



COX  
GREEN  
SCHOOL

Committed to Achievement

# A Guide for Parents and New Students

2017



## WELCOME TO COX GREEN SCHOOL

It gives me great pleasure to welcome you and your child to Cox Green School.

Ensuring your child's happiness, welfare and success is paramount. I want every child to have a love of learning, the confidence and the skills needed to make the most of the opportunities in life.



As the Headteacher, I give you my unwavering commitment that your child will thrive and be safe at Cox Green. I know that each child is special, each is unique and getting to know them in my professional life has always been a key priority for me.

Collaboration and teamwork between all of us will be paramount to the school's future success. We recognise individuals and their differences but, I believe it is only through teamwork that we will truly succeed. Working in partnership with parents will be fundamental to ensuring the best for every student.

Being the best takes hard work and effort: I have high expectations of myself, staff and our students. With our coordinated support, your sons and daughters will develop the resilience, independence and creativity they need to be the best learners they can be.

Cox Green School is undoubtedly the best place to achieve these ambitions. I very much look forward to meeting you and your child in the coming months.

A handwritten signature in black ink that reads "Heidi Swidenbank". The signature is written in a cursive style and is underlined.

Heidi Swidenbank  
Headteacher

# GETTING STARTED

## The First Day – Monday 4<sup>th</sup> September 2017



On the first morning we will greet and welcome your child at **11.30am**. Each student should be wearing full school uniform and bring in their school bag and pencil case. They will not need their PE kit for the first day. For the first few days students will be helped to find their way around the school and will also be provided with a school map.

## The School Day

<b>Form Time/Assembly</b>	<b>8.40 - 9.00</b>
<b>Lesson 1</b>	<b>9.00-10.00</b>
<b>Lesson 2</b>	<b>10.05 -11.05</b>
<b>Break 1</b>	<b>11.05 -11.35</b>
<b>Lesson 3</b>	<b>11.35 -12.35</b>
<b>Lesson 4</b>	<b>12.40 -1.40</b>
<b>Break 2</b>	<b>1.40-2.15</b>
<b>Lesson 5</b>	<b>2.15-3.15</b>

## Equipment Required

We expect all our students to be fully equipped for their learning so your son/daughter will need:

- **School bag:** Large enough to hold A4 folders
- **Pencil case:** Including pens, pencils, ruler, a maths set, scientific calculator, rubber and sharpener
- **Water bottle or drink:** No cans or 'energy drinks'
- **PE kit:** (See uniform list)



## School Uniform

At Cox Green School we believe that all students should wear the stated school uniform. It is important that all students learn to dress for work rather than leisure and that each student makes every effort to look smart and tidy.

Uniform specific to Cox Green can only be purchased via our on-line system or from the on-site uniform shop, as we do not sanction any other supplier. To purchase uniform via the on-line shop:

- Please go to the Cox Green School Website and under the tab 'Home' go to 'Information', 'Uniform' then click on 'School Uniform Shop On-line'
- For the school tie use 'School Tie - New Year 7" and the correct house tie will be added to your bag for collection

We recommend that you pre-order uniform online for collection at our Parent Induction Evening on Tuesday 4<sup>th</sup> July. Please make your purchases on-line by Friday 26<sup>th</sup> May in order for your uniform order to be available for collection on July 4<sup>th</sup>. Alternatively, uniform will be available to purchase at the Induction Evening.



There will also be opportunities to exchange uniform at the Cox Green School Uniform shop situated in the main reception on the following dates:

- 31st July 9.00am - 10.30am
- 18<sup>th</sup> August 9.00am - 10.30am
- 29<sup>th</sup> August 10.00am – 2.30pm
- 30<sup>th</sup> August 10.00am – 2.30pm
- 31<sup>st</sup> August 10.00am – 2.30pm
- 1<sup>st</sup> September 10.00am – 2.30pm

Alternatively during term time the school uniform shop is open on a Wednesday 3.15pm to 4.15pm. Please note only cash or cheques (made payable to 'Direct Clothing Co') are accepted at the school shop.

The school uniform stockist is: Direct Clothing Company, 2 Halfpenny Court, Halfpenny Lane, Sunningdale, Berkshire, SL5 0EF. Tel No: 01344 872299.

<https://www.thedirectclothing.co.uk/school/cox-green-school/>

### School Uniform List

	Uniform Requirement	The following will not be acceptable
<b>Blazer</b>	Black blazer with embroidered school logo for both boys and girls. (Compulsory for year 7 and year 8, optional for other year groups)	Any other blazer type.
<b>Jumper</b>	Dark Green V neck jumper with embroidered school logo.	Any other jumper or 'hoodie'.
<b>Trousers</b>	Plain black tailored school trousers for boys (optional for girls). Plain black belts if needed.	Brushed cotton, cord or jean type material, fashion trousers, skinny fit or leggings. Staff reserve the right to decide whether trousers are appropriate or not.
<b>Skirt</b>	Cox Green School skirt from school shop only. Black with green inset pleats.	Any skirt other than those supplied by the school uniform shop.
<b>Shirt</b>	White shirt with collar (long or short sleeve).	Sports or fashion shirts, blouses, T shirts or polo shirts. No coloured or logo T shirts to be worn under shirts.
<b>Tie</b>	Clip on house tie.	Any tie other than the official school tie. No defaced school ties. No ties worn loosely.
<b>Shoes</b>	Plain, flat black shoes.	Trainers, canvas, casual slip on shoes or boots, sandals or high heels.
<b>Socks/Tights</b>	White or black socks or plain black/neutral tights.	Patterned tights or coloured socks other than white or black.
<b>Coats</b>	Black coats only, in a suitable style for school.	Any other colour, denim, leather, leather look, patterned, fur trimmed, studded, large logos.
<b>Bag</b>	A strong practical bag big enough to carry books and equipment. Suitable bag for sports kit.	Fashion handbags.
<b>Jewellery</b>	One wrist watch, one pair of plain gold or silver ear studs (max diameter 5mm) and one small religious chain may be worn inside the shirt. The school is not responsible for jewellery worn at school.	Other types of earrings of any other kind including hoops. Rings, necklaces, bracelets, brooches or badges not concerned with school. On safety grounds jewellery must be removed for PE or when partaking in Sport. This includes newly pierced earrings (please note tape covering is not permitted). No other body piercings apart from ear piercings are permitted.
<b>Hair</b>	Hair should be cut in a style suitable for school and kept clean, neat and tidy. It should also be of a natural colour.	Hair extensions or extremes of hairstyle or colour. If there is any doubt please contact the school before going to the hairdresser. No ribbons, hair bands, grips or other hair covers, in a colour or style not complementary to school uniform. No hats/caps to be worn inside buildings. Shoulder length hair must be tied up for PE/Sport.
<b>Make-Up</b>	No make-up.	Make-up, coloured nail varnish or nail extensions.

**All items of school uniform must be named ready for when your child starts school.**

Boys PE Kit	Girls PE Kit
Plain black shorts with school logo	Plain black skort or shorts with school logo
Black tracksuit trousers with school badge (optional)	Black tracksuit trousers with school badge or plain black sports leggings (optional)
Plain black polo shirt with school logo	
Black sweatshirt with school badge	
White ankle/sport socks	
Sports trainers	
Hairband for shoulder length or longer hair	

Optional items	Restricted Items
GCSE students : Purple t-shirt	Jewellery, watches, earrings etc are NOT allowed
Plain black football/hockey socks	Hoodies are NOT allowed
Football boots (moulded studs only)	
Red/Red and Black reversible rugby shirt	
Gum shield for contact sports	
Shin pads	

Students who are injured or suffering from illness will still be expected to get changed into their PE kit for the lesson unless the injury or illness prevents them or would be made worse by doing so. A note from parents/carers is required if your son/daughter needs to be exempt from PE.



## Lost Property



All property must be clearly named. The school cannot accept responsibility for lost property. Lost property can also be collected from Student Services before school, during break times and after school.

Parents are able to come into school to look through the lost property by prior arrangement and during the identified times in the Newsletter.

Lost property not claimed will be disposed of at the end of each term.

## Valuable Items in School

We stress that students should not bring large sums of money, iPods, iPads, computer games, jewellery or items of special sentimental value into school. The school cannot be held responsible for loss, damage or theft of personal property whilst on school premises, including mobile phones.

Mobile phones must be switched off in school. Students must not use their mobile phone during the school day unless specifically asked to do so by a member of staff. Mobile phones will be confiscated if used without teacher authorisation during the school day.



A named contact is required to collect confiscated phones, iPods, iPads and valuables from the Main Office between 8.15am and 4.30pm the following day. If a named contact is not able to collect these items, the student can collect after 5 school days.

## Cyclists



Students are encouraged to cycle to school. It is expected that students ride their bicycles with care and in accordance with the Highway Code. Students should wheel their bicycles within the school grounds and store them on site in the covered bike shed at their own risk.

The use of a bike lock is recommended.

## Online Payment System

Cox Green School operate an online payment system called sQuid. You will need a sQuid account to:

- Pay for any food or drink from our school cafeteria (there is a daily spend limit of £5)
- Pay for any trips or activities
- Pay for lockers
- Pay for revision books
- One off payments to the Cox Green School Fund (the School Fund pays for “extras” that our routine budget does not cover)



Details of your unique sQuid account number and registration instructions will be sent by letter to you at the end of June and your child will be registered on the system to enable them to use the cafeteria on their Induction day, Tuesday 4<sup>th</sup> July.

## Eating and Dining Area

We offer a café style service at The Studio which provides a wide range of healthy, fresh food which is all prepared on site on the day it is sold. An example of food and drinks on offer can be found on the website.



The Studio is open every morning 8.00am to 8.30am for breakfast.

We encourage students to bring in a water bottle which can be refilled from filtered water chillers around the school. Cans or glass bottles should be avoided.

## Application for Free School Meals

To check your eligibility for Free School Meals please register on our on-line application system. The system is completely confidential and alleviates the need for paperwork or evidence.

To access the system please go to the Cox Green School website:

- Access the page under the tab 'Home', then 'Information', 'Claiming Free School Meals' and then click on 'Start' for New application and follow the steps.
- The only information required is your date of birth and your National Insurance number and your child's date of birth.

If you have any problems with setting up your application, please contact the school reception who can assist and either talk you through the process or with your written permission can set you up on the system.

If individuals do register then it is possible that the school can support your child in terms of funding for curriculum field trips and activities.

## School Lockers



We have a number of lockers that we can hire out to students on a first come first served basis. The annual charge for the use of a locker is £5 (non-refundable) which will be available to purchase on your child's sQuid account. You will then need to supply your child with a padlock (locking bar no wider than 8mm).

On Monday 4<sup>th</sup> September your child will be able to choose a locker and place a padlock on it. You will be able to make payment on your sQuid account within the next 7 days.



# HELPING YOUR CHILD TO DO THEIR BEST

## The Student Planner and the Timetable

The student planner is provided by the school and provides a fantastic link between staff, parents and students, so it is essential that it is kept in excellent condition. A replacement planner will cost £5.



Planners are used for the following:

- For students to record all homework
- For staff to write comments
- For parents to write notes/information for staff to see

Parents and students are asked to sign the planner weekly.

## Homework

There is a homework timetable for each student. Students are expected to read their class notes **to improve their learning**. In addition, all students have access to Doodle.

Doodle is an online teaching and learning resource that allows students to access and complete their homework online and provides access to hundreds of revision materials.

## Rewards

We believe students' work and excellence should be recognised and rewarded. We have a rewards system where students are praised for class and homework. These are recorded in the planner and the newsletter.



We also reward students throughout the year who have excellent reports. These rewards have included celebratory breakfasts, off-site visits and certificates.

## Attendance



Full attendance and good punctuality are key to achievement in school. We consider them vital to providing equal opportunities for all students, ensuring access to the full curriculum and achieving both academic and social success. All students should aim to achieve 96% or above for both attendance and punctuality - this is in line with government expectations.

## Punctuality

Students should arrive at school promptly by 8.35am ready for registration at 8.40am.

Students arriving late will be issued with a late detention.



## ABSENCE AND ILLNESS

If a student is unwell and unable to attend school, please telephone the school on 01628 629415 and select the attendance option to leave a message. This should be done before 8.30am on each day of absence. On your child's return we will require a written note explaining the reason for absence even if a telephone call has been made. This should be addressed to the Attendance Officer.

Any absence for holidays during term time will not be authorised and may result in a Fixed Penalty Notice unless there are exceptional circumstances. Requests for consideration for exceptional absences should be made in writing and addressed to the Headteacher at least 15 school days prior to the dates requested.

## Dental / Medical Appointments



Parents are asked to book appointments outside of normal school hours whenever possible. Students who need to leave school for a dental/medical appointment must bring a note from a parent before permission can be granted. The note must be shown to the Form Tutor and students must sign out at the Main Office before they leave school and on their return.

You should provide evidence to support any absence for medical reasons/appointments; this can be given in the form of: signed appointment card, photocopy of a prescription, letter from your doctor or hospital referral letter.

## Medication

The school must be informed of any medication being taken by students and any medical problems. If medication is necessary in school, the staff in the Student Services Office will hold the medication securely after receipt of a Medication Authorisation Form which can be obtained from the Main Office. In the event of illness or accident in school, parents will be contacted at the earliest possible opportunity. The school cannot prescribe any medication.

## Pastoral Care and Inclusion

Students' wellbeing and inclusion is paramount to their education and we have access to a range of support agencies to help students. These include mentoring, The Hub, additional literacy and maths support, Education Welfare Officer, School Counsellor, career guidance, behaviour support and Educational Psychologist.



If you feel your child needs support please contact the SAFE Manager for your child's year. The SAFE Manager is there to support the behaviour and pastoral work of the students.

## Child Protection – Safeguarding



We are committed to ensuring that all our children are well cared for, safe and protected.

Parents should be aware that in urgent and/or repeated incidents of suspected abuse, the school is obliged to discuss with and/or refer these incidents to other agencies.

## Responsible Internet Use

The school computer system provides internet access to students and staff. The “Responsible Internet Use” statement will help protect students, staff and the school by clearly stating what is acceptable and what is not. Please refer to the school website for further information.



## Cox Green PTA



Cox Green School has a very active and enthusiastic PTA which is always looking to welcome new members. In addition to providing support at major events within the school, the PTA do a lot of fundraising which helps towards various school projects. The PTA committee usually meets once a term on a Monday evening from 6.00pm – 7.30pm. Meetings are short, friendly and informal. For more information, please contact the PTA at [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com).

# CONTACTING THE SCHOOL

## Contacting the School

The Safe Manager or Form Tutor is the first point of contact for you and your child. He/she will oversee social, personal and academic progress and be available to discuss any concerns you have regarding your child.

However, if you have concerns about a particular subject, then you should contact the subject teacher or the Learning Leader. Details can be found on the school website under the “Contact Us” page.

## Emergency Procedures

It is essential for the school to have your correct address and contact telephone numbers where you may be quickly contacted in the event of an emergency.

If a decision is taken to close the school because of bad weather or other unforeseen circumstances, we will text parents and update the school website ([www.coxgreen.com](http://www.coxgreen.com)).

**We hope that this information will help prepare you for Cox Green School and help you feel confident when you join us in September and we all look forward to meeting you.**

# PARENT CHECKLIST

<b>Forms to be completed:</b>	<b>Completed</b>	<b>Returned</b>
Admission Form		
Student Health Questionnaire		
Bankers Order Form		
Home School Agreement	To be signed at meeting	
Offsite Activity Form	To be signed at meeting	

**These must be completed and returned to Cox Green School**

# FURTHER INFORMATION

Further information can be found on the Cox Green website: [www.coxgreen.com](http://www.coxgreen.com) including:

- Privacy Notice – Data Protection Act 1988 – for Middle and Secondary Schools