



FAMILY HANDBOOK



Welcome - What makes The Swan different?

Key Staff

Daily schedule

Home-School Agreement

A-Z

Uniform

Accelerated Learning
 Assessment
 Attendance and
 punctuality
 Behaviour expectations
 (See also Detentions)
 Bullying
 Communications
 Complaints procedure
 Confiscated items
 Consultation week
 Curriculum

Cycling - see sustainable
 travel
 Detentions (see also
 Behaviour)
 Educational visits
 Electives
 Equipment
 Family dining and food
 Finance
 Free school meals
 Homework
 House system

INSET - Progress Check
 Afternoons/Data and
 Planning Days
 Independent study
 periods
 Library
 Lockers
 Lost property
 Matriculation
 Media, film, and
 photographs
 Mobile phones and
 electronic devices



CONTENTS

Music and speech/
drama lessons
Parent Day
Parental
engagement
Portal (My Child At
School)
Pastoral curriculum
Progress reports
PHSCE
Reading
Recognitions

Reports - see
progress
reporting
Rules - see
behaviour
expectations
Safety and
Safeguarding
Silent Corridors
and Line Up
SLT Surgery
Special Educational
Needs - see

Accelerated
Learning
Suspensions and
permanent
exclusions
Sustainable travel
Student leadership
Teaching and
Learning
Uniform
Website
Wellbeing and
welfare

WELCOME TO THE SWAN

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:

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.

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

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 your understand our standards and approach so we can ensure that your child gets the most out of the opportunities we provide.



Kay Wood
Headteacher

DAILY SCHEDULE

Extended Days - Monday, Tuesday, Thursday

Time	KS3	KS4 & KS5
08.15	School opens. Breakfast club open for all students.	
08.40 - 09.35	Lesson 1	
09.35 - 10.30	Lesson 2	
10.30 - 10.50	Break	
10.50 - 11.30	Tutor Time	
11.30 - 12.25	Lesson 3	
12.25 - 13.20	Lunch	Lesson 4
13.20 - 14.15	Lesson 4	Lunch
14.15 - 15.10	Lesson 5	
15.10 - 16.05	Lesson 6	
After school	Study spaces and optional enrichment clubs available.	

Shorter Days - Wednesday and Friday

Time	KS3	KS4 & KS5
08.15	School opens. Breakfast club open for all students.	
08.40 - 9.35	Lesson 1	
09.35 - 10.30	Lesson 2	
10.30 - 10:50	Break	
10:50 - 11.10	Tutor Time	
11.10 - 12.05	Lesson 3	
12.05 - 13.00	Lunch	Lesson 4
13.00 - 13.55	Lesson 4	Lunch
13.55 - 14.50	Lesson 5	
After school	Study spaces and optional enrichment clubs available.	

HOME SCHOOL AGREEMENT

We recognise that children's learning takes place both at home and in school. We want to work in partnership with parents and encourage them to be involved in their children's learning and the wider school community.

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.
- We provide varied ways for two-way communication between the school and parents

Parents/Carers will ensure that:

- Their child attends every day, on time, unless they are ill.
- Their child wears the correct uniform and has all the correct learning equipment needed for the day
- They support the school's policies on behaviour and uniform, including same day sanctions when needed.
- They support the school's policies of praising and recognising students by celebrating their child's successes at home.
- They recognise the key role of the home learning environment by providing a suitable place 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.
- Their contact details are up-to-date, and they let the school office know if their details change.

- They stay informed of opportunities for communication and engagement with the school
- They seek to contribute to the school community and uphold the school values.

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.
- Talk to their parents about their learning and seek to engage in the activities of the wider school community
- Conduct themselves in accordance with school values when representing the school in the community

ACCELERATED LEARNING

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

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

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. You should use the online absence form to do this.
*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 'expectations' detention.

BEHAVIOUR EXPECTATIONS

(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 has a calm, purposeful environment in which 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 see our parent behaviour guide on our website for school guidance regarding sanctions.

BULLYING

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. You can also report concerns via the 'green button' on our school website.

COMMUNICATIONS

The vast majority of our communication is via our email or our parent portal My Child at School (MCAS) - 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 MCAS to receive important information such as progress reports, trip letters, and detention notifications. 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. Please let us know if you require information to be provided in a different language or sent via a different means.

COMPLAINTS PROCEDURE

It is the school's intention that you and your child experience the highest quality of service and 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 our school website.

CONFISCATED ITEMS

If students are found with any items that are not permitted in school, they will be confiscated and the child may receive a sanction.

CONSULTATION WEEK

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 during this time.

CURRICULUM

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.

At key stage 3, the number of periods per fortnight for each subject are:

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

CYCLING

See Sustainable Travel

DETENTIONS

(See also Behaviour)

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

- Expectation detentions (20 minutes) - these are given for basic expectations such as being late to school or forgetting equipment. 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 is involved in an incident outside of the class may be issued an after school detention. The decision will be made by a member of the leadership team.

You will be informed via our MCAS if your child has a detention. In the case of an after school detention a member of staff will also call home to discuss what has happened.

Failure to attend a detention will result in the sanction escalating to the next stage.

EDUCATIONAL VISITS

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

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. Students will choose a new elective each 12-week cycle.

We encourage students to participate in a range of activities, including things they have never tried before.

EQUIPMENT

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, scientific calculator.
- Reading book
- Homework jotter (provided by the school)

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.

FAMILY DINING AND FOOD

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 Mail. You will be given details about how to register and pay.

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 welcome to bring a snack into school for break - we encourage this to be something healthy to support with good nutrition. Food items containing nuts are also not permitted due to allergies. If a student brings in anything forbidden by the school, items will be confiscated and the student given a sanction.

FINANCE

The Swan uses a cashless system to remove the possibility of loss or theft of money from students. The payment function on our ParentMail 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

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. As well as allowing your child to receive a free lunch, registering for free school meals also ensures that the school can access additional funding for your child's education.

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

HOMEWORK

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.
- 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. 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

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. The vertical house system will facilitate friendships between year groups and student leadership opportunities. Heads of House are responsible for pastoral care for their house and for having an overview of their students' education, including their academic progress, welfare, and behaviour. Each Head of House is supported by a Pastoral Support Champion.

All students will be part of a tutor group with other students in their house. Our four houses are named after inspirational people who have a link with Oxford. They are **Hawking**, **Yousafzai**, **Berners-Lee** and **Bannister** house.

INSET - PROGRESS CHECK AFTERNOONS/DATA AND PLANNING DAYS

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

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

We have a fantastic library where students can read, borrow books, and catch up with homework. Our librarian is able to support with reading and recommend books.

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

Students are able to rent a locker to store their personal items. The cost to rent a locker and padlock is £5 for the year.

LOST PROPERTY

All lost property goes to the lost property cupboard, which is located at the student entrance. 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.

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

MATRICULATION

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

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 My Child At School. In the event that we do not hear from you we will assume that we have your permission.

MOBILE PHONES AND ELECTRONIC DEVICES

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. Parents will have the opportunity to loan a 'brick phone' during the confiscation period.

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

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

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) 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

We recognise that children's learning takes place both at home and in school. We want to work in partnership with parents for the benefit of all our students. We aim to build strong links between home and school and encourage all parents to be involved in their children's learning and the wider school community. We encourage two-way communication between parents and the school e.g. through newsletters, parents' evenings, regular parent forums and opportunities to talk with the Senior Leadership Team. There are also many ways for parents to be key partners in the life of the school.

- **SwanComm** - our parent staff association which exists to create a supportive whole school community that enables students, families, and staff to work together to enhance our young people's development. As a parent you will automatically be a member and SwanComm actively encourages all parents to get involved.

- **Classlist** – we think it is vital for parents to be able to communicate with and support each other throughout the secondary school years. We recognise that it is harder for parents to meet at secondary school, and therefore encourage all parents to join this parent-to-parent communication platform Classlist. All parents will be sent an invite to join Classlist.
- **Swan Travel Action Group (STAG)** - encouraging safe, healthy and environmentally sustainable travel for all Swan students and staff.
- Volunteering to support our **elective programme**
- Leading a **student cycle or walking group** from your area at the start of the school year to encourage students to cycle/walk together safely.
- Becoming a **parent governor**

PASTORAL CURRICULUM

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 on extended days (20 minutes on 'shorter' days). 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

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.
- A Commitment to Learning grade.

Reports will be sent to you via the My Child At School.

PHSCE (PERSONAL DEVELOPMENT)

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

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

See Progress Reports

RECOGNITIONS

We believe in celebrating excellent behaviour, effort, and achievement. Swan students receive house points to recognise them displaying the schools values which contribute to the termly house cup competition. We frequently recognise 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

See Behaviour Expectations

SAFETY AND SAFEGUARDING

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 our secure reception. 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 a member of our safeguarding team. Names and contact details for our safeguarding team can be found on our website.

SILENT CORRIDORS AND LINE UP

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 an expectation detention. 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

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

See Accelerated Learning

SUSPENSIONS AND PERMANENT EXCLUSIONS

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 school as a whole.

SUSTAINABLE TRAVEL

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 local bicycle shops. Cycle route maps are available on our website, showing safe ways to get to school from different parts of the city.

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

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. There are a number of ways that students can take on leadership, for example joining the school council, becoming a student guide, or joining the food committee.

These opportunities will develop as the school grows and students get older.

TEACHING AND LEARNING

In all lessons, the emphasis is on expertly-designed learning, with high levels of structure. There is absolute clarity for all on what students are expected to know and do at each point. No time is 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 six features of highly effective lessons at The Swan:

Culture for Learning - high academic expectations and routines mean that all students can learn to the best of their ability.

Connect the Learning - teachers explain why the lesson is important and how it fits in with the wider curriculum.

Direct Instruction - expert explanation and modelling. Our teachers are experts in their fields and we encourage them to give detailed explanations of new concepts and skills.

Deliberate Practice - students apply and consolidate what they have learned.

Check for Understanding - teachers do not move on until they are confident that students have mastered the learning.

Re-teach - teachers re-deliver aspects of the lesson to address any misconceptions.

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

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.

Branded items of uniform (trousers/skirt, jumper/cardigan, PE tops) must be bought online through our uniform supplier Price and Buckland. Other items may be bought elsewhere but must meet school specifications. If you are unsure if any item of uniform is suitable, please check with the school before the item is worn to avoid incurring any costs if it needs to be replaced.

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; non-regulation jewellery may be confiscated.

Students wearing incorrect uniform will be asked to change into clean, spare items owned by the school. Non-regulation items may be confiscated.

Students will not be able to attend lessons/social time if they do not comply with uniform expectations.

We strongly recommend that parents check with us BEFORE an item is worn if they are unsure whether it will be acceptable - this will ensure that families do not waste money. We hold an event in September before the start of school where students and parents can come to check their school uniform and equipment.

See the illustrations and table on the following pages.

WEBSITE

For information about the school, the best place to start is our website - 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

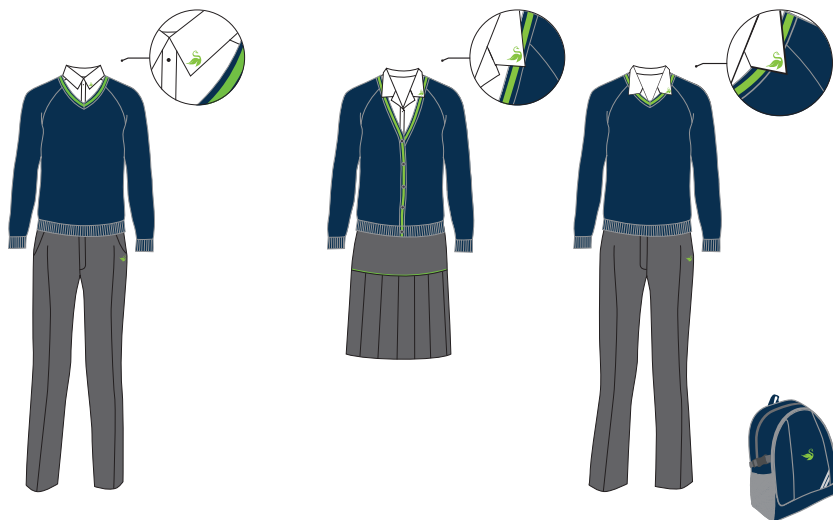
If you have any concerns about attendance, punctuality, or your child's welfare, please contact your child's form tutor in the first instance. If you are unable to get a satisfactory response, please do not hesitate to contact the school office to arrange a meeting with a member of the Senior Leadership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

UNIFORM

Core Uniform

Items in **bold** must be bought from Price and Buckland

- White shirt/blouse
- **Grey trousers/skirt with the swan logo**
- **Navy jumper/cardigan with green trim**
- Black, polishable shoes (no heels or trainers)



Other Uniform Items

- Plain, dark-coloured (navy, black, or grey) winter coat (no hoodies/logos) – we recommend a waterproof item. A high-visibility cycling jacket is also acceptable.
- Plain black or grey socks/tights
- Practical, plain (no-logos), dark-coloured (navy, black, or grey) school bag, large enough to hold all school equipment required. We recommend a rucksack. A high-visibility cycling bag is also acceptable.
- Practical, plain (no logos) dark-coloured sports back, large enough to hold PE kit.

Other guidance around things like make up, nail varnish and jewellery can be found on our website.

PE Kit

Items in bold must be bought from Price and Buckland

- **Navy PE polo top with green panels**
- Navy shorts/skort/trousers
- **Navy sports socks with green stripe**
- **Navy long-sleeved sports top with green panels and piping**
- **Navy sports sweatshirt with green panels and piping (optional)**
- Navy tracksuit bottoms or leggings (optional)
- Sports (not fashion) trainers suitable for a range of activities



NOTES

WWW.THESWANSCHOOL.ORG.UK