



**FAMILY HANDBOOK 2019-20**



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# WELCOME TO THE SWAN

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We believe that students should leave The Swan School having achieved more than they ever believed possible, and with the qualifications, skills, and confidence to achieve even more in the future. We also believe they should leave with happy memories, plenty of friends and a sense of responsibility for their community. We plan to send every student out into the world with an understanding of the way it works and the empathy and drive to make it better, in whatever way they can.

To achieve this ambitious vision, we focus on four key values that are at the heart of everything we do:

**Integrity** - We do the right thing because it was the right thing to do, not because we are worried about being caught.

**Ambition** - We strive to be the best we possibly can be and have the highest expectations of what we can achieve.

**Dedication** - We recognise the importance of hard work. We work hard to achieve our ambitious goals and keep going even when things are difficult

**Kindness** - We look after ourselves, others, and our community, treating others the way we would like to be treated ourselves.

Our partnership with parents and carers plays a crucial role in ensuring students achieve at the highest level. Often parental involvement in a child's education reduces when they reach secondary school. We are committed to ensuring that does not happen. Regular communication with parents is incredibly important to us.

Working with parents and presenting young people with common expectations at home and at school is key to our success. This handbook is therefore an essential document in helping you understand our standards and approach so we can ensure that your child gets the most out of the opportunities we provide.



*Kay Wood*  
*Headteacher*

## KEY STAFF

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### Senior Leadership Team

Kay Wood - Headteacher (Geography)

James MacNaughton - Deputy Headteacher (Maths)

Michael Higgs - Assistant Headteacher (PE)

### Teaching Staff

Harriet Hinze - Subject Leader - English and Literacy

John Maulkerson - Subject Leader - Maths and Numeracy

Jessie Shakespeare - Subject Leader - Science

Robert Davis - Subject Leader - Society and Culture

Veronique McCoy - Teacher of MFL (French and German)

Katrina Playford - Teacher of Music

### Support Staff

We have a number of education and administrative support staff to ensure that our students get the best possible school experience.

# TERM DATES

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Term	Start	End
1	Monday 9th Sept	Thursday 24th Oct
	<b>Other dates to note:</b> 2nd-6th Sept - staff induction 9th-13th Sept - student matriculation Thurs 17th Oct - progress check afternoon	
<b>Holiday</b>	Friday 25th October to Tuesday 5th November	
2	Wednesday 6th Nov	Wednesday 18th Dec (half day)
	<b>Other dates to note:</b> Mon 2nd Dec - data and planning day Wed 11th Dec - parent day	
<b>Holiday</b>	Thursday 19th December to Friday 3rd January	
3	Monday 6th January	Friday 14th February
	<b>Other dates to note:</b> Fri 14th Feb - progress check afternoon	
<b>Holiday</b>	Monday 17th February to Friday 21st February	
4	Monday 24th February	Friday 3rd April (half day)
	<b>Other dates to note:</b> Mon 23rd March - data and planning day	
<b>Holiday</b>	Monday 6th April to Friday 17th April	
5	Monday 20th April	Friday 22nd May
	<b>Other dates to note:</b> Friday 8th May - early May bank holiday	
<b>Holiday</b>	Monday 25th May to Friday 29th May	
6	Monday 1st June	Friday 17th July (half day)
	<b>Other dates to note:</b> Wednesday 3rd June - progress check afternoon Mon 6th July - data and planning day Consultation afternoons w/c 22nd June (no extended day)	
<b>Holiday</b>	Monday 20th July to Friday 28th August	

# DAILY SCHEDULE

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Lessons run from 9.15am to 4.40pm on Monday to Thursday with an earlier finish (3.50pm) on Fridays.

Please note that school will close early for students on Progress Check Afternoons.

Time	Activity
8.15am	School opens. Breakfast club and study space open for students.
9.10am	All students on-site
9.15-10.15am	Lesson 1
10.15-11.15am	Lesson 2
11.15-11.30am	Break
11.30-12.30pm	Lesson 3
12.30-1.10pm	Tutor time / Assembly
1.10-1.50pm	Lunch
1.50-2.50pm	Lesson 4
2.50-3.50pm	Lesson 5 Wednesday - Electives Friday - Independent Study
3.50-4.40pm	Lesson 6 Monday, Wednesday - Electives Tuesday, Thursday - Independent Study

# HOME SCHOOL AGREEMENT

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## **The school will ensure that:**

- We provide a safe and supportive environment for students to enjoy learning and achieve more than they ever believed possible.
- Students have the best possible education by providing a suitable, challenging curriculum and individual support as needed.
- We set challenging targets for students to aspire to and review them regularly.
- We provide regular information about students' progress for parents.
- We contact home to praise and reward students' success.
- We contact home if there are concerns about a student's behaviour, effort, or attendance.
- We inform parents for all detentions via our Parent Portal and contact home for any after school or Friday detentions.
- We provide opportunities for parents to discuss their child's progress with teachers and other professionals.

## **Parents will ensure that:**

- Their child attends every day, on time, unless they are ill.
- Their child wears the correct uniform and has the correct learning equipment needed for the day, including PE kit.
- They support the school's policies on behaviour and uniform, including same day sanctions when needed.
- They provide a suitable environment for their child to work at home.
- Their child completes their homework on time and to the highest standard.
- They attend consultation appointments and Parent Days to discuss their child's progress and any other meetings arranged with their consent.
- They encourage their child to try a broad range of enrichment activities from those on offer.
- They read and sign their child's Student Planner every week.
- Their contact details are up-to-date and they let the school office know if their details change.

## **Students will ensure that they:**

- Work hard and expect to learn in every lesson and additional activity.
- Attend regularly, arrive on time, wearing the correct uniform with the correct equipment.
- Follow the school's rules at all times.
- Show integrity by making positive choices about their behaviour, even when unsupervised.
- Complete all homework to the highest standard and hand it in on time.
- Be polite and respectful to adults and other students at all times.
- Look out for one another and let an adult know if they or another student is in need of support.
- Respect the school's buildings and equipment and leave rooms tidy after using them.
- Keep their Student Planner up to date.



## ACCELERATED LEARNING

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We fundamentally believe that ALL of our students can achieve great things and we do not think it is fair to have lower expectations of some students than others. However, we do recognise that some children struggle more than others to make progress so it is our job to help them overcome their challenges.

As a school, we support children who are falling behind in five main ways:

- Having the highest expectations for all students and not making excuses for some.
- Instilling the value of Dedication - we constantly remind our students of the importance of hard work in overcoming challenges.
- Making sure that all our staff are aware of individual children's learning needs and effective strategies that can be used to support them.
- Investing time for teachers to identify misconceptions and 're-teach' in order to close learning gaps
- Teachers and Accelerated Learning Champions delivering well planned interventions to individual or small groups of students and monitoring the impact of these interventions. The aim of these sessions is to ensure that students catch up and can excel in their core curriculum lessons.

## ASSESSMENT

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Swan students are assessed regularly both to help teachers check what students have understood and to help students consolidate their knowledge through 'retrieval practice'.

There are two main types of assessment:

- Regular, informal, low-stakes testing. An example of this might be multiple choice knowledge quizzing.
- Formal assessments three times per year for which students will be given a percentage. Scores for these assessments are sent home to parents.

## ATTENDANCE AND PUNCTUALITY

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Excellent attendance is essential if students are going to achieve more than they ever believed possible. We expect all students to have at least 97% attendance. The Swan School works with parents to ensure that we meet our ambitious attendance targets. Parents play the most significant role in ensuring excellent attendance and punctuality. We therefore ask parents to:

- Refrain from organising family holidays during term time. The headteacher reserves the right to refuse permission for student

absence during term time.

- Arrange medical and other appointments outside of school hours where possible.  
*\*If your child MUST attend an appointment during school hours, please provide an appointment card or medical note.*
- Contact the school on the first day of absence, explaining the reason and expected length of absence.  
*\*if your child is absent for longer than three consecutive days, medical evidence should be provided.*

Students with lower than 90% attendance are classed as 'persistent absentees' and may be issued with a penalty notice (fine).

Lateness to school will result in an automatic same-day lunchtime detention.

## BEHAVIOUR EXPECTATIONS

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(See also Detentions)

We place a great deal of importance on developing the personal and social skills young people need in order to function well as positive citizens. The school therefore expects the kind of standards of behaviour that would be expected in any professional workplace. The Swan should have a calm, purposeful environment to work and learn; we will not tolerate any behaviour that disrupts learning or makes any member of our community feel unsafe.

All of our school rules are related to our values of ambition, dedication, integrity, and kindness, and we take the time to clearly explain our expectations to our students.

We believe that children should understand that there are consequences associated with poor behaviour. We therefore have a clear set of sanctions that are applied calmly and consistently by staff. We aim to treat all students the same and do not accept excuses for rule-breaking. We ask parents to support us in upholding our rules so that every child can succeed.

Please see our Detentions section for more information about how and why detentions may be given as a sanction.

You can our Behaviour Improvement Pathway on our website for school guidance regarding sanctions.

## BULLYING

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Every student and member of staff has the right to feel safe and happy in school. We therefore have a zero tolerance approach to all forms of bullying. We encourage all students to challenge bullying and report incidents, both inside and outside school, to a member of staff who will tackle it promptly and sensitively.

If you have any concerns about bullying, please contact your child's tutor in the first instance.

## COMMUNICATIONS

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The vast majority of our communication is via our Parent Portal - it is a quicker, more reliable, and more sustainable way to get important information to you. It is essential that you sign up for the Portal as information such as progress reports, trip letters, and detention notifications will not be sent home by any other means. Staff may also telephone or email in cases of emergency or to have a more detailed conversation.

It is vital that we have accurate contact information for all of our students and parents. Therefore, we ask you to regularly check that your contact details are up-to-date and to inform the school of any changes.

## COMPLAINTS PROCEDURE

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It is the school's intention that you and your child experience the highest quality of service, educational provision.

If you have any concerns about the quality of our provision, please contact the school office who will put you in touch with the relevant member of staff, for example your child's subject teacher or Subject Leader for a concern about a particular lesson.

If the issue is not resolved, your concern will then be referred to a member of the senior leadership team or headteacher. If the complaint is about school policies as determined by the governing body or the actions of the governing body, then the matter will be dealt with by the Chair of Governors or a Governor nominated by the Chair.

The full complaints procedure for formal complaints can be found on the River Learning Trust website: [www.riverlearningtrust.org](http://www.riverlearningtrust.org).

## CONFISCATED ITEMS

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If students are found with any items that are not permitted in school, they will be confiscated and the child will receive a suitable sanction. Confiscated items will be returned at the end of the term.

## CONSULTATION WEEK

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Consultation week gives parents a chance to meet with their child's tutor, co-tutor, or a senior member of staff. Students will lead the meetings by sharing what they are proud of having achieved during the year. These meetings are an opportunity to reflect on how the year has gone and to set targets to achieve even more in the following year.

There will be no electives or independent study periods during consultation week as appointments are scheduled between 4 and 5.30pm.

# CURRICULUM

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Our curriculum is tailored to provide a rigorous academic education. We have the highest expectations of what students will learn and will encourage them to learn quickly and securely, while being sympathetic to all abilities.

The subjects we teach are broadly traditional, but all students will be motivated to stretch themselves beyond what is normally expected in English, mathematics, sciences, French, history, geography and religious education. Alongside this, and seen as of equal value, is their learning in art, design and technology and music, in which they are taught to both appreciate the achievements of others and to develop their own creative abilities. In all subjects, the emphasis is on expertly-designed learning, with high levels of structure. There will be absolute clarity for all on what students are expected to know and do at each point. No time will be spent on tasks that don't move students on.

In year 1, the number of periods per fortnight for each subject are:

English - 8	Geography - 3	Music - 4
Maths - 8	RE - 3	Art/Design - 2
Science - 8	French - 4	Electives - 6
History - 3	PE - 4	Independent study - 6

## CYCLING

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See Sustainable Travel

## DETENTIONS

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(See also Behaviour)

Detentions are one possible consequence for not meeting our expectations of behaviour. At The Swan, we have three types of detention:

- Lunchtime detention (20 minutes) - these are given to any student who receives two or more de-merits in a 24 hour period. Certain types of behaviour, for example lateness to school will also result in a same-day lunchtime detention. Students will be reminded that they have a detention during tutor time on the day of the detention.
- After school detention (30 minutes) - any student who repeatedly disrupts the learning in a lesson will be immediately removed from lessons for a 24 hour period. The student will also receive an after school detention on the same night.
- Friday SLT detention (1 hour) - these will be given in cases of serious or repeated poor behaviour and must be approved by a member of the senior leadership team.

You will be informed via our Parent Portal if your child has a detention. In the case of an After School or Friday detention, a member of staff will also call home to discuss what has happened.

Failure to attend a detention will result in an automatic internal exclusion.

## EDUCATIONAL VISITS

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Educational visits are a valuable way that we can enhance both our core curriculum and electives programme. We ask all parents to complete a consent form during the enrolment process to allow their child to take part in 'routine visits' during the school day but we always seek additional consent if a trip takes place outside of normal school hours or involves any additional risk.

Some educational visits will incur an additional charge in order for them to be run. For visits during school hours, this charge is voluntary, however it should be noted that the visit may not be able to go ahead if a sufficient level of funding is not met. We hope that finance should not be a barrier to any child participating in a valuable educational experience, we therefore have bursaries available to support in these circumstances. Please contact the school office to find out more.

When on educational visits our students represent the school and we therefore expect the highest standards of behaviour. Students who repeatedly fail to meet our high expectations may not be permitted to take part in some educational visits.

## ELECTIVES

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We believe that enrichment activities are so important for children's personal and social development that they should be an entitlement for all, not a privilege for some. We are able to offer a range of enrichment activities during our 'electives' from academic classes such as Mandarin, to sports, and volunteering.

We have two electives slots each week - on Monday and Wednesday afternoons. Students will choose new elective activities every 12 week cycle, meaning that they get to try six different activities over the course of the year.

## EQUIPMENT

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We expect students to arrive at school fully equipped and ready to learn. They must have the following items of essential equipment with them at all times:

- Clear pencil case containing at least: 2 x black/blue pen, green pen, 2 x pencil, rubber, sharpener, ruler, calculator.
- Student planner
- Reading book
- Homework jotter

Equipment will be checked every school day and students missing any equipment will be sanctioned. Spare equipment may be purchased from the school office at cost price.

# EXCLUSIONS

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The school makes every effort to ensure that the learning environment meets the needs of all students taking into account their individual needs and circumstances. However, if it is considered that a student's behaviour in the school or community is unacceptable, the headteacher reserves the right to remove privileges and exclude students either internally or externally from their peers or from the academy as a whole.

# FAMILY DINING AND FOOD

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All Swan School students and staff eat together as part of our family dining experience, developing social conversational skills and taking responsibility for different aspects of the service. All meals include vegetables and dessert. They are designed to be as healthy, tasty, and environmentally sustainable as possible. Sample menus can be found on our website.

Meals cost £2.60 per day, unless you are eligible for free school meals, and are paid for using our cashless system on Parent Portal..

Free porridge is available for all staff and students at the start of the day. Other snacks are available to purchase during breakfast club (from 8.15am) and at breaktime and are paid for using our cashless system.

Students are not permitted to bring any food items into school. If a student brings in anything forbidden by the school, items will be confiscated and the student given a sanction.

# FINANCE

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The Swan uses a cashless system to remove the possibility of loss or theft of money from students. The payment function on our Parent Portal allows parents to top up their child's account so that they can purchase snacks at break/breakfast or pay for specific things such as trips or tickets.

We hope that finance should not be a barrier to any child participating fully in school life, we therefore have bursaries available to support in these circumstances. Please contact the school office, to find out more.

# FREE SCHOOL MEALS

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Do you know if you are eligible for Free School Meals? All students benefit from a hot meal every day as part of our family dining service; this includes students eligible for free school meals. To apply, please contact the school office for a form and help you with your application if needed. You can visit Oxfordshire County Council's website to check if you are eligible [www.oxfordshire.gov.uk/residents/schools/school/school-meals](http://www.oxfordshire.gov.uk/residents/schools/school/school-meals)

# HOMEWORK

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Homework is an integrated part of our school's curriculum. It encourages students to consolidate their learning, promotes a love of learning outside of the classroom, and

develops independent learning habits. At key stage 3, all homework takes one of three forms:

- Revision and self-quizzing of core knowledge (usually contained in knowledge organisers) in preparation for low-stakes testing. Regular reflection on secure learning and any gaps.
- Deliberate practice of maths problems using an online programme.
- Independent reading for pleasure

Students may complete much of their homework during timetabled independent study periods that are part of our extended day.

We ask parents to support us by providing a suitable work environment for students at home and checking that homework has been completed by signing the planner. It is also helpful for parents, where possible, to support their child with homework, for example quizzing of core knowledge and discussing reading books.

## **HOUSE SYSTEM**

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All students and staff are part of a house. The house system is used to motivate students to achieve, through a range of house-related activities and competitions, from reading to sports. As the school grows, the vertical house system will facilitate friendships between year groups and student leadership opportunities. Heads of House will be responsible for pastoral care for their house and for having an overview of their students' education, including their academic progress, welfare, and behaviour.

All students will be part of a tutor group with other students in their house. In year 1, form tutors and co-tutors will be de-facto 'Heads of House' and a member of the senior leadership team will have oversight of the pastoral and house systems.

## **INSET - PROGRESS CHECK AFTERNOONS/DATA AND PLANNING DAYS**

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At The Swan, we invest heavily in professional development for staff development to make sure that they are able to provide our students with the best possible experience.

In addition to staff induction days at the start of the year, there are three Progress Check Afternoons, and three Data and Planning Days spread through the year when school is closed for students. On these days, teachers carefully analyse their students' progress in formal and informal assessments, identify where there have been misconceptions, and plan to address them and 'close gaps' in up-coming lessons. These days are vital to ensuring that we enable our students have mastered our challenging curriculum and are able to meet the high expectations we set for them.

# **INDEPENDENT STUDY PERIODS**

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Independent study periods are timetabled as part of our extended day. These are supervised periods where students are expected to work independently on their homework tasks. Support from staff and other students, and learning resources, such as laptops, are available.

## **LIBRARY**

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We do not have a specific library in our temporary buildings, however copies of all of the books on our recommended reading list are available for students to borrow from the school office.

We strongly encourage you to use your local library with your child. There are lots of free resources available which can support your child's out-of-school reading.

## **LOCKERS**

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Students do not have access to lockers in our temporary building, but are welcome to store bulky items in their form room.

Once in our permanent home, students will be able to rent a locker and padlock for a small sum per year.

## **LOST PROPERTY**

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All lost property goes to the school office. Labelled uniform is returned to students. Any unlabelled items will be kept for a term before being given to the second hand uniform shop, or donated to charity. Other identifiable items can be reclaimed from the school office.

Please ensure that your child's uniform is clearly labelled and that they do not bring items of value into the school.

## **MATRICULATION**

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We understand that the expectations we have of new students may be very different to primary school so the first week of every academic year is spent inducting students into life at The Swan - we call this Matriculation. Children will be taught the importance of our school values and how they manifest themselves in our conduct at school. We will explain why we have particular rules in at The Swan and students will practise our routines. It is also a great way for staff and students to get to know each-other.

There will be no electives or independent study periods during Matriculation week to help students adjust to life at secondary school.



## **MEDIA, FILM, AND PHOTOGRAPHS**

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From time to time we may wish to take photographs and/or film school events and activities for public relations purposes. In the majority of cases most parents are happy for their children to be photographed provided that appropriate safeguards are implemented.

If you do not wish your child to be photographed or filmed, for public relations purposes, please make sure that you opt-out of the parental consent for photographs on our Parent Portal. In the event that we do not hear from you we will assume that we have your permission.

## **MOBILE PHONES AND ELECTRONIC DEVICES**

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We recognise that students may require mobile phones or other electronic devices for the journey to and from school. However, all devices must be turned off and out of sight whilst on school premises. Any device that is seen or heard will be confiscated immediately until the end of term and the student will receive a sanction.

Any electronic devices are carried at students' own risk. The school takes no responsibility for them and will not investigate loss or theft.

Parents are reminded of the impact that over-use of mobile phones and electronic devices can have on children's emotional and mental well-being. If you do wish your child to have a mobile phone, we would recommend a 'brick phone', closely monitoring its use, and restricting access, particularly at night.

## **MUSIC AND SPEECH AND DRAMA LESSONS**

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Individual and group lessons for musical instruments and for speech/drama can be arranged with our peripatetic teachers. Please contact the school office or visit our website for information about which classes are offered and contact details for our peripatetic teachers.

Music and speech/drama lessons happen during the school day and students are expected to catch up on any work missed.

## **PARENT DAY**

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Parent Day gives parents the opportunity to meet with individual teachers to talk about their child's progress in specific subjects. Meetings start from lunchtime and run through until 7pm, which allows parents to plan around other commitments and have more time to speak with staff.

Your child must attend with you (in full uniform, with their planner) as they are a vital part of the conversation about their learning.

There are no lessons on Parent Days and the school is closed to all other students.

## **PARENTAL ENGAGEMENT**

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We aim to build strong links between home and school, enabling parents to be part of our school community. There are many ways for parents to get involved, for example:

- Parent Staff Association (PSA)
- Travel Action Group
- Volunteering to support our elective programme
- Cycle group leading/car-sharing
- Becoming a parent governor

Please visit the 'Parents' section of our website to find out more about how to get involved.

## **PARENT PORTAL**

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All parents might sign up to our Parent Portal, for which there is both an online and app version. This is a one-stop-shop to find out information about how your child is getting on at school, for example their timetable, conduct, homework set, and any scheduled detentions. You can also send/receive messages to the school, make payments, and update your contact details and consent via the portal.

The vast majority of communication from the school is via the Parent Portal. This is how all progress reports and letters will be sent home.

All parents MUST sign up to our Parent Portal - please let us know if you need help with doing so.

## **PASTORAL CURRICULUM**

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At The Swan, we believe that a child's personal and social development is just as important as their academic success. That is why our students spend 40 minutes with their form tutor every day. During this time they take part in a range of well planned activities which complement but are not the same as their core curriculum, for example topical discussions and aspects of the PHSCE curriculum (see PHSCE).

Weekly assemblies and daily guided reading will also take place during tutor time.

## **PROGRESS REPORTS**

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You will receive a report about your child's progress three times each year, following a formal, summative assessment. This report will include:

- Your child's percentage score for each subject
- The average percentage score for each subject
- An indication of whether your child has gone up or down relative to other students in

the year group and their own starting point.

- An Attitude to Learning grade.

Reports will be sent to you via the Parent Portal.

## PHSCE

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Personal Health, Social, and Citizenship Education (PHSCE), including Relationships and Sex Education (RSE) is delivered through our pastoral curriculum and links to other subjects. Additional workshops will also be planned to supplement particular aspects of the curriculum.

## READING

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Reading for pleasure has a huge impact on children's literacy and wider educational outcomes. It helps them develop a knowledge of the world outside of their 'lived experience' and enhance their 'cultural capital'.

All Swan students are expected to have a reading book with them at all times. They participate in guided reading during tutor time and should read for pleasure for at least 20 minutes per day as part of their homework.

You can help foster your child's love of reading by:

- Set a good example - let your child know that you value books and make sure that they see you reading.
- Don't stop reading with your child - some children love being read to, even when they have become fluent readers themselves.
- Make time to read - set some time aside for reading at home.
- Talk about reading - share your views about books you have enjoyed and ask about theirs.
- Don't just read books - encourage your child to read in different formats, e.g. magazines, newspapers, comics, online, etc.
- Encourage them to use the local library - there are lots of free resources available which can support your child's out-of-school reading.

## REPORTS

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See Progress Reports

## REWARDS

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We believe in celebrating excellent behaviour, effort, and achievement. Swan students receive merits to recognise them for making positive choices that contribute towards their own merit total and the inter-house competition. We frequently reward students by sending postcards home to let parents know when their child has done something great.

One of our core values is integrity and we believe in students having

intrinsic rather than extrinsic motivations for good behaviour. In other words, we want our students to make good choices, not because they think they will get a prize but because they know it is the right thing to do. We therefore have an ethos of 'Now That...' rather than 'If Then...' rewards. This means that we reward and celebrate children once they have done something brilliant, rather than offering up a prize as an incentive at the start.

## **RULES**

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See Behaviour Expectations

## **SAFETY AND SAFEGUARDING**

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The safety of our students is our number one priority. Students are supervised at all times by staff during the school day, both on-site and whilst on educational visits. All staff wear lanyards at all times. Staff members man the school gates at the start and end of every day. Entry to the school for visitors is restricted by an electronic video-phone system. Once on the school site, all visitors are registered and wear an identification lanyard. Visitors without DBS clearance are supervised at all times.

We have a 'safeguarding culture' at The Swan. All staff are trained to look out for possible signs of child abuse and to know what to do to if they suspect a child is at risk. We also make it clear to students who they should talk to and what to do if they are having any problems.

If you have any concerns about the safety or well-being of one of our students or a member of staff at the school, please contact our designated safeguarding lead, James MacNaughton.

## **SILENT CORRIDORS AND LINE UP**

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The Swan is a place of learning and we therefore expect our corridors to have a calm, purposeful atmosphere. For this reason, we do not allow our students to talk in the corridors between lessons. If they are caught doing so, they will receive a de-merit. Classes are lined up in the playground at the start of the day and after breaks to make sure that they are ready for learning. This also gives us the opportunity to share reminders and important messages.

There are designated places in the school, such as the playground and dining hall where students are welcome to play and make noise during break times.

## **SLT SURGERY**

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If you have any questions, comments, or concerns that your child's form tutor or subject teacher have been unable to help you with, the school runs a drop-in surgery every Thursday from 9.30 to 10am. A member of the Senior Leadership Team will be available to discuss any issues regarding your child. No appointment is required.

## SPECIAL EDUCATIONAL NEEDS

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See Accelerated Learning

## SUSTAINABLE TRAVEL

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As a school, we are committed to sustainable travel as a way to minimise our impact on the environment and our community. Students are very strongly encouraged to cycle, walk, or take public transport to school. We aim to make cycling as easy as possible by providing ample cycle storage facilities, facilitating cycle safety workshops, and arranging a discount on cycle safety accessories at Summertown Cycles (see website for more details).

Parents are not permitted to drop their children off by car either directly to the school site or in the surrounding residential streets. In exceptional circumstances, such as a physical disability, parents may apply for a permit to allow drop-off on site.

Parents are invited to actively help make travel to The Swan safer and more sustainable by joining our travel action group. Please visit the 'Parents' section of our website to find out how to get involved.

## STUDENT LEADERSHIP

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We want to encourage our students to be role models for others, take on independent responsibilities and have a real stake in our school community. Two ways that students can do this are by applying to be prefects or members of the school council. There will be additional student leadership opportunities as the school grows.

## STUDENT PLANNER

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Your child's planner is both an essential piece of equipment (which they must have with them every day) and an important means of communication between you and your child's tutor and teachers. Homework, targets, and reading logs are all recorded in your child's planner. Tutors and parent can write messages for one another in the weekly comments box, and parents must sign their child's planner each week.

## TEACHING AND LEARNING

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In all lessons, the emphasis is on expertly-designed learning, with high levels of structure. There will be absolute clarity for all on what students are expected to know and do at each point. No time will be spent on tasks that don't move students on. All of our teaching is underpinned by an expectation of exemplary behaviour for learning from our students.

There are four essential components to all lessons at The Swan:

- Clear purpose to the learning - teachers explain why the lesson is important and how it fits in with the curriculum.
- Expert explanation and modelling - our teachers are experts in their field and we encourage them to give detailed explanations of new concepts and skills.
- Deliberate practice - students apply and consolidate what they have learned.
- Checking of understanding and 're-teaching' to address misconceptions - our teachers do not move on until they are confident that students have mastered the learning.

Morning staff meetings three times per week are used for staff professional development - we deliberately practise the techniques that we know are most effective in the classroom, share best practice, and discuss how to apply the latest developments in educational research.

## UNIFORM

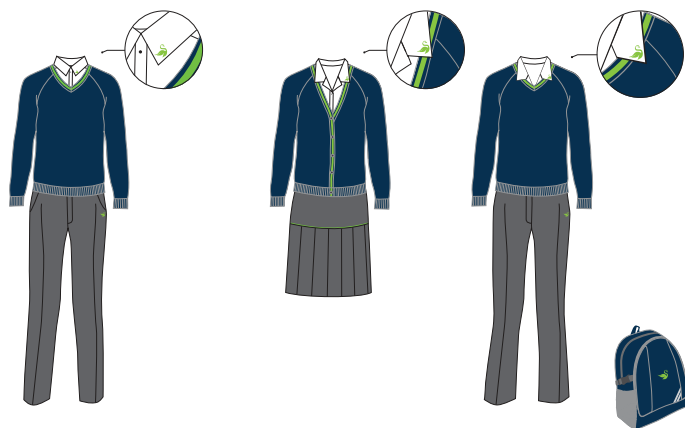
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We have a uniform to embed our professional learning environment. It also helps to create an 'even playing field' amongst our students and reduces the risk of discrimination and bullying. The school is a place of learning and we do not want students being distracted or put under pressure by their physical appearance so we have strict rules on uniform, make-up, and jewellery.

All of our uniform MUST be bought online through our uniform supplier Price and Buckland.

Jewellery and make-up - No jewellery is to be worn except plain watches and small, discreet, stud earrings. Students are not permitted to wear make-up. Students wearing make-up will be asked to remove it and sanctioned accordingly.

Non-regulation items are not permitted. They will be confiscated and student given a sanction. Students may be sent home from school if they arrive wearing incorrect uniform.





## WEBSITE

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For information about the school, the best place to start is our website - [www.theswanschool.org.uk](http://www.theswanschool.org.uk). On our website, you will find a range of up-to-date information you and your child will need for life at The Swan, including:

- Curriculum information
- News and events
- Events calendar and term dates
- Guidance on how to use our online services
- Our contact information and full staff list

## WELLBEING AND WELFARE

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If you have any concerns about attendance, punctuality, or your child's welfare, please contact your child's form tutor in the first instance. If you are unable to get a satisfactory response, please do not hesitate to contact the school office to arrange a meeting with a member of the Senior Leadership Team or one of our pastoral support staff.

**[WWW.THESWANSCHOOL.ORG.UK](http://WWW.THESWANSCHOOL.ORG.UK)**