thoroughly involved with both a Fun-activities morning and House Scrabble taking place in the first half-term. Both of these offer the chance for Staff and pupils to get to know one another. It is in the House system that many pupils learn the joy and value of team participation, and the valuable lessons of dependability and having to give of your best. Pupils learn to win with modesty and accept defeat with good grace, and that participation is far more important than winning. House colours are earned and worn with pride and the House tie/badge helps the individual identify with a large group, additional to the School and tutor group, with which loyalties can be built.

House competition is always healthy and everyone is encouraged to participate. From first years to sixth-formers, those who immerse themselves thoroughly are often given the chance to lead and organise in a system that aims to provide as many opportunities as possible. Positions of responsibility as House officials may be offered to pupils who miss out on the limited number of school posts and only through the House may they have the chance to show their mettle. Right across the age-range staff can build a rapport with pupils they may never teach.

It is through the House system that seniors and juniors learn to work together, often with amazing results and generating a wonderful spirit that fuels Bablake's House system – that of fun!

Bablake's four Houses are named after benefactors and each consists of about 220 pupils. In 1913 Bablake created four Houses to which pupils were allocated according to where they lived: Coundon, Styvechale, Foleshill and Stoke. By 1922 the school had grown so much that six new Houses were established named after six major benefactors. In 1975 the school became co-educational, so by 1991, to enable more manageable numbers for major team game selection for girls and boys, we reverted to four Houses, retaining four of the 1922 House names. Based on this rich tradition, Bablake can be justifiably proud of its House system. Traditionally pupils follow into the House their parents and grandparents are so proud of and typically sisters and brothers follow each other into the same House. This can be organised on early request.

WHEATLEY HOUSE

In 1563 Thomas Wheatley became the school's greatest benefactor: his gift was one of the largest and his name is linked in many ways to the school. The Former Pupils are called Old Wheatleyans; his coat of arms is the school badge and there is a Wheatley Street as well as Wheatley House. Thomas Wheatley came to Coventry a pauper and ended up as Mayor. He became an ironmonger and the money he donated to the school came from a lucky mistake. He had sent to Spain for some wedges of Toledo steel, but when the boxes were opened at his works he discovered they were full of silver and cochineal. He was an honourable man and tried to find out the real owners but failed and so gave a large amount of money from the treasure to Bablake.

CROW HOUSE

It was in 1714 that Thomas Crow gifted money for boys between the ages of thirteen and sixteen to receive an apprenticeship. His generosity was acknowledged in 1922 when the original Houses were named and his memory lives on over 250 years after his time.

BAYLEY HOUSE

Katherine Bayley's charity school was established in her memory, as a result of her will in 1723. The school was in what is now called Bayley Lane near the cathedral. It was popularly known as the Blue Gift School because of the blue facings on the drab coats the scholars wore and the pupils were irreverently known as "Blue Bottles". The original school consisted of just eight girls and eight boys but over the years girls were excluded and the number of boys considerably increased. The Blue Gift School amalgamated with the Green Gift School and Bablake in 1888.

FAIRFAX HOUSE

Fairfax Charity School was founded by Samuel Fairfax in Spon Street in 1751. By 1767 the school had 12 boys and 12 girls and schoolmaster John Pearson made the children's shoes while teaching them. The "Green Linnets" wore the quaintest uniform of all - green cloth waistcoats with brass buttons, green stockings, and a knitted cap. Fairfax continues to flourish all these years later.

9.4 Music at Bablake

The Music department is a vibrant and noisy place to be !! All pupils are encouraged to learn to play an instrument if they don't already play. Class music lessons involve a range of practical singing, performing and composing activities, as individuals, pairs, small groups and the whole class. Everybody will learn to read music notation. Above all we want pupils to enjoy making music.

We encourage pupils to join in music activities including, Concert Orchestra, Wind Band, Junior Strings, Flute Choir, Shell Choir, Chorale and a host of smaller ensembles, often led by senior music students. If a student joins a group they will be expected to attend rehearsals regularly and take part in concerts. The music performed by groups is challenging yet enjoyable, recent pieces performed include Vivaldi 'Gloria' by the choirs, Pirates of the Caribbean Medley by the Concert Orchestra and a Blues Brothers Medley by the Wind Band

Instrumental teaching at Bablake

At Bablake, we can offer tuition on the following instruments:

- Piano, organ, keyboard
- Violin, Viola, Cello, Double Bass
- Flute, Oboe, Clarinet, Bassoon, Saxophone
- Trumpet, Trombone, Horn, Euphonium, Tuba
- Orchestral Percussion, Drum kit
- Electric Guitar, Classical Guitar
- Voice

Lessons are generally 30 minutes long for individual pupils or in pairs for some beginners. They take place on a rota system during school hours. The lessons are a private arrangement

between instrumental teacher and the parents and payment is dealt with by the teacher. The cost of each lesson is approximately £15.00 and can vary from teacher to teacher.

9.5 *The 5th form Programme/6th Form Induction*

The lengthening period of GCSE exams has meant that, over the last few years, the 5th Form Programme has had to be curtailed. Nowadays it usually means a day where pupils hand in their text books and receive a short introduction to Bablake 6th form, given by various members of staff.

On a different day a relaxing, optional trip is organised; the most popular venue being Drayton Manor.

All pupils are expected to attend Book Return Day.

9.6 *School Visits and Games Practices/Matches* *Guidelines for Post-Activity Arrangements*

A General

- While the staff take every possible precaution to safeguard the pupils both during and after school games, visits and activities, it must be stressed that the responsibility for picking up pupils after a visit and particularly after school lies with the parent and that, unless there is some unforeseen difficulty, pupils should be picked up no later than 10 minutes after a scheduled finishing time or arrival back at school.
- Parents will be informed, via sons/daughters, of the scheduled finishing time of practices and matches or for a school visit the arrival time back at school.
- If the arrival time is delayed by more than 30 minutes the School Office or the Caretaker (if after 5pm) will be contacted by phone, whenever possible, so that parents who are waiting can be informed.
- On a school working day the Dining Hall is available as a waiting area and work place until 5.30pm should parents not be able to collect pupils at the end of the activity/match/practice. Pupils must wait in this area. Should there be an emergency and pupils have not been collected by 5.30pm the after-care supervisors will take pupils to the Theatre Block to wait in the Foyer. There is no staff supervision.
- On occasions where trips are scheduled back after 6pm and the group returns earlier than expected staff will wait with pupils until parents arrive.

B After a practice or mid week match at Hollyfast Road/Astroturf

- Pupils should tell staff if there will be any problem being picked up at the scheduled time.
- If a problem occurs and/or a parent is more than 10 minutes late the pupil(s) will be transported back to school. Pupils should wait in the Dining Hall as outlined in point 4 above.

C After Home Matches on Saturdays

Morning matches

- If a match finishes early, staff will stay with pupils until scheduled finishing time.
- One member of staff will remain behind until all pupils are collected.
- When waiting for parents, pupils must wait -

by the turning circle area or under the Sixth Form Block when at School or in the Car Park areas at the Games Field or Astroturf.

Afternoon matches

- One member of staff will remain behind until all pupils are collected.
- When waiting for parents, pupils must wait – by the Turning Circle or under the Sixth Form Block when the weather is inclement when at School or in the Car Park areas at the Games Field or Astroturf.

D After Away Matches on Saturdays or School Visit/Trip

- One member of staff will remain behind until all pupils are collected.
- Pupils will wait by the Turning Circle or under the Sixth Form Block until parents arrive to collect them.

E Games afternoons at Games Field/Astroturf

- Parents are asked to collect their children directly from the games fields no later than 4.15pm, especially on dark, winter evenings.
- A member of staff will be on duty until 4.15pm at the Pavilion on Hollyfast Road.
- If parents know of any problems or if an emergency should occur which will prevent them from picking up their children they should contact the member of staff on Games to make alternative arrangements.

Telephone Numbers are:

Hollyfast Road: 024 7627 1265

Groundstaff: 024 7627 1273

Ideal times to contact Games Staff on the above numbers are between 2.00pm and 2.15 pm and 3.50 pm to 4.10 pm

- **Parents who have been delayed beyond 4.15pm should go to the games pavilion first, and, if their children are not there, they should assume that the duty member of staff has taken them back to school to wait in the Dining Room with the ‘After School Care’ pupils.** There is always the opportunity for pupils to make a phone call to inform parents under these circumstances.
- The coach that operates from the games field back to school at 4.00 pm, is for those pupils who need to catch an onward school bus, who have an after school activity, or who attend ‘After School Care’ and priority is given to those pupils.

There is normally space for these groups of pupils on this coach. Games staff will otherwise call for a minibus to be sent up from school.

- **Walking from/leaving the school Playing Fields after Games**

If your son or daughter is in the Shells or Second Form, and you want them to make their own way home from the fields please write a letter granting your permission for this to the relevant Head of PE. (Boys' PE: Mr R Burdett; Girls' PE: Miss S Wilson). From the Third Form upwards it is assumed you have given your permission to your child, unless you inform us to the contrary.

F **Travelling to Games Field at Lunchtime for Afternoon Games**

- Pupils in Shells to Fourth Year will be taken to the Games Field by private bus. They should meet by the Turning Circle at 1.45pm. Fifth and Sixth Form pupils make their own way to the Games Field or Astroturf for games.

The GCSE years are an extremely important part of your child's education and **school commitments must take priority** over any opportunities for earning some extra money through part-time employment. However it is recognised that some pupils may wish to take on a few hours of work, particularly during the school holiday time and therefore we have published below a list of bye-laws governing the employment of children, for your information.

Definitions of Children and Young People

For the purpose of employment legislation, children are defined as being of compulsory education age. This means under the law they are required to attend school. As from 1988 no young person can legally leave school until the last Friday in June even if they are already 16. Children aged 13 and over are eligible to work part-time, but special rules apply.

The main restrictions are:-

No child may be employed before 7am or after 7pm on any day. The following table below lists the main restrictions for children of eligible working age.

<u>Age</u>	<u>When</u>	<u>How Long</u>
13-14	School Days	Not more than 2 hours a day
	Saturdays	5hrs
	Sundays	2hrs
	School Holidays	5hrs
15-16	School Days	Not more than 2 hours a day
	Saturdays	8hrs
	Sundays	2hrs
	School Holidays	8hrs

All school age children must have at least two consecutive weeks off during school holidays. The Headmaster reserves the right to stop a pupil taking on employment during term time if, in his opinion, this is having a detrimental effect on the pupil's schoolwork and education.

11 FINANCIAL MATTERS

11.1 *Payment of School Fees*

The school fees for the academic year 2011/2012 are £9,168 per year (£3056 per term). Fees are payable in full in advance before the start of each term. Late payment will incur a surcharge, this is currently £50.00 per week.

Your first invoice will also show optional fee protection and Denplan. If these are not required please notify us in writing and pay the fee amount only. If you wish to cancel at a later date, one term's notice, in writing, should be sent into school addressed to the Treasurer.

There are various methods by which fees can be paid:-

- Directly into any bank using the Bank Giro-Slip attached to the invoice.
- Internet Banking – Must quote pupil reference. Bank information is on the Giro Slip.
- We now have the facility for Monthly payments using “School Fee Plan” (10 monthly payments by Direct Debit, starting 1st August) Applications should be submitted to the Foundation Office before **1st July 2011**

If you would like to apply but did not receive the details in April, please contact us urgently; late applications will not be accepted by the credit company.

- Credit/Debit Card – Master Card, Visa and Switch.
(There is a surcharge on credit cards for this service made by the credit card companies of 1.88%)
To pay by this method please contact:

The Foundation Office on 024 7627 1304.

Extras

The only additional charges are for school lunches, coach travel to and from school, individual music tuition, examination resits/remarks and school trips. Several school trips take place each year eg: ski holidays, concert or music tours, subject-related field trips. We try to give as much notice as possible so that parents can save or spread payments. There are no charges for the loan of school books or public examinations.

11.2 Insurances

Pupils' Accident Insurance

This insurance scheme provides payment for permanent disabilities or death resulting from an accident. Cover is provided 24 hours a day 365 days of the year. This insurance is paid by the school. (Leaflet enclosed)

Travel Insurance

Travel insurance is provided by the school for trips, details will be given by group leaders as appropriate.

Optional Fee Protection Insurance

This optional insurance covers sickness lasting longer than five days. The current cost is 1% of the fees and is added to the fees invoice. If you do not wish to have this cover please deduct the amount from your payment. (Leaflet enclosed)

Denplan for Schools

This optional insurance provides 24 hour worldwide cover for dental emergencies. The current cost is £3.60 per term. This is also added to the fee invoice and should be deducted from your payment if not required. (Leaflet enclosed)

School Fees Trust

On occasion the main family breadwinner dies, leaving the family in severe financial difficulty and the child(ren) in danger of having to change school at a time when for many reasons stability and security are more important than ever. The School Fees Trust offers an insurance to cover fees in event of death of the bill payer. Information will be sent to you direct from the insurance company in August.

Personal Possessions

Parents are asked to note that while all reasonable care is taken within school arrangements to ensure the safety of pupils' possessions, the Governors do not accept responsibility in cases of loss or theft occurring on school premises and the school's insurance policies do not cover the personal property and effects of pupils or, for that matter, of members of staff. Fortunately many household contents policies already cover the policyholder and members of his household against loss of clothing or other property at the place of work, which can be taken to include a school. Not all policies automatically offer such cover but where necessary a policy can be extended at a small extra charge. You would be well advised to check with your insurers to ensure that items of uniform or sports equipment are covered by your policy while at school, when visiting other schools and while in transit between home and school. If your child is likely to come to school by bicycle it is particularly important that it should be adequately covered by insurance.

11.3 Payments by Cheque

We receive many cheques during a school day and they are often separated from accompanying paperwork. Would you please ensure that your child's name and form are written on any cheques that are sent into school. This is especially important for Building Society cheques and cheques with a different surname to the pupil.

12 ACCESS TO FURTHER INFORMATION AND POLICIES

Parents requiring any further information should not hesitate to contact the school; it is otherwise made available wherever relevant. An abundance of information (including Latest News) can be found on the website (www.bablake.com). This includes the following policies under the tab “Life at Bablake”:

- Anti-bullying
- Curriculum
- School Visits
- Behaviour and School Code of Conduct
- Exclusions
- Coventry School Foundation Admissions Policy
- Complaints Procedure
- Child Protection

Other policies not contained in this booklet, are available on request from Ms Lorraine Gibbens, Headmaster’s P.A., on 024 7627 1203; these include Data Protection, Health and Safety, Learning Support (including English as an Additional Language), Substance Misuse, individual Risk Assessments and other welfare policies. Public examination results are published to parents on an annual basis.