

Home address:
Telephone Number:
Mobile Number:
E-mail:
Emergency Contact Name:
Relationship to you:
Emergency Telephone Number:
Pastoral Office: 01793 846100
Absence/Reception: 01793 846100 ext 200
Mentor E-mail: _____ @Ridgeway.swindon.sch.uk



The Ridgeway School

*Inspiring Learners for
Their Future*

Name: _____

Mentor: _____

The Ridgeway School
Inverary Road, Wroughton, Swindon, Wiltshire, SN4 9DJ
Headteacher Mr Steve Colledge Cert Ed, B Ed (Hons), M. A., NPQH
Email: admin@ridgeway.swindon.sch.uk
Web-site: <http://www.ridgewayschool.com>

If found please return to the above address. Thank you.

Timetable Week A

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					

Timetable Week B

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					

School Day and Term Dates

School Day Timings

8.45am	Warning Bell
8.50am - 9.50am	Lesson 1
9.50am - 10.50am	Lesson 2
10.50am - 11.10am	Break
11.10am - 12.10pm	Lesson 3
12.10pm - 13.10pm	Lesson 4
13.10pm - 14.15pm	Lunch / Activities
14.15pm - 15.15pm	Lesson 5
3.15pm	End of School Day

Term Dates 2009—2010

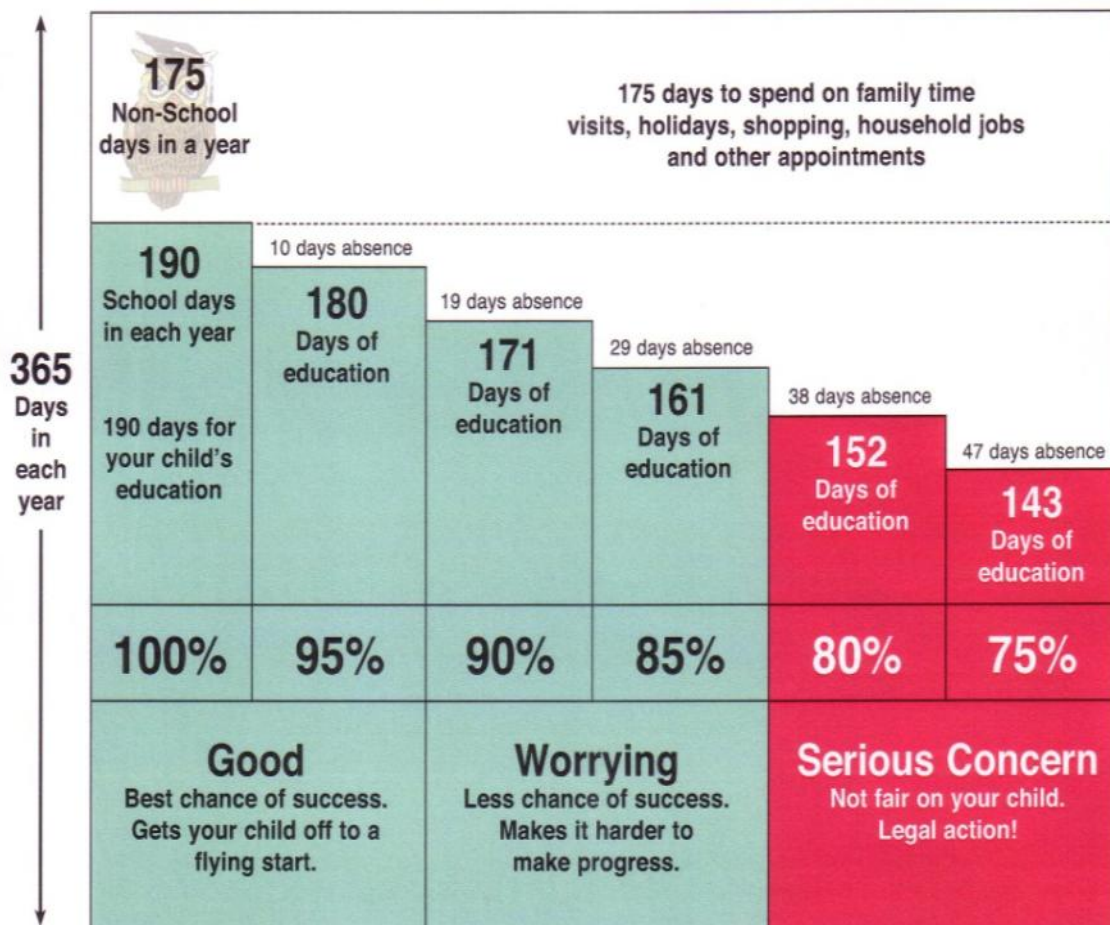
Term 1	Tuesday 1st September Weds 2nd September - Weds 21st October Thurs 22nd October - Fri 30th October	Inset Day Term Time Half Term Holiday
Term 2	Mon 2nd November - Fri 18th December Mon 21st December - Fri 1st January	Term Time Christmas Holiday
Term 3	Monday 4th January Tues 5th January - Fri 12th February Mon 15th February - Fri 19th February	Inset Day Term Time Half Term Holiday
Term 4	Mon 22nd February - Thurs 1st April Fri 2nd April - Fri 16th April	Term Time Easter Holiday
Term 5	Monday 19th April Tuesday 20th April - Fri 28th May Monday 3rd May Mon 31st May - Fri 4th June	Inset Day Term Time Bank Holiday Half Term Holiday
Term 6	Mon 7th June - Wed 21st July Thursday 22nd & Friday 23rd July Mon 26th July - Tues 31st August	Term Time Inset Days Summer Holiday
Inset Days School Closed to Students	Tuesday 1st September Monday 19th April Friday 23rd July	Monday 4th January Thursday 22nd July

Attendance Raises Achievement

Every school day counts!



- Days off school add up to lost learning.
- Please don't let your children miss out on the education they deserve.
- Every school day counts.



If you are worried about your child's attendance please talk to your school about it or contact the Education Welfare Service on 01793 465797

www.swindon.gov.uk

Attendance and Punctuality Expectations

Regular attendance and punctuality at school is essential:

- If you are to make good progress with your work
- If you are to achieve the best possible exam results
- If you are to develop the self-discipline necessary to be successful in your future working life

Missing school will affect:

- Your attendance record and references required for employment
- Exam results
- Group work where other students rely on your input
- Learning and understanding of the work covered

Attendance

Students with good attendance (99%+)

- Will receive certificates that will be awarded termly, with further rewards for good attendance across the whole school year

Students with poor attendance (below 92%)

- Will be monitored internally on an attendance report
- Maybe referred to the Educational Welfare Service
- May have to attend a Governors Attendance Panel with their parent
- May put their parent/carer at risk of prosecution

Holidays

- Holidays in term time are not encouraged but to request authorisation a form can be downloaded from the school website and should be returned to the relevant Key Stage Office.

Punctuality

Students must arrive on time for all lessons.

Consequences of lateness:

- Punctuality report that will be monitored by pastoral team
- Pastoral lunchtime detentions using time owed cards from subject teachers
- After school pastoral detention for persistent offenders

Please note, there are attendance notes in the student diary for you to complete when absent from school. Please hand in to Student Reception.

EXPLANATIONS FOR ABSENCE		Date:		
Student Name:		Mentor Group:		
Date of Absence:	From:	To:	No. Of Days:	
Reasons:	Illness	Doctor Appointment	Dental Appointment	Urgent Family Reasons
Other reasons:				
Signature of Parent / Guardian				

EXPLANATIONS FOR ABSENCE		Date:		
Student Name:		Mentor Group:		
Date of Absence:	From:	To:	No. Of Days:	
Reasons:	Illness	Doctor Appointment	Dental Appointment	Urgent Family Reasons
Other reasons:				
Signature of Parent / Guardian				

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5 R's Summary

Reflective Learners

Ask 'Why?'
Stay calm
Listen to different opinions
Learn from mistakes

Resourceful Learners

Use imagination
Learn in different ways
Ask good questions
Take risks

Responsible Learners

Consider the learning of others
Get on with things
Know right from wrong
Take time to think and plan
Contribute positively towards the learning of others

Resilient Learners

Stick at tasks
Have a positive attitude
Find interest in what they're doing
Set targets and practise
Understand that there is no failure, only feedback

Reasoning Learners

Can say which is better and why
Consider all the evidence
Choose the best method
Take time to think through and plan responses to problems

Behaviour for Learning Code

Rights

- All students have the right to learn
- All teachers have the right to teach
- Everyone has the right to feel safe
- Students have the right to be listened to
- All members of the school have the right to be treated with respect

Responsibilities

- To learn and let others learn
- To show respect for others and their property
- To arrive on time and be equipped ready to work
- To follow instructions straight away

Rules – We agree to:

- Arrive on time and be correctly equipped for all lessons
- Work to the best of our ability and not disturb the learning of others in the classroom
- Follow instructions straight away
- Treat others and their property with respect

Behaviour in Lessons

At The Ridgeway School we believe that everyone has a right to learn and that this learning should not be disrupted. Poor behaviour which disrupts the learning of others will lead to you facing consequences.

Warning 1 (W1)

A W1 will be given for minor disruption and disturbance. This is a reminder of the expectations and an opportunity for you to check your own behaviour.

Some examples of behaviour that will receive a W1 are below:

- Shouting out
- Talking over somebody else
- Not listening to instructions

The consequences of a W1 are a verbal reprimand from your teacher, who may speak to you individually to remind you of the behaviour expectations.

Warning 2 (W2)

A W2 will be given for more serious disruption to the learning, or for repeating the behaviour that resulted in a W1 which would demonstrate to the class teacher that you have not checked your own behaviour.

Some examples of behaviour that will receive a W2 are below:

- Not following instructions resulting in unsafe behaviour
- Rudeness towards another student
- Disturbing learning by damaging or removing equipment belonging to other people

The consequences of receiving a W2 are a 15 or 30 minute detention with your class teacher, a phone call to inform your parents or guardians of this detention, and the W2 will be logged onto your school record for that academic year.

Warning 3 (W3)

A W3 will be given for severe disruption which prevents the learning of others taking place or behaviour which is not appropriate in a learning environment.

Some examples of behaviour that will receive a W3 are below:

- Aggressive or threatening behaviour
- Repeating behaviour which has resulted in a W1 and a W2
- Swearing aggressively at another person
- Refusal to co-operate with instructions

The consequences of receiving a W3 are immediate removal from the learning environment, a one hour faculty after-school detention with a member of the faculty, a letter to inform your parents or guardians of this detention and the W3 will be logged onto your school record for that academic year.

Warning 4 (W4)

Extreme or persistent examples of inappropriate behaviour in lessons will be severely punished. The main reasons for receiving a W4 in lessons would be:

- Persistent disruption to learning
- Continued poor behaviour in a lesson following a W3

The consequences of receiving a W4 are to be placed on subject report, to be removed from the following two weeks lessons of that subject, a one hour faculty after-school detention with a member of the faculty, a letter to inform your parents or guardians of this detention, a meeting with your parents and a senior member of the faculty and/or school staff and the W4 will be logged onto your school record for that academic year.

Behaviour Outside of Lessons

- At The Ridgeway School we believe that everyone has a right to learn in a safe and secure environment and in a community where people feel free to be themselves.
- Behaviour which challenges this community will result in consequences.
- You are expected to behave in a responsible way on the way to school, at break and lunch time, between lessons and on the way home from school.

Warning 1 (W1) or Warning 2 (W2)

A W1 or W2 will be given as a reminder of the expectations for out of lesson behaviour if you are found to be acting in a way which could be unsafe, or which is inconsiderate to our community.

Some examples of behaviour that will receive a W1 or W2 are below:

- Running in corridors
- Dropping litter
- Pushing people in the corridors
- Playing music in the corridors or around buildings

The consequence of receiving a W1 is a verbal reprimand and you being moved from the area. A W2 has the same consequences, but will also be logged on your school record for that academic year.

Warning 3 (W3)

Serious incidents which threaten the safe environment of the school will result in a W3.

Some examples of behaviour that will receive a W3 are below:

- Acting in an aggressive or threatening way
- Refusing to follow instructions
- Minor vandalism

The consequences of receiving a W3 are that you will be escorted to the Duty Team Leader who will log the incident onto your school record for that academic year and issue you with a Pastoral lunchtime detention to last up to 30 minutes.

Warning 4 (W4) or Fixed Period Exclusion

Extreme examples of bad out of lesson behaviour will be severely punished. Some examples of behaviour that will receive a W4 are below:

- Fighting
- Aggressively swearing at another person
- Major incident of vandalism

The consequences of receiving a W4 are that you will be escorted to the Duty Team Leader who will log the incident onto your school record for that academic year and issue you with a pastoral after school detention to last up to 1½ hours. You will also receive a letter home and could be removed from the community and into isolation.

Detentions

A detention is time for you to reflect on your behaviour and, if the detention was given for behaviour in lesson, to consider the disruption caused to learning.

You may also be asked to complete work during the detention, especially if the detention is for behaviour in lesson and your behaviour resulted in class work not being finished.

Type of Detention	Length and Timing of Detention
W2 during lessons	15-30 minutes at break time or lunchtimes
W3 during lessons	1 hour after school
W2 out of lessons	30 minutes at lunchtimes
W3 out of lessons, or failure to attend a faculty after-school detention	1 hour - 1½ hours after school
Late arrival to school	15 minute detention at break time that day
Late arrival to lessons on three occasions within a week	15 minute detention at break time

The Role of the Prefect

Prefects are selected from Year 11 based on staff nominations. These students are invited to become a prefect and attend a training morning to prepare them for the role.

Prefect duties:

- Support in assemblies for lower year groups
- Assist staff duty teams at break time
- Monitor behaviour around the school and in corridors at lunch times
- Report incidents of poor behaviour to either staff duty team leaders, or the Key Stage Teams

To act as part of a front of house support team at school events.

Uniform Procedures

In the first **two weeks** of term all staff teaching Period 1 will be asked to send students in non-uniform to the **main hall**, where they will be met by members of the Senior Leadership Team or Key Stage Learning Coordinators.

These students will be logged on the non-uniform system and asked for their reasons for not being in the correct uniform. Students who have a genuine reason for their non school uniform will be expected to provide a date as to when they will be in full school uniform and will have a note in their Student Planners to authorise this.

Students without a genuine reason from parents (note with parental signature and date) for their non uniform compliance will meet with the following consequences:

- Their parents informed immediately by the Pastoral Secretary in the KS office
- Parents bring in the correct uniform/Student sent home with parental permission if live locally (Wroughton), to change and return to school where they will be checked again
- Removed from lessons and put into isolation for the day if they live outside of Wroughton

If students then return to school the following day/again in non uniform without a genuine reason from parents they will be isolated for that day.

Their parents will be informed and notified of a meeting with the Key Stage Learning Coordinator. Students wearing non uniform will be isolated until their meeting date with parents and the Learning Coordinator.

After the initial two weeks all staff will be asked to log students not in full school uniform with the Pastoral Secretary in the KS office. The above mentioned procedure will be followed.

The Ridgeway School Uniform

All items should be clearly marked with name and Tutor group

Parents will notice that the list is clear and concise. We do not want staff time and effort to be wasted on uniform problems. It is our aim that teachers should be allowed to teach and students to learn. The co-operation of parents is appreciated and we draw your attention to the following points:

- Uniform should be smart and appropriate for the school environment
- It should give a clear sense of identity
- No extreme of fashion is allowed
- Offensive lettering or suggestive logos/comments on clothing, school bags, and books is prohibited
- Failure to conform to these rules will result in the student being sent home or placed on internal exclusion

Autumn and Winter Term

All skirts/trousers/shirts should be purchased from the 'school range' of major chain stores.

Items marked should be purchased from the School Shop.*

- White long sleeved school shirt/blouse (tucked in and buttoned to the neck)
- *The Ridgeway School tie
- *The Ridgeway School sweatshirt with school logo
- Black school trousers/skirt. Large belts, buckles, laces, pin stripes etc. are not acceptable
- Suitable plain black school shoes. (High heels and backless shoes are not allowed for health and safety reasons, max heel 2"). Boots are not acceptable
- Natural colour tights, grey, black or white socks
- Cream apron for Technology
- Trainers are not acceptable

Summer Term

Students may continue to wear a long sleeved white shirt and tie OR a short sleeve shirt purchased from the School Shop. Students may wear tailored short trousers.

PE Kit Boys and Girls

*Items marked in the PE section with an * are optional.*

- One House T-Shirt (available from the Trips Office/School Shop)
- Two pairs of plain black shorts
- Sky blue polo shirt with school logo (available from Trutex)
- Sky blue rugby shirt/hockey shirt with black collar and reversible contrast •band in black (available from trutex)

PE Uniform Continued.....

- Two pairs of sky blue with navy 'turnover top' long socks (available from Trutex)
- Black 'Speedo' style swimming trunks, costume, swimming hat and towel
- Football boots and shin pads
- Gum shield/mouth guard are advisable
- Trainers (please see important note below)
- *Athletics vest
- *Black drill top/tracksuit top
- *Black plain tracksuit bottoms
- *Exam PE Polo shirt (GCSE students only)
- *Shower proof jacket (black)

Please note: the risk of injury and long term damage to joints and bones is increased if students perform in 'leisure trainers' where the sole is narrower than the foot, and has little cushioning effect or much support and are too often worn with either the laces untied or loosely tied. We strongly recommend a cross trainer type of trainer.

Further Points

- Outdoor coats – must not have inappropriate logos, slogans and should NOT be worn inside the school building
- Trainers and boots are **NOT** school uniform and **should NOT be worn during the school day**. Trainers can be worn when students are taking part in a sporting activity
- Jewellery – the wearing of jewellery is not considered appropriate for school and is therefore not allowed. Students with pierced ears may wear one small discreet stud in each earlobe only. (These will need to be removed for PE lessons.)
- Only school-type belts and trousers are permitted
- Mobile Phones are not to be used in school. They should be switched off during the school day – the school accepts NO responsibility for mobile phones. Should a student wish to use their phone to contact home, they are allowed to do so in the school office
- Personal stereos and other similar valuable items should NOT be brought into school
- Make-up – natural, discreet make-up is allowed. Not nail varnish
- Haircuts of extreme fashion or unnatural colour are NOT permitted. Haircuts below grade 2 are discouraged

The school will remove any student from lessons who do not conform to these guidelines.