

REDBORNE UPPER SCHOOL
& COMMUNITY COLLEGE



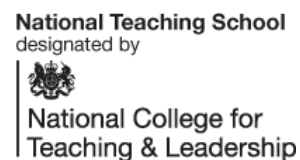
Handbook for Parents, Carers and Students

Year 11

2018-19



Academic Excellence Shared Values Outstanding Education



Some thoughts from our students

My advice to year 11 students:

Take each lesson seriously, so every lesson counts. I cannot stress how important that is in year 11. I wish I had realised this much earlier.

Year 12 student, 2018



My advice to year 11 students:

Start year 11 organised; I wasn't. Get folders – don't have scrap bits of paper everywhere. Get file dividers and use them. Ask someone else to help you organise your school work. Use a box folder per subject and stick post it notes of info on important pages in textbooks. Put stationery on your Christmas list. WH Smith is your best friend! Once everything is in place, it is surprisingly easy to start planning and then doing some extra reading, note taking and thinking!

Year 12 student, 2018

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Our school - a message to our students from all staff

Redborne Upper School remains a fully comprehensive school for students aged 13-18. The year 11 students who left in July 2018 achieved very good results. Surprisingly perhaps, year 11 goes remarkably quickly and it is essential to take every opportunity to help yourself make progress.

The most useful advice we would give you is: ***be in lessons, be on time and work effectively, both in and out of lessons.*** Every lesson counts; it is an hour of useful work with a teacher who specialises in that subject and knows how to prepare for exams.

Be prepared to work outside of lessons; to review work and learn information for each subject. If you leave revision until the last minute, you make it harder for yourself to achieve success.

The year can be stressful and it is important to look after your physical and mental health too. If times are stressful, we can support you. Your tutor is there for you every day and recognises the pressures of year 11. If you need additional support, Mr Armstrong, Miss Grove, Miss Malby and Mrs Lonsdale are all available to offer advice or just listen.

Work hard, both in and out of school, and you can be proud of yourself and your achievements this year.

A message from the Acting Headteacher, Mr Gray



It is a statement of the obvious that this is a really important year for you. Many people have noticed that during year 10 you started to mature significantly as a year group and we know what can be achieved when students, teachers and parents work together.

My challenge to you is to see if you can grow to become one of the friendliest, kindest and most successful year groups that we have ever known. My last day at Redborne will be the day that you pick up your results next August. I'm hoping to leave with very happy memories of your year group and hopefully that final day will be one of real celebration.

My advice to year 11 students:

Whenever there are revision sessions on offer, you really should attend. They made a big difference to my grade in science.

Year 12 student, 2018

Our statement of aims

At Redborne, we aim for:

- **academic excellence**, by providing a broad, balanced, stimulating and flexible curriculum that centres on the needs and engagement of the individual student, placing teaching and learning at the heart of our professional development programme, recruiting and retaining high-quality staff and maintaining a sharp focus on monitoring progress;
- **shared values** such as tolerance, caring for others, democracy, self-discipline, independence and mutual respect to foster the spiritual, emotional, moral, social and cultural development of students both as individuals and as citizens in society;
- **outstanding education** in its broadest sense, through a vibrant programme of curricular, pastoral and extra-curricular activities, to prepare students for a positive and confident approach to the next stage of their education, training or employment and for adult life.

Essential Information

School Address: Redborne Upper School and Community College
Flitwick Road
Amphill
Bedfordshire
MK45 2NU

General e-mail address: admin@redborne.com

To contact a subject teacher please do so via the head of faculty: e-mail addresses on our website

Website: www.redbornecommunitycollege.com

Telephone Number: 01525 404462

Year 11 Direct Line: 01525 842661

Governors: Chairman: Dr R A'Court

Office Staff: Main Reception: Mrs L Jeffrey
Mrs D Watson
South School Reception: Mrs T Barnard

North School office is open:

Monday to Thursday: (North School) 8.00am-4.30pm






Friday: 8.00am-4.00pm

South School office is open:

Monday to Thursday: (South School) 8.00am-4.00pm

Friday: 8.00am-3.30pm






Senior Leadership Team

<p>Deputy Headteacher</p>  <p>Mr A Day</p>	<p>Nelson Mandela once said "Education is the great engine of personal development. It is through education that the daughter of a peasant can become a doctor, that the son of a mine worker can become the head of the mine, that a child of farm workers can become the president of a great nation." You are now in your final years of compulsory education and I sincerely hope that you work hard this year so that you may live your dream.</p>
<p>Deputy Headteacher</p>  <p>Mr A French</p>	<p>This might be your last year at Redborne or it might be the middle one if you stay on into the Sixth Form. Either way, it is one that really counts as you build up to taking your GCSE exams next summer. Get it right and you will reap the rewards. Make the wrong decisions and you may live to regret it. Get the balance right though; revise sensibly and don't over do it. Have some social time. Get enough sleep. Eat breakfast. And don't forget to ask for help if you need it, that's what we are here for.</p>
<p>Deputy Headteacher</p>  <p>Mrs J Williets</p>	<p>Don't panic! Take things steady, plan your work schedule and stay involved with extra-curricular activities that make you feel good (and will remind you that there is life outside of studying). Remember we are here to help, no matter what's on your mind, so make use of all the support on offer in the coming months.</p>
<p>Assistant Headteacher</p>  <p>Ms N Brennan</p>	<p>I am a firm believer in small things adding up to have a big impact. Review your lesson notes in each subject once per fortnight. Make summary cards of the key points. Attend study club if space allows; re-read your English literature texts and use MathsWatch to review maths topics. All of this additional work will pay dividends in year 11 and make your final year much easier, as you will already be into good study habits. Don't forget to look after your mental health too – try one of our extra-curricular clubs and ensure you have some time to just relax and enjoy life.</p>
<p>Assistant Headteacher</p>  <p>Mr D McGuigan</p>	<p>Year 11 is going to fly by. Before you know it your teaching will stop and you will be revising; this will take discipline and focus but it won't be long before your exams begin and then suddenly it's all over. It's going to be fine if you're prepared. Make sure you are in school; don't let a cold or headache keep you at home. When you're here, make the most of every lesson and ask questions. Between lessons use your independent study skills to further your learning. If you need help, remember, study club is there for support in the library every Monday to Thursday. Good luck!</p>








Senior Leadership Team

<p>Assistant Headteacher</p>  <p>Mr C Graves</p>	<p>Redborne is a fantastic place to study and to work. The curriculum here is incredibly varied, with opportunities for every student to find something that they enjoy and can succeed at.</p>
<p>Assistant Headteacher</p>  <p>Mr V Parry</p>	<p>I have a number of roles within the school in addition to my position on the senior team. You may well come across me as head of humanities or as subject leader for history. I thoroughly enjoy all aspects of my job. Redborne is an excellent school and I am pleased to be able to play my part in its continuing success.</p>
<p>Assistant Headteacher</p>  <p>Mr J Trapp</p>	<p>You're nearly there and GCSEs will be upon you before you know it. Keep calm, stay focused and make sure you don't regret any wasted time come results day! Also, start thinking about the future and who you want to be – employers are looking for people who are polite, civilised and enthusiastic, so start getting into good habits now.</p>
<p>Assistant Headteacher</p>  <p>Mr R Woodward</p>	<p>Let's be clear on one thing...your future has not been decided YET. If you've not worked as hard as you could or you know that your behaviour can be much better then put that right NOW. What you do over the next few months will determine how you feel when you open your results next August. Please, please, please do not have any regrets.</p>

Year 11 Pastoral Team

<p>Head of Year</p>  <p>Mr G Armstrong</p>	<p>You're going to hear this a lot over the coming months: This is your most important year of schooling to date.</p> <p>Make sure you are prepared from the start; work hard, rise to the challenge, expect a couple of ups and downs along the way and earn yourself a fantastic set of results next summer.</p> <p>I have every faith you'll do yourselves proud this year. Good luck</p>
<p>Assistant Head of Year</p>  <p>Miss S Grove</p>	<p>Welcome back to your final, compulsory year at Redborne. You can all fulfill your potential if you plan ahead, start early and ask for help when you need it.</p> <p>Try not to worry about how well you are going to do. If you work hard it will pay off and you will get the grades you deserve. Also remember that life should be a balance of work, rest and play. Work hard, play hard and have some down time too.</p>
<p>Assistant Head of Year</p>  <p>Miss L Malby</p>	<p>Welcome to the final year of your GCSE journey. It will be tough but remember to 'just keep swimming' and we'll support you along the way. If you're having an epistemic dilemma (google it) or need a deep philosophical chat, come and find me in the year room.</p> <p>For the few of you that I haven't taught across my many subjects, I teach Philosophy and Ethics, Ethical Thinking, History and Personal Wellbeing. Have a fantastic year, enjoy it and start revising!</p>
<p>Pastoral Support Officer</p>  <p>Mrs S Lonsdale</p>	<p>Year 11 already, an exciting year ahead! I look forward to working with you in an environment of mutual respect and support. Let's keep talking, communication is key. I encourage you to seek help, support and advice whenever you need it, I am always here for you.</p> <p>I can't wait to start planning the fun bits of year 11 with you, I will have my box of tissues ready for your leavers' assembly.</p>
<p>Senior Pastoral Support Officer</p>  <p>Miss L Tink</p>	<p>At Redborne we offer excellent opportunities for our students to thrive academically, but we also appreciate the importance of supporting our students' emotional wellbeing. After all, exams are stressful and life still happens. When a student needs support, it is important they know who they can talk to and be able to trust those people are going to do what is best for them at that time of their lives.</p> <p>Having worked closely with students, families and agencies I believe we have a strong network of support which can be accessed as and when we require it. This is on top of our large, dedicated pastoral team at Redborne, which I am proud to be part of.</p>

Year 11 Form Tutors

 <p>Miss S Beggs</p>	<p>You are reaching the end of 11 years worth of school. Make the most of this final year and make every day count towards making you the best possible version of you.</p>	 <p>Mr D Brady</p>	<p>Your actions dictate the consequences. You will reap what you sow. For those who have toiled and tilled then keep an eye on the fruits of your labours. For those who are yet to prepare or are waiting for a final flourish then your time has come. For those doing little then expect little in return. Mr Brady looks forward to guiding your endeavours in the final year.</p>
 <p>Mr M Butcher</p>	<p>Good luck for the exams in the summer. Make the most of the time you have left to ask questions and to seek help to ensure you reach your full potential in every subject.</p>	 <p>Mrs A Carlton</p>	<p>You are in the final part of your GCSE courses. Everyone wants you to do really well, but that means you have to work hard and ensure that all your work is up to date. Remember I am always here for you and happy to help in whatever way I can. Work really hard now and the reward will be lots of choice in your A level or college courses. I have loved being your tutor - let's all work to make the final part of 11AC as fabulous as it has been so far.</p>
 <p>Mr P Ciampa Subject Leader Chemistry</p>	<p>WOW!!!. Well done you have made it to year 11. This year will be quite a challenge. You must try your best each and every day; leave all those childish things back in year 10. Remember to allow your teachers to teach, support and guide you. The key to success is being focused and working through difficult times.</p>	 <p>Mrs S Coulson</p>	<p>Year 11 is a time of trials, perseverance and character building; make the most of every day. If you have performed well, make it better, if you do better, give it your best. We will support you, but my top tips for the year are pace yourself and do not give up.</p>
 <p>Mrs T Francis Subject Leader Drama</p>	<p>Find the gaps in your knowledge, work hard to fill them, and you'll have no regrets.</p>	 <p>Dr D Howe</p>	<p>Moving into year 11, I'm looking forward to supporting you all in this demanding year at school. You are a diverse group with many different strengths and, as you focus on your studies in earnest, I'm confident you will succeed and be proud of your achievements. Always give of your best and make the most of all the opportunities available to you. I would love us to make tutor time a positive, enjoyable and relaxing experience to help us manage any stresses of the GCSE year.</p>

Year 11 Form Tutors

 <p>Miss D Osborn</p>	<p>The aim is not to be the best, just to be better today than you were yesterday, and better tomorrow than you are today. Give this year your all, and don't be afraid to ask for help from your teachers and your tutor; we are all here for you. In the words of Churchill, success is not final, failure is not fatal, it is the courage to continue that counts.</p>	 <p>Miss P Prasannan</p>	<p>Congrats on making it to the final stages of your GCSEs! Ensure you make this year count so you can walk away with results you can be proud of. Most importantly, enjoy every moment and take time to appreciate all the relationships you have built at Redborne over the years.</p>
 <p>Mr G Stevens</p>	<p>Please make the most of your time at Redborne in year 11 and create memories that you can look back on with pride. At times it may be difficult and stressful but remember... although GCSEs are important they are not the making of you!</p>	 <p>Miss C Surtees</p>	<p>"You have brains in your head. You have feet in your shoes. You can steer yourself in any direction you choose. You're on your own, and you know what you know. And you are the one who'll decide where you'll go." Dr Seuss.</p>
 <p>Dr P Sutton</p>	<p>You are now on the final leg of your journey towards your GCSEs! Plan your time carefully to ensure that you try to achieve a <u>healthy balance</u>. Make time for work. Make time for play. Make time for your family and friends. Try to eat healthily. Get enough sleep. Above all, understand that you have a superior support network at Redborne, and you can come and talk to us about anything, at any time. We are here to help you play your A game. Good luck!</p>	 <p>Mrs K Wheeler Subject Leader Geography</p>	<p>So here it is...your third and most important year at Redborne yet! Getting this year right will mean that you can choose the path you take next year. Your teachers can help you do this so make the most of all the support they give you and work hard. It will be worth it!</p>

Heads of Faculty

<p style="text-align: center;">ENGLISH</p>  <p style="text-align: center;">Ms C Harvey</p>	<p>I have been working at Redborne for over 10 years; why have I stayed here this long? I have the pleasure of working with an English department who are an amazing team of dedicated teachers, all of whom work hard to ensure all students have the best experience they can.</p>	<p style="text-align: center;">MATHEMATICS</p>  <p style="text-align: center;">Mr M Jones</p>	<p>I have been teaching at Redborne since 2010. From this experience, I can say with confidence that Redborne is a school that helps everyone to be successful. The maths department in particular, is friendly, supportive and willing to go the extra mile. You are at an excellent school, so make the most of this opportunity.</p>
<p style="text-align: center;">EXPRESSIVE & PERFORMING ARTS</p>  <p style="text-align: center;">Mrs H Birkett</p>	<p>I have been teaching at Redborne since 2003. Why have I stayed so long? I just love the whole ethos of the school and how together we work as a community to enable all students to achieve their potential within and outside of the curriculum. I am extremely proud to lead a creative and vibrant faculty which provides students with opportunities to develop their confidence and self esteem across the 'arts' with the support of committed and dedicated staff.</p>	<p style="text-align: center;">HUMANITIES</p>  <p style="text-align: center;">Mr V Parry</p>	<p>I have worked at Redborne since 2008. I like the wide variety of subjects we offer across the school which gives students the opportunity to play to their strengths. I also like the relationship between students and staff which is based upon mutual respect and a culture of achievement.</p>
<p style="text-align: center;">MODERN FOREIGN LANGUAGES</p>  <p style="text-align: center;">Mrs D Morey</p>	<p>I have just joined Redborne because it is a fantastic school with a great reputation and I am incredibly proud to be the leader of the very successful languages team. I am looking forward to getting to know each of you individually and teaching you languages. The great thing about learning a language is that it is fun, exciting and rewarding at school as well as providing you with many lifelong skills.</p>	<p style="text-align: center;">SCIENCE</p>  <p style="text-align: center;">Mr C Graves</p>	<p>I've been here at Redborne for over 10 years now. I actually came here as a student and enjoyed my time here so much that I wanted to work here. There's loads to get involved in; I'd recommend taking part in the Duke of Edinburgh's Award.</p>
<p style="text-align: center;">TECHNOLOGY</p>  <p style="text-align: center;">Mr C Forbes</p>	<p>I joined Redborne in 2008. I particularly enjoy that every subject is valued and appreciated and that we offer a broad curriculum to students. The range of subjects that we offer within the Technology faculty allows students to fully express themselves and make excellent progress. It is a great place to work.</p>		

Subject Leaders

<p>AGRICULTURE/ ENVIRONMENTAL STUDIES</p>  <p>Mr A Hodds</p>	<p>I have always believed that students learn best by actively doing. Studying down on the farm, being actively involved in caring and looking after the animals, has taught our students so much over the years. Things that will hopefully stay with them for the rest of their lives.</p>	<p>ART & DESIGN</p>  <p>Mrs S Blackwell</p>	<p>I strongly believe that the creative learning experiences students gain from studying art helps them to understand and accept themselves before seeking the acceptance of others. Art helps students explore and respond to the world around them and in my mind helps them to become a better human being. Art does not solely have to be interested in processes and techniques, but can encompass a wide area of creative and intellectual experience. I therefore feel proud of the way Redborne art students are always striving to develop their own special aptitudes and interests as this is the backbone of our philosophy as art teachers.</p>
<p>BIOLOGY</p>  <p>Dr K Juty</p>	<p>Biology is flourishing, with more trips and competitions than ever this year. I am particularly proud of the Biology Club, who have even had some of their findings published.</p>	<p>BUSINESS STUDIES</p>  <p>Mrs S Wilson</p>	<p>The business studies department is very popular because students achieve good grades and what they have learnt is very useful when they start work and often leads to promotion.</p>
<p>CHEMISTRY</p>  <p>Mr P Ciampa</p>	<p>I have been at Redborne for over 10 years. I was hoping that as I grew older I would begin to look more like my hero in chemistry, Dmitri Mendeleev, the father of modern chemistry; however, alas, that will now never happen because my hair follicles have begun to give up on me.</p>	<p>CHILD DEVELOPMENT</p>  <p>Mrs L Hartley</p>	<p>Successful courses are offered in child development and health and social care. Many of our students progress to university to study midwifery, nursing, paediatric nursing, social work or primary teaching.</p>
<p>DANCE</p>  <p>Mrs E Gentle</p>	<p>Dance is a powerful and expressive subject which encourages all who participate in it to develop their creative physical, emotional and intellectual capacity. I am extremely honoured to teach and offer this subject at GCSE and A level for Redborne students. I am always proud of the efforts, hard work and achievements of my performing students.</p>	<p>DRAMA</p>  <p>Mrs T Francis</p>	<p>I am proud of Redborne's commitment to the arts and enjoy leading lessons in which students learn not only performance skills but are able to demonstrate the maturity, tolerance, resilience and concentration necessary to work as a team.</p>

Subject Leaders

<p>ENGLISH</p>  <p>Ms C Harvey</p>	<p>We aim to give our students a broad experience within English; which not only focuses on achieving at GCSE and A level but also develops a wider appreciation of literature, including visits to the theatre, entering national competitions and running the school magazine.</p>	<p>FOOD & CATERING</p>  <p>Mrs G Colby</p>	<p>Food, nutrition, catering and hospitality is an ever changing and exciting area of study. The practical nature of the courses ensure that students learn through doing and experimentation. We have brilliant facilities and are ever expanding our range of equipment for students to create challenging and exciting dishes.</p>	
<p>FRENCH</p>   <p>Mrs N Crossley and Mrs P Shaw</p>		<p>At Redborne, all the French teachers strive to ensure that each of our students has an enriching and rewarding learning experience.</p>	<p>GERMAN</p>  <p>Mrs R Neale</p>	<p>German is a very popular subject here at Redborne and the department will do everything we can to help you to achieve the grades you are looking for. Make the most of the support you are offered and you will find the language an enriching and enjoyable subject to study.</p>
<p>GEOGRAPHY</p>  <p>Mrs K Wheeler</p>	<p>Geography is a popular subject at Redborne and the highlights are being able to take students on field trips to places such as the Lake District, Dorset and the Yorkshire Dales and Iceland.</p>	<p>GRAPHICS</p>  <p>Miss R Swinney</p>	<p>Graphics is a popular subject and we have a wide and varied team teaching at all levels. I particularly enjoy the fact that so many staff and students work outside of lesson time in the subject area and this is key in the production of superb graphics work from all year groups.</p>	
<p>HISTORY</p>  <p>Mr V Parry</p>	<p>We aim to foster a love of history and to develop an understanding of the present through a study of the past. We try to bring history alive in the classroom as well as running an array of out of school visits such as our residential trip to Berlin, and visits to places such as the World War I battlefields and Imperial War Museum.</p>	<p>ICT & COMPUTING</p>  <p>Mrs M Williams</p>	<p>ICT and computer science are evolving subjects and I am proud of the experiences our students receive. The IT sector is expanding and diverse. I am pleased that we can offer both of these subjects at Redborne.</p>	
<p>LATIN</p>  <p>Mr S Dobson</p>	<p>I relish the opportunity to bring the perennially relevant themes, literature and linguistics of ancient Europe to life for students at Redborne and I strenuously deny the rumours that I am just in it for the school trips to Italy and Greece!</p>	<p>MATHS</p>  <p>Mr M Jones</p>	<p>We aim to improve every student's confidence with maths skills through a challenging and enriching curriculum. There are opportunities to explore the wider aspects of mathematics during puzzle days and the maths challenge. All students have access to a number of digital resources to support their independent learning.</p>	

Subject Leaders

<p style="text-align: center;">MUSIC</p>  <p style="text-align: center;">Mr B Bottone</p>	<p>I have worked at Redborne for over 10 years. The department ethos is one of inclusivity. We work hard to offer a wide range of musical opportunities for students to enjoy all musical styles. We put on regular concerts, musicals, trips and external concerts.</p>	<p style="text-align: center;">PHYSICAL EDUCATION</p>  <p style="text-align: center;">Mrs R Grainger</p>	<p>Our ethos as a department is to promote enjoyment and participation across the different sporting activities. We believe that every individual can achieve and recognise the importance of leading a healthy, active lifestyle through lifelong participation.</p>
<p style="text-align: center;">PHYSICS</p>  <p style="text-align: center;">Miss O Calloway</p>	<p>Studying physics is known to be tricky, but rewarding. The physics department at Redborne is very strong and I hope that we can inspire you in the realms of physics, as well as you enjoying it. Be prepared to put yourself forward in lessons - Albert Einstein once said "Anyone who has never made a mistake never tried anything new".</p>	<p style="text-align: center;">PRODUCT DESIGN</p>  <p style="text-align: center;">Mr K Brooks</p>	<p>My biggest positive about Redborne is the enthusiasm of the students and I have great pleasure in watching their skills grow. I run the Redbone Racing project which is an electric powered endurance racing car.</p>
<p style="text-align: center;">RELIGIOUS STUDIES</p>  <p style="text-align: center;">Ms K Eldridge</p>	<p>All RS teachers at Redborne are passionate about high quality teaching of religion, philosophy and ethics.</p>	<p style="text-align: center;">SPANISH</p>  <p style="text-align: center;">Miss H Bennett</p>	<p>The department runs an immersion trip each year in March to Malaga. It's a great opportunity to put into practice your communication skills and students learn a lot about Spanish life. Hopefully we will see some of you on the trip next year.</p>
<p style="text-align: center;">TEXTILES</p>  <p style="text-align: center;">Mrs K Lang</p>	<p>In fashion we are constantly updating our projects to keep them current, relevant and on trend. Textile clubs are also offered to allow students to extend their knowledge and skills outside of the curriculum. The classrooms are always busy at lunchtimes and after school, with students of all years developing a wide range of fantastic products, which creates a really inspiring environment to work in. Redborne offers amazing facilities for textiles and fashion students, which really enhances the quality of the work that is produced.</p>		

Attendance and Punctuality

Lack of punctuality affects learning and behaviour, not only of the student who is late, but it can have an impact on all other learners as the teacher may need to recap on missed learning.

We recognise that attending school regularly and on time has a positive impact on learning and progress and, therefore, offers the best life chances for our students. Excellent attendance and punctuality are the foundation for our students' academic success and preparedness for the world of work. Developing good attendance and punctuality are key life skills and will help your son or daughter to develop a positive attitude towards school together with employable qualities.

It is expected that, wherever possible, students attend every school day. Missing one day means 5 hours of work missed that needs to be caught up.

Each year there are 190 school days which leaves 175 days for holidays, birthday treats and non-urgent medical and dental appointments.

On average, if a student has 7 days absence in the Autumn Term, their attendance drops to 90%.

The Government states that attendance below 90% is classed as persistent absence and our Educational Welfare Officer will want to know the reasons for such persistent absence.

Students are expected to be in their classrooms at the start of Period 1. **Therefore, arriving at the school entrance at 8.40am means that they are already late.** Students should aim to arrive in school for 8.30am.

If students are travelling by car to school, drop off is available at south school bus bay. North school will not be accessible after 8.30am for student drop off. On arrival at the school site, students should make their way to the classroom for their Period 1 lesson. Remember it can take 5 minutes to get from the bus bay to your classroom and this should be factored in to your timings.

If late, the student should sign in at either North or South Reception and then go straight to their lesson.

Attendance and Punctuality

Attendance over one school year

If your son or daughter has:

98% attendance = equivalent to 4 days absent from school.

95% attendance = equivalent to 10 days absent from school.

90% attendance = equivalent to 19 days absent from school.

85% attendance = equivalent to 28.5 days absent from school.

80% attendance = equivalent to 38 days absent from school.

Remember: 90% or below is classed as persistent absence.

We regularly monitor and review the attendance of our students. If a student nears 90% attendance we are required to discuss the reasons for absence with the Educational Welfare Officer.

If a student misses one school day, **they miss 5 hours of work** and it is expected that they will catch up on missed work. Please encourage your son or daughter to do the following:

- borrow a friend's book and copy up missed work
- e-mail their teacher and ask about missed work
- complete any homework that was set whilst they were absent

If your son or daughter is absent from school

Please contact the school by phone or e-mail the Pastoral Support Officer on the first morning of absence, indicating the reason for the absence.

Leaving premises during the day

Students should not leave the premises at any time during the school day without a written request from parents or carers which should be given to the form tutor. A medical appointment card is acceptable. Students should sign out at reception if they have permission to leave.

Unauthorised absence could result in referral to the Educational Welfare Officer.



REDBORNE ATTENDANCE PROCEDURE

The pastoral team and deputy headteacher (pastoral) meet on a fortnightly basis to discuss individual student attendance. Every student has a unique set of circumstances and we will always show compassion where a young person faces health problems. The Education Welfare Officer will be made aware of ongoing concerns.

We use several strategies to help students maximise their attendance at school. Common interventions are given below, to give you an idea of what to expect should your son or daughter's attendance become a concern.

Attendance interventions:

- form tutor speaks with student to establish any additional support needs which could help improve attendance
- Pastoral Support Officer (PSO) speaks with student and/or parents
- letter 1 – gentle reminder that your child's attendance is becoming a concern
- informal meeting between student, PSO and Education Welfare Officer (EWO) to discuss any difficulties the student may be facing and which are impacting on attendance
- praise postcard for students who achieve sustained improvement in attendance following a deterioration
- letter 2 – requesting medical evidence for future absences
- formal meeting between PSO, EWO, parent and student. In this meeting, targets will be set for students to aim to reach
- formal referral to EWO
- home visit by EWO/school staff
- EWO issues a fixed penalty notice

Caring for our students

Safeguarding

The school recognises its responsibility to be vigilant in identifying cases of suspected child abuse. Where cases of abuse are suspected the school will follow the Bedfordshire Local Safeguarding Children Board procedures and refer cases to the appropriate agency. The designated teacher for safeguarding is Mrs J Williets, Deputy Headteacher.

A copy of the school's Safeguarding Policy is available on the school website or from the Acting Headteacher.

Counselling: Personal guidance and support

Each year group has a dedicated Pastoral Support Officer (PSO) to offer students emotional support as appropriate. In addition, the school can provide individual support for those students who may be experiencing personal difficulties, e.g. bereavement. Referrals can also be made through the Early Help Assessment system to a range of services. Students can contact their **form tutor** or their Pastoral Support Officer in the first instance to discuss this.

Sex and relationships education

The governors believe that appropriate, responsible and sensitive sex and relationships education is an important element in the work of the school in preparing students for adult life. The purpose of the school's Sex and Relationships Programme is:

- to provide factual information on sexual matters
- to give understanding of sexual attitudes and behaviour in present day society
- to encourage students to make informed, reasoned and responsible decisions about their own attitudes to sexual matters, both whilst they are at school and as they approach adulthood

Sex and Relationships Education is provided in Years 10 and 11 in an objective and balanced manner. The teaching and learning being within the context of the school's statement of aims. Students are encouraged to consider the importance of self-restraint, dignity and respect for themselves and others.

Parents have the right to withdraw their child from part of, or the entire, Sex and Relationships Education Programme outside the National Curriculum. If you wish to withdraw your child from the programme please write to the Acting Headteacher, Mr Gray, indicating the nature of your request. The school's Sex and Relationships Education Policy is regularly reviewed to be relevant to the students at Redborne.

Expected behaviour in school

We have high expectations of students at all times and expect parents/carers to support our ethos and standards. Students must follow our shared values policy and those who do not will receive clear sanctions. In summary, students should:

- arrive at each lesson ready to learn and work hard
- show good manners and respect to all adults and fellow students at school
- co-operate with all; work hard in lessons and do not disrupt the learning of others
- arrive on time for each lesson and tutor period
- be fully equipped for each day and wear the agreed school uniform correctly
- treat all school buildings and property with care and respect, as would be done at home
- abide by safety rules

Expected behaviour out of school

When a student is wearing the Redborne uniform, they are representing our school. We have close and strong links with our community and wish to uphold these.

If behaviour out of school is deemed to be inappropriate, firm sanctions will apply in exactly the same way as they would whilst the student is in school. We would expect parents/carers to fully support us in enforcing these sanctions.

Getting to and from school

The school is sited just near a busy roundabout. It is essential that all students crossing the roundabout do so by using the footbridge. Students from Ampthill, who need to cross the main road, should cross at the pelican crossing.

All school buses arrive and depart from the South School bus bay (at the front of South School). At the end of the day, students should wait for their bus at this bay in an orderly fashion and comply with instructions from staff on duty.

If taking a school bus, or any form of public transport, it is expected that behaviour will be safe and considerate at all times. Any incidents of bad behaviour or upsetting other passengers may result in a ban from the bus as well as sanctions applied in school. Bus companies always report bad behaviour back to us and have CCTV on their vehicles.

School detentions

These are set for varying reasons and range from 30 minutes to 2 hours after school. They also may be set at lunch or break time. Notification of an afterschool detention is usually via e-mail to the student and parent/carer, with 24 hours' notice given. **It is the parent/carer's responsibility to collect their child on the day the detention is set, even if the child usually catches a school bus.**

Shared Values

The Redborne Way



What makes a *TERRIFIC* student?

Tolerance

Embrace the fact that people have different lifestyles, cultures and beliefs.

Empathy

Understand how your words and actions affect the feelings of others.

Respect

Be civil towards your teachers and fellow students during and between lessons.

Resilience

Learn from your mistakes and persevere when things get tough.

Independence

Plan for where you want to be and how you will reach your targets.

Focus

Take responsibility for your own work, behaviour and achievement.

Initiative

Ask questions and take new opportunities to grow and learn.

Co-operation

Appreciate the value of working with, and learning from, others.

Redborne Upper School Our Effort Grades

Grade	Descriptor
O = Outstanding	<ul style="list-style-type: none"> • Exceptional effort well beyond that normally expected of students, in terms of time or quantity or depth of work. • Work is completed extremely efficiently – often ahead of deadline. • Enthusiastic, well-motivated and self-disciplined in lessons – contributes well in discussions and is a good listener. • In group activities, student shows leadership skills in helping the team achieve a high standard.
V = Very Good	<ul style="list-style-type: none"> • A high level of effort, above the normal expectation (e.g. completion of optional tasks, high levels of organisation and presentation in written work). • Work is completed efficiently - at or ahead of deadline. • Keen contributor to discussions and behaves very well. • Takes a very active part in group or practical activities and co-operates fully and enthusiastically with the work of the group or activity leader.
G = Good	<ul style="list-style-type: none"> • The normal expectation for student effort. • Work completed on time to a good standard. • Behaves well in lessons and will contribute to discussions when asked. • Follows instructions in group or practical activities and takes an active part in the work.
N = Needs Improvement	<ul style="list-style-type: none"> • Work is only completed after an extension to the deadline, or is only partially completed. • May need reminding to participate or engage in the lesson or the need to stay on task and remain focused. • Reluctant to contribute to discussions, or may make irrelevant or distracting comments. • In activities, does nothing disruptive but is very passive, relying on others to do more of the work.
W = Warning	<ul style="list-style-type: none"> • Work is only completed after a first level sanction (e.g. break detention) or threat of a higher level sanction. • Lack of co-operation in activities with low-level disruption. • Behaviour leads to formal warning or sanctions (e.g. 'time out').
U = Unacceptable	<ul style="list-style-type: none"> • Work is incomplete or of such poor standard that it needs to be done again, even after reminders. • Detention after school or similar sanction issued for lack of work. • Behaviour during activities is poor and leads to sanctions being applied (e.g. being removed from activity, detention)

Regardless of a student's ability, we put a lot of emphasis on high effort at Redborne. The chart above shows how staff grade effort. The effort seen in classes will be reflected in the effort grade awarded in a progress check or report.

A **G grade** is the minimum acceptable standard, but many, many students achieve a lot higher than this in some subjects.

Students: lots to aim for here!



School Calendar 2018/2019

		September 2018				
Mon		3	10	17	24	
Tue		4	11	18	25	
Wed		5	12	19	26	
Thu		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

		October 2018				
Mon		1	8	15	22	29
Tue		2	9	16	23	30
Wed		3	10	17	24	31
Thu		4	11	18	25	
Fri		5	12	19	26	
Sat	6	13	20	27		
Sun	7	14	21	28		

		November 2018				
Mon		5	12	19	26	
Tue		6	13	20	27	
Wed		7	14	21	28	
Thu	1	8	15	22	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24		
Sun	4	11	18	25		

		December 2018				
Mon		3	10	17	24	31
Tue		4	11	18	25	
Wed		5	12	19	26	
Thu		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

		January 2019				
Mon		7	14	21	28	
Tue	1	8	15	22	29	
Wed	2	9	16	23	30	
Thu	3	10	17	24	31	
Fri	4	11	18	25		
Sat	5	12	19	26		
Sun	6	13	20	27		

		February 2018				
Mon		4	11	18	25	
Tue		5	12	19	26	
Wed		6	13	20	27	
Thu		7	14	21	28	
Fri	1	8	15	22		
Sat	2	9	16	23		
Sun	3	10	17	24		

		March 2019				
Mon		4	11	18	25	
Tue		5	12	19	26	
Wed		6	13	20	27	
Thu		7	14	21	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24	31	

		April 2019				
Mon	1	8	15	22	29	
Tue	2	9	16	23	30	
Wed	3	10	17	24		
Thu	4	11	18	25		
Fri	5	12	19	26		
Sat	6	13	20	27		
Sun	7	14	21	28		

		May 2019				
Mon		6	13	20	27	
Tue		7	14	21	28	
Wed	1	8	15	22	29	
Thu	2	9	16	23	30	
Fri	3	10	17	24	31	
Sat	4	11	18	25		
Sun	5	12	19	26		

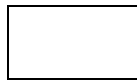
		June 2019				
Mon		3	10	17	24	
Tue		4	11	18	25	
Wed		5	12	19	26	
Thu		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

		July 2019				
Mon	1	8	15	22	29	
Tue	2	9	16	23	30	
Wed	3	10	17	24	31	
Thu	4	11	18	25		
Fri	5	12	19	26		
Sat	6	13	20	27		
Sun	7	14	21	28		

		August 2019				
Mon		5	12	19	26	
Tue		6	13	20	27	
Wed		7	14	21	28	
Thu	1	8	15	22	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24	31	
Sun	4	11	18	25		



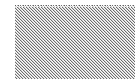
School Holiday



Bank Holidays and Weekends



Pupil Day



Training Day



Week A and B

We work on a 2 week timetable: week A and B and lessons are different in each week. Students need to know which week is A or B, to ensure they prepare and arrive for the correct lessons.

Autumn Term 2018

Wednesday 5 September	-	Friday 7 September	A
Monday 10 September	-	Friday 14 September	B
Monday 17 September	-	Friday 21 September	A
Monday 24 September	-	Friday 28 September	B
Monday 1 October	-	Friday 5 October	A
Monday 8 October	-	Friday 12 October	B
Monday 15 October	-	Friday 19 October	A

Half-Term

Tuesday 30 October	-	Friday 2 November	B
Monday 5 November	-	Friday 9 November	A
Monday 12 November	-	Friday 16 November	B
Monday 19 November	-	Friday 23 November	A
Monday 26 November	-	Friday 30 November	B
Monday 3 December	-	Friday 7 December	A
Monday 10 December	-	Friday 14 December	B
Monday 17 December	-	Wednesday 19 December	A

Spring Term 2019

Monday 7 January	-	Friday 11 January	B
Monday 14 January	-	Friday 18 January	A
Monday 21 January	-	Friday 25 January	B
Monday 28 January	-	Friday 1 February	A
Monday 4 February	-	Friday 8 February	B

Half-Term

Monday 18 February	-	Friday 22 February	A
Monday 25 February	-	Friday 1 March	B
Monday 4 March	-	Friday 8 March	A
Monday 11 March	-	Friday 15 March	B
Monday 18 March	-	Friday 22 March	A
Monday 25 March	-	Friday 29 March	B
Monday 1 April	-	Friday 5 April	A

Summer Term 2019

Wednesday 24 April	-	Friday 26 April	B
Monday 29 April	-	Friday 3 May	A
Tuesday 7 May	-	Friday 10 May	B
Monday 13 May	-	Friday 17 May	A
Monday 20 May	-	Friday 24 May	B

Half-Term

Monday 3 June	-	Friday 7 June	A
Monday 10 June	-	Friday 14 June	B
Monday 17 June	-	Friday 21 June	A
Monday 24 June	-	Friday 28 June	B
Monday 1 July	-	Friday 5 July	A
Monday 8 July	-	Friday 12 July	B
Monday 15 July	-	Friday 19 July	A
Monday 22 July	-	Wednesday 24 July	B

THE SCHOOL DAY

Lessons start at 8.40am

Lessons finish at 3.10pm

You must be on site by 8.35am

Morning Session - 8.35am - 1.10pm

Start	End	
8.35		Warning Bell- you should be outside of your classroom at this time
8.40	9.40	Lesson 1
9.40	9.45	Movement time
9.45	10.45	Lesson 2
10.45	11.00	BREAK
11.00	11.05	Movement time
11.05	12.05	Lesson 3
12.05	1.10	Lesson 4

Lunchtime – 1.10pm - 1.45pm

Afternoon Session – 1.45pm - 3.10pm

Start	End	
1.45		Warning Bell
1.50	2.10	Afternoon Registration: Form Period/Assembly
2.10	3.10	Lesson 5

NOTE

The school day changes during examination periods to a 3/2 split with 3 lessons in the morning and 2 lessons in the afternoon. The lunch period changes to 12.05pm-12.40pm during this time, with a warning bell at 12.40pm.

Important Dates 2018-2019 for Year 11 Students

AUTUMN TERM

Sunday 7 October	Redborne Racing educational visit to Rockingham
7-11 October	French immersion visit to Rouen
Thursday 11 October	7.00 pm Opportunities in the Sixth Form Evening. Provisional choice form issued to students.
Sunday 14 October	Indoor Boot Fair
Thursday 18 October	Year 11 return Sixth Form provisional choice form
Wednesday 7 November	GCSE Maths and English Parents evening
w/c 19 November	Year 11 Charity Week
19-30 November	Exam Focus Fortnight
Friday 23 November	Reports, IEPs and Able, Gifted & Talented targets issued
Sunday 25 November	Indoor Boot Fair
28-30 November	7.00-9.00 pm School Production 'Teechers' – Drama Studio
3-14 December	Mock Examinations
Tuesday 18 December	7.00 pm Christmas Concert – Connolly Hall
Wednesday 19 December	School finishes at the end of Period 4

SPRING TERM

Friday 18 January	Sixth Form application form issued
Sunday 20 January	Indoor Boot Fair
Friday 25 January	Progress Checks and Able, Gifted and Talented targets issued
Wednesday 30 January	5.00-8.00 pm Parents Consultation Evening. Students are invited to attend.
Thursday 31 January	Final date for Year 11 to return Sixth Form application form

Note: Dates and information correct at time of going to print and subject to change

SPRING TERM

Thursday 7 February	Intermediate Maths Challenge -Year 10 & 11
8-16 February	Skiing Trip to Italy
Thursday 28 February	7.00 pm Battle of the Bands - Connolly Hall
Wednesday 6 March	GCSE English and Maths Parents Evening
Friday 8 March	Dance educational visit to 'Move It' Dance Convention, London
Sunday 10 March	Indoor Boot Fair
Thursday 21 March	7.00 pm Community Music Concert – Connolly Hall
Friday 22 March	Progress Check and Able, Gifted & Talented review issued
w/c 1 April	GCSE Music recording throughout this week

SUMMER TERM

Friday 26 April	Year 11 Leavers Photograph
Thursday 2 May	5.00 pm A*-A Celebration Evening
Wednesday 8 May	7.00 pm Jazz Café
13 May-25 June	GCSE Examinations
Friday 5 July	Year 11 Prom
Thursday 22 August	GCSE results

Note: Dates and information correct at time of going to print and subject to change

Extended Learning

Our extended learning policy can be found on our school website. It explains how and when we set work for students out of lessons.

What is the best way to work, both in and out of lessons, in year 11?

My advice to year 11 students:

Get into the habit of going back over class notes as often as you can. After Christmas, start making summary notes of topics but be methodical. This really helped me prepare for my exams.

Year 12 student, 2018

Study Club

Encourage your child to attend the study club, run from Monday to Thursday in the library. (Limited places available). It is staffed by paid and trained sixth form students. Thus we are able to offer individual support to students in a variety of subjects. For those students in receipt of pupil premium funding, if getting home is a barrier to attending, we may be able to provide taxi transport home. (See the information in the library section).

Expectations of all students in terms of independent learning

We expect all students to complete set work, but also to get into the routine of reviewing each lesson (see below). This forms the basis of upper school 'homework'. It is important both parents and student understand that there is always school work to be done. This is either independent learning or set work from a teacher.

After each lesson:

- Students should go back over work taught and check their notes are complete.
- Use a revision guide to look up topics that were not fully understood, or use BBC Bitesize or another site recommended by a subject teacher.
- **On a regular basis (at least once per month), make cue cards or mind maps of content covered and keep this in folders dedicated to each subject.**
- These folders can be kept at home or school. When it is time to prepare for exams, a set of revision cards will already have been made and these can be used to help with revision.

This forms the basis of all extended learning for our students and is a very effective way to learn. If additional reading or written work has been set, this should be completed by the deadline set. (This can be checked on the Show My Homework site. Both parents and students have received a personal login).

Extended Learning – how can I support as a parent/carer?

How parents and carers can best support their son or daughter

At school

- Ensure attendance at school and punctuality are 100% or as near as possible.
- Check the correct equipment is available for each day.
- Supply a bottle of water to drink. (Energy drinks are banned in school).
- Supply a snack and ensure lunch is eaten.
- Check the homework set by logging onto Show My Homework, and providing encouragement to complete work in good time.

At home

- Where possible, provide a quiet area to work, and discourage any use of social media whilst school work is being done.
- We suggest putting the mobile phone away. Students need to be able to concentrate without distraction.
- If space to work is tight at home, encourage your child to attend the afterschool study club in the library.
- Encourage your child to look through class notes and highlight key facts. These key facts can be put onto cue cards. (Buy from Tesco or WH Smith or make them by cutting up A4 card).
- Test your child on their cue cards; ask them to give 2 or 3 key facts learned each week and talk to them about these.
- Help your child to organise their class notes and keep their books and resources safe.

Please remember, the content and exams in the 3 core subjects (maths, English and science) have now been made much more challenging.

Extended Learning – how can I support as a parent/carer?

Knowing what homework is set

- Homework is given in most subjects, in addition to our expectations of students reviewing their learning. This will be published on the Show My Homework (SMHW) site.
- The link for SMHW is on our homepage. Students and parents/carers will be issued with their unique login at the start of term. This allows you to see the homework set for your own child, including when it is due in.
- If you lose the login, you can still access the site and search the homework set by any one teacher. You only need to know the name of the class your child is in, and this is shown on their timetable.
- Please help your child to manage their time; complete their set homework by the agreed deadline and complete independent learning to the best of their ability.

What happens if my child does not understand a homework or has lost the task sheet?

- They should see their class teacher as soon as possible, but at least 2 days BEFORE the work is due in, either in their lesson, at lunchtime or after school.
- Your child can also e-mail the teacher with their query. The child's form tutor will always be able to offer help and advice too.
- Students **should not** just turn up to the lesson saying they could not do the homework or have lost the task sheet.

It is essential to work outside of lessons on an ongoing basis. Leaving all revision until the exams may prove too much for some students.

Extended Learning – how can I support as a parent/carer?

English Study Skills

Reading regularly is the key to success in English. We would ask you to encourage your child to read on a regular basis. Reading every day would be ideal; even if it was for a short time. Ten minutes a day would really make a difference.

To support with their studies, your child can access their set texts through the e-library as follows:

Username

The student e-mail address up to, but not including the '@' e.g. 16andrewsmith

Password

The prefix 'Eng' followed by your exam candidate number e.g. Eng1234 There is no space between the prefix and your candidate number.

Here your child can do the following to support their class work and revise:

- Read and annotate their own copy of their set text in the e-library. They can even share notes and annotations with friends.
- Become familiar with their collection of poems – there are 15 in total. They can also organise them into groups, research the context and add notes on them. Alternatively, they could make a revision card for each poem.
- Highlight words with which they are unfamiliar and find the definition.

In class we do a lot of discussion work; as a parent you could support your child in the following ways:

- Ask about the texts they are reading:
 - Can the key points in the text be summarised?
 - How has the writer structured the text to make it interesting to read?
 - What is interesting about the characters?
- These questions help your child to think more deeply about what they are reading.
- Word games such as **Boggle** and **Scrabble** help to develop a wider vocabulary.

Read news stories and discuss current affairs.

Impromptu spelling tests of key vocabulary. Anything that practises and develops new vocabulary is a bonus. **Websites that we recommend are as follows:**

www.bbcbiteize use for poetry or language and www.sparknotes

Extended Learning – how can I support as a parent/carer?

Maths Study Skills

If your child does some independent maths learning (on top of their set maths tasks) every week, (we recommend 20 minutes, 3 times per week), then over 40 weeks this adds up to an extra 40 hours of maths per year.

This will have a really positive effect on progress made in maths, regardless of your child's ability when they start. This is an easy win. Please support this as good habits are best formed early.

See the table below for a list of online revision resources. We recommend:

Pearson ActiveLearn – www.pearsonactivelearn.com This is an online textbook resource that includes a number of exercises and videos on the whole GCSE course.	Login: School e-mail address Password: ChangeMe639
MathsWatch VLE – https://vle.mathswatch.co.uk/vle This has videos, interactive questions and worksheets on every topic of the new GCSE.	Login: School e-mail address Password: ChangeMe639
MyMaths – www.mymaths.co.uk	Login: redborne Password: factorise
Corbett Maths – www.corbettmaths.com This site has worksheets and videos for each topic. There is no login required for the site.	www.corbettmaths.com
GCSE Bitesize – www.bbc.co.uk/education Make sure you select Maths (2015 onwards).	www.bbc.co.uk/education
Redborne Maths Website – www.redbornemaths.co.uk This has a number of practice papers that you can print off and complete. All the solutions are on the site so you can mark the work yourself. You do not need to sign up, just login to the website.	Login: redborne@maths.co.uk Password: factorise

Extended Learning – how can I support as a parent/carer?

Science Study Skills

Revision guides and websites

- An older revision guide (from a sibling or friend) will be great, but unfortunately the syllabus has changed, so there may be gaps. If you do buy a new guide, the latest edition is the best one to buy.
- Use the free science lessons videos www.freesciencelessons.com to revise a topic when extra help is needed. Here you will find a series of 3-5 minute videos on most topics in the syllabus. Watch a topic and make revision cards. Learn the card content and ask to be tested on this. You can also teach topics to a friend. This is one of the best ways of learning key facts.
- **At least once per month** - students should summarise their class notes by making revision cards, mind maps or similar.

Keep these revision resources in a safe place to use when preparing for any tests.

Top tip for year 11 students:

There was so much science to learn. I used to watch the videos from free science lessons www.freesciencelessons.com and just listen and make notes of what he said.

Year 12 male student, 2018

All Subjects

You can find more resources for most subjects in Lessonstore. You can access Lessonstore directly on the school site, or via the [remote apps](#) page of the school website (log in with usual school username and password).

Uniform Regulations

Polo Shirt

White polo short sleeved shirt, with black striped ribbed collar.

Jumper

Black V-neck jumper with school badge.

Redborne Hoodie ***NEW FOR 2018***

We have introduced a Redborne Hoodie this year. This is the only hoodie which may be worn as part of our uniform. Please do not confuse this with the red hoodie that is to be worn for PE. (Non stock item allow 1-2 week delivery)

Skirt or Trousers

Girls can choose between the skirt or trousers that our stockist supplies:

- Girls knee length straight pencil skirt with black vent
- Girls black straight leg slim fit trouser

Boys trousers must be slim fit or regular fit that our stockist supplies:

- Boys flat front, slim fit trousers
- Boys single pleated, regular fit trousers

Shoes

Plain black with flat or low heels. Please see additional notes below.

Socks / Tights

- Plain black or white socks
- Black or natural coloured tights.

Outerwear

Coats (front fastening) may be worn on top of the uniform. The only hoodie which may be worn is the black Redborne Hoodie.

Bag

Big enough to accommodate basic equipment, e.g. exercise and text books.

Equipment:

- Pen
- Pencil
- Ruler
- Planner
- Calculator
- A pair of compasses
- Pencil case
- Rubber
- Colouring pencils
- Protractor
- Set square

Uniform Regulations

Please note the following:

- Trousers and skirts must be bought from our stockist
- We have a selection of good quality second hand uniform in our school shop
- Skirts are to be worn on the knee
- Nail varnish, if worn, must be neutral in colour and nails must be short in length
- Inappropriate or excessive make-up is not permitted
- Extreme hair colour or styles are not permitted
- Body piercing is not permitted, e.g. nose studs. This includes clear studs and retainers
- Excessive jewellery, including earrings with hoops larger than a 5p piece, are not permitted
- Trainers, boots and backless shoes are not permitted. Some shops sell 'uniform' school shoes that are not allowed at Redborne – if in doubt, please check with us before buying
- Hoods must be worn down at all times and hats are not to be worn in the school buildings
- Caps are not permitted.

Stockist

- School Shop (Via North Reception) – Tel. 01525 842654, e-mail stevahobson@redborne.com
Opening hours: 5 days a week during term time only between 10.00am and 3.30pm Monday to Thursday and between 10.00am and 3.00pm Fridays.
- The uniform order form can also be found on the school website – www.redborne.com and orders can be placed via Wisepay using the link on the website. For login details please contact the school shop or finance office.
- School Stockist (excluding PE kit) – Prestige Design & Workwear Ltd, 46-48 High Street, Flitwick, Beds, MK45 1DX, Tel. 01525 716558

PHYSICAL EDUCATION KIT (to be used for all PE lessons)

Girls' Kit

Red and black Redborne girls Encore Polo Shirt*

Red Redborne unisex Encore Hoodie **

Black and red Redborne unisex Encore Shorts

and/or Black and red Redborne Encore Skort

and/or black Encore Leggings all with Redborne logo *

Red and black Redborne unisex Encore Training top

Red football socks

White sports socks

Black long sleeved base layer

Shin pads (for football/hockey)*

Suitable trainers/Astros *

Gum shield (recommended for hockey)

* Compulsory items

** Non stock item 3-4 week delivery

Boys' Kit

Red and black Redborne unisex Encore Polo Shirt*

Red Redborne unisex Encore Hoodie**

Black and red Redborne unisex Encore Shorts **and/or** black Encore Training Trousers all with Redborne logo *

Red and black Redborne unisex Encore Training Top

Red football socks

Football boots

White sports socks

Suitable trainers / Astros *

Shin pads (for football / hockey)*

Gum shield (recommended for rugby)

Black long sleeved base layer

All jewellery should be removed for PE

Essential equipment

We cannot stress enough how important it is that students arrive to each and every lesson fully equipped. It wastes valuable learning time if students do not have the required equipment and we view this very seriously.

Whatever their age, please check your child's kit on a regular basis.

What essential equipment is needed for school every day?	
2 pens (black or blue)	Calculator – Casio fx-85GT or fx-83GT Or Aurora AX-595TV (sold in school shop)
2 pens (red or green)	
Pencil and rubber	A bag large enough to carry books and stationery
Pencil case (to avoid losing kit)	Water bottle (energy drinks are banned and will be confiscated)
Colouring pencils	Snacks and lunch or money to buy food
Ruler	
Set square	
Protractor	

All of the stationery above can be bought in the school shop.

If you prefer not to use the school shop, the maths equipment can be bought very cheaply as a set from most supermarkets. All of the above is essential. It is not possible to access all of the maths curriculum without a calculator, protractor and set square.

Financial assistance

We are able to consider any requests for financial support to purchase essential equipment, or to take part in activities or trips. These should be made in writing to the school office, or via e-mail to Mr D McGuigan, Assistant Headteacher on stdanmcguigan@redborne.com. All requests will be treated in confidence.

Prohibited Items

The following items should not be brought to school	
Alcohol	Skateboards/scooters
Chewing gum	Screwdrivers and other tools
Illegal drugs	Weapons including knives and blades
Bluetooth speakers	Smoking materials including: matches, lighters, electronic, herbal and all other types of cigarettes
Laser pens	
Corrosive chemicals	

Mobile Phones

Students at Redborne are permitted to be in possession of and use mobile phones freely at school during break and at lunchtimes. However, during lessons, tutor periods and other supervised sessions, mobile phone use is not allowed. On occasions, a teacher may permit phone use, for example as a research tool or to record homework set. The recording of staff or other students is not permitted.

When mobile phones are used in lessons without permission, students can expect their mobile phone to be confiscated for the rest of the school day. Please do not text or call your child during lesson times and expect a reply at that time.

When a student has his/her mobile confiscated in a lesson the following will apply:

- **1st occasion**
Mobile phone confiscated in the lesson and entered in a log.
- **2nd occasion**
Mobile phone confiscated in the lesson, entered in a log and a letter sent home informing parents that a phone has been confiscated for a second time.
- **3rd and subsequent occasions**
Mobile phone confiscated in the lesson, entered in a log and a letter sent home informing parents/carers that a phone has been confiscated again and an instruction that the mobile phone will need to be submitted at reception on the morning of a given day. This length of time will increase with the number of subsequent confiscations.

We look forward to your support in this matter and therefore encourage the younger generation to use their mobile phones responsibly.

The Library

The library is a quiet, calm and relaxed area for the students to work independently during their break, lunchtimes and study periods (Sixth Form). The library is open before and after school - food and drink are not permitted in the library during these times.

Mobile phones and electronic listening devices are not permitted in the library. However, if occasion arises, they may be used if permission has been given.



General opening times:

Monday to Thursday	8am-4.30pm
Friday	8am-3.30pm



Study Club

The afterschool study club has been set up to provide opportunities for students to get extra support and tutoring with their school work, homework and revision.



We have appointed and trained a team of sixth formers who work as learning mentors, providing one to one tutoring or support to individuals and small groups as appropriate, supervised at all times by Mrs Randhawa. Students work on core subjects or other subjects that have been identified as a priority, using their own resources, textbooks or digital resources. They can also get advice on organisation and study skills.

The study club runs in the library after school (Monday to Thursday, 3.15pm to 4.30pm) and light refreshments are provided.

In situations of financial hardship, or for pupil premium students, we may be able to supply a taxi home for students who would otherwise not be able to attend. Please contact Mr D McGuigan if you would like to discuss this. stdanmcguigan@redborne.com

For more information on all of the above, please contact Mrs Randhawa (stvrindhawa@redborne.com) or visit the library (we are based in South School).

Careers Guidance

What is careers education information, advice and guidance?

Students need to be given information on a range of choices to help them make well-informed, realistic decisions about their future options in education, training and employment. This information should be independent, impartial and in the best interests of the student.

What is careers information?

Good careers education will support students choosing GCSE options, improve motivation, raise aspirations and encourage engagement in education. We can offer this.

At Redborne we have a structured careers programme for each year group to support student decision making and choices at different stages of their education.

- Students have the opportunity to have a careers meeting. Parents are welcome to attend.
- Throughout the year there are presentations, workshops and lunchtime activities.
- Planning for the future is included in Personal Wellbeing lessons.
- Employers come into school to motivate and inspire, helping students understand the skills they will need for the future.
- Labour market information is shared with students so they understand where employment opportunities are and areas of growth.
- A range of careers related trips are organised across the school curriculum.

We encourage extra-curricular activities and volunteering so students make the most of the opportunities available to them. This also allows them to have relevant information to include on college/sixth form/apprenticeship and university applications.

What can you expect?

- The opportunity to think about where you are now, where you want to be and how you are going to get there.
- The use of interactive careers software to help you start exploring your future.

Careers meetings to discuss options and choices are with our qualified careers advisor.

Students can request a meeting via their form tutor, or other member of staff, or self-refer using the request box in the library .

- The meetings take place in the careers office, situated at the back of the school library.
- At the end of the meeting every student is given an action plan.
- Students are encouraged to take ownership of their plans and understand the importance of impartial careers support.

We are currently in the process of appointing a new careers advisor for October 2018.

Redborne School Council

Each year has a year team council with representatives from each form. These councils meet to discuss issues raised within the year group, organise social events and plan the charity week that is associated with that year. The year councils are supervised by a member of the year team, usually an assistant head of year.

Elections to the school council take place in the first half of the autumn term and the students vote for two senior students to represent them. This year, to reflect our growing numbers we have three senior students. Meetings take place weekly at lunchtimes on a day that suits the council best, and are chaired by the three senior students, with Mr Gray and Ms Brennan in attendance to represent the staff.

This year the council finalised plans to upgrade the Culcheth Centre and worked with staff to develop the Redborne achievement award. In addition, they continued to focus upon improving the range of food in the canteens at both break and lunchtime; always a popular topic!

Currently, the school council are working to improve communication between them and the rest of the student body. Also, they are working hard to prepare suitable questions for their role in the new headteacher interviews.

Council members are often called upon to represent the school when meeting external visitors. The council representatives from Year 12 also serve as deputy senior students.



Mr S Gray
Acting Headteacher



Ms N Brennan
Assistant Headteacher

Pupil Premium

Starting at Redborne

We have developed strong links with our middle school partners and, as a result, we have created a robust system for the handover of information about students. This means that before the end of Year 8 we have detailed information on all students that are planning to join us, including details of those who qualify for Pupil Premium.

Once the students start at Redborne it is our aim to provide Pupil Premium students with every opportunity to make good progress and fulfil their potential; we will do our best to facilitate this over the coming years.

How is Pupil Premium used?

The best way to ensure that students fulfil their potential is through high quality teaching provision. Interventions should ideally take place in the classroom although a range of strategies may be required for some students which are carefully targeted for maximum impact.

This means that each Pupil Premium eligible student at Redborne receives a unique provision; however to give some idea of how we use the funding:

- English and maths are provided and have additional staffing to reduce class sizes for groups containing large numbers of pupil premium students
- Only highly qualified and specialist teachers are appointed to deliver lessons
- After school mentoring and study club is provided all year round
- Study skills days are arranged to boost performance in particular subjects
- Small group tuition is provided in English
- Up to 6 hours per week of 1-2-1 tuition in year 11 in preparation for exams
- Support from professional counsellors

There are many other means of support from equipment to revision materials available, it really does depend on the needs of the student.

Is your child eligible for Pupil Premium?

There are a number of indicators for Pupil Premium eligibility, these include those who:

- are eligible for free school meals or who have claimed them in the last 6 years;
- have been adopted from care in England;
- have left care under a Special Guardianship Order or under a Residential Order;
- have a parent currently serving in the armed forces.

In order to be eligible for free school meals the parent(s)/guardian(s) of the pupil must receive one of a range of qualifying benefits. For more information on this please either visit the Central Bedfordshire website (<http://www.centralbedfordshire.gov.uk/benefits/free-school-meals/qualifying-benefits.aspx>) or contact the school.

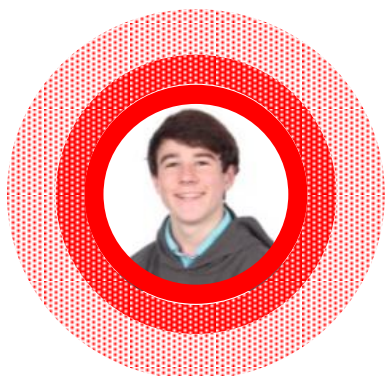
Finally...

Every student is unique and brings their own character, skills, abilities and needs to Redborne and, as a true comprehensive, we welcome you all. As Assistant Headteacher with responsibility for Pupil Premium I look forward to helping your son/daughter during their time at Redborne but in the meantime if you have any queries please do not hesitate to contact me, Mr McGuigan, on stdanmcguigan@redborne.com

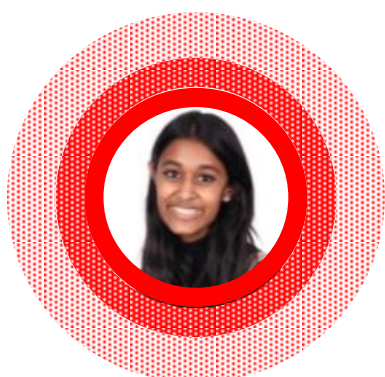
Senior Students

Each year Redborne hold elections to elect three Senior Students. They are seen as role models to all of our students and it is a role which carries great prestige and respect.

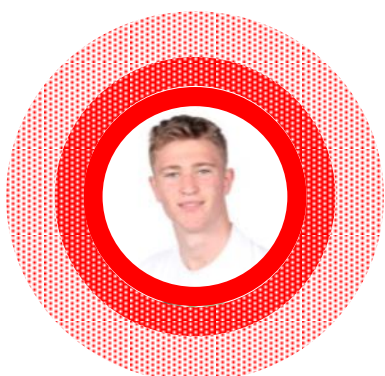
Our Senior Students 2018-19 are Charlie Galvin, Roshni Patel and Adam Shelley.



Redborne has so many clubs and opportunities for you to take part in during your final year. This is the year to really focus and recognise the support you have around you, such as the mentoring schemes after school and the wonderful staff that will stand by you for you to achieve the best grades possible. However, remember to enjoy the year too because no matter how well you do, nothing is worth getting too stressed over. Good luck!



Well done on surviving your first year of GCSEs! The final year of GCSEs will be hard work, I can guarantee that, yet you are all capable of achieving your potential. At the end of the day, you may have the most dedicated teachers or the most supportive parents, but none of this will matter unless you fulfil your own responsibilities as only you can put in the hard work it takes to succeed! Make sure to be resilient over the next year and it will definitely pay off on results day in 2019. There is no better feeling than opening the results you wanted and worked hard for. This year can open up so many opportunities for the future, and it's only a year – so just knuckle down for now and you'll be grateful for it in years to come. Nevertheless, you need to find a work-life balance so do look after your mental health by taking time out for yourself during this stressful period!



With the passing of year 10 you approach, for some of you, your final year at Redborne and with this comes your GCSEs. My best advice for facing this is not to panic! Put yourself into a good position by planning a revision timetable as this will not only help you to manage your time, but also help in finding that extra bit of motivation you need to get on with it. Also you shouldn't forget that at Redborne you are surrounded by an excellent and driven staff team, who will give you everything to help you in preparing for your upcoming exams. Do not hesitate in asking for help as these exams only come once! I look forward to hearing how successful you all are come results day.

Important Information

Medical arrangements

Mrs Jeffrey has overall responsibility for the administration of first aid in the school and is assisted by a number of qualified first aiders. She is based in the North School reception and is in school throughout the day. In the case of illness, students should report to either North or South reception. **Students should refrain from contacting parents or carers;** staff will call should collection be required. As the school has a duty of care, students are only allowed home accompanied by an adult and authorised by a parent or carer.

In the case of serious illness or an accident, Mrs Jeffrey, or a first aider, will arrange for the student to be referred to a local hospital. Every attempt is made to contact parents or carers by telephone at home or via the emergency contact number.

Please ensure that your contact details are accurate and that the school is informed of any changes.

Students may carry a maximum of two analgesic tablets, for example paracetamol or ibuprofen, and should not give these to anyone else. The school does not provide pain relieving medication. If your son or daughter is required to bring any other medication to school, or there are medical matters you wish the school to be aware of, please inform your child's tutor in writing.

Our School Nurse is Kate Hillson, based at Highlands Medical Centre Flitwick, telephone number 01525 631245.

Parents' rights to remove their child from religious studies

Section 389 of the Education Act 1996 gives parents the right to request that their child is removed, either wholly or partly from religious studies or collective worship or both. Please write to the Acting Headteacher, Mr Gray, indicating the nature of your request.

School Canteen



We have a canteen in both North and South school buildings. Breakfast is available in the North School canteen 8.15am to 8.35am. At lunchtimes we offer a selection of hot and cold food, fruit, biscuits and drinks in both canteens.

Sample Price List

Meal of the Day

Main course + dessert - adult	£3.00
Main course + dessert - student	£2.60
Main course – adult	£2.40
Main course – student	£2.00

Other Dishes

Baked Potato + Filling	£1.60
Beef Curry	£1.60
Sweet Chilli Chicken	£1.60
Chicken Wraps	£1.60
Bbq Chicken Legs	£1.60
Pizza Pin Wheels	£1.60
Pasta Bake	£1.60
Pasta Pronto	£2.00
Quiche	£1.60
Sweet And Sour	£1.60
Toad In The Hole	£1.60

Snacks

Bacon + Cheese Roll	£1.70
Sausage Roll	£1.00
Chips	£1.20
Small Bacon Roll	£0.80
Pasta	£1.00
Pizza In A Box	£2.00
Pizzini	£1.40
Chicken Ciabatta	£1.70
Pizza Toasties	£1.00

Sandwiches

Panini	£2.20
Sandwiches from	£1.50
Baguettes from	£1.80
Cold Pasta Boxes	£2.40

Fruit

Fresh Fruit	£0.60
Yogurt	£0.60

Biscuits

Triple Choc Shortbread	£0.90
Shortbread Homemade	£0.70
Iced Sponge	£0.80
Pain Aux Choc	£0.80
Flapjack	£0.80

Drinks

Bottled Water	£0.50
Flavoured Milk	£0.50
Orange Juice	£0.50
Milk	£0.50
Omj Cans	£0.70
Volvic Water	£0.80

The school is introducing cashless catering in 2018. Termly payment for a set meal is available. Information and prices correct at time of going to print and subject to change.

FAQ - everything you need to know but did not like to ask...

Question	Answer
What's the best learning tip for me?	Aim to review class notes and revision guides for each subject on a <u>regular</u> basis. Starting early will only improve your progress.
Can I bring valuables into school?	You should not bring anything into school that you do not wish to lose. You are responsible for your own valuables. During PE lessons all valuables, including money, MUST be handed in at the start of the lesson.
Can I wear a hoodie?	The only hoodie you can wear is the Redborne hoodie. If you wish to wear an extra layer in cold weather, it must have a zip or buttons so that the Redborne uniform can be seen underneath.
Can I bring a bike to school?	Yes. Bike racks are available for use in North and South school. Their location is on our map. You should wear a bike helmet.
How do I get a place at study club?	E-mail or see Mrs Randhawa in the library, or see Mr McGuigan or Ms Brennan.
Do I have to attend a detention if I can't get home?	Yes. Your parent/carer has to organise your transport home. It may be possible for you to reorganise with the teacher concerned, but it is at their discretion.
I was away. Do I need to complete the homework?	Come on – you are year 11! Of course you do. It is expected that you copy up all missed work; find out what the homework was and complete it. It is not up to the teacher to do this for you.
Can I wear nail polish or have gel/shellac/false nails?	Yes, BUT , only if it is in neutral colours and nails are short in length. No bright red, orange etc. So, keep the coloured gel nail appointments for the long holidays.
Can I have back any item that is confiscated?	If it is a prohibited item, then a parent/carer must call into school to collect it from the office. Otherwise, this is usually collected at the end of the day from the school office as directed by the staff member who confiscated it.
Can I chew gum?	Chewing gum is banned in all places, at all times in school.