



**THE  
COWPLAIN  
SCHOOL**

# Parents Handbook

**Headteacher:**

**Mr Ian Gates**

**Chair of Governors:**

**Mr Steve Head**

**023 9261 2020**

**[office@cowplainschool.co.uk](mailto:office@cowplainschool.co.uk)**

**[www.cowplainschool.co.uk](http://www.cowplainschool.co.uk)**

**Work hard. Enjoy learning. Achieve highly.**

## Our Vision

**Work hard. Enjoy learning. Achieve highly.**

At The Cowplain School we value:

- Academic success and progress
- Impeccable behaviour and smart appearance
- Respect, manners and courtesy
- The ability to challenge
- Resilience and perseverance
- Independent thinking and creativity
- Great teamwork and strong leadership
- Tolerance and acceptance of diversity
- The mindful and challenging teacher
- The independent and resilient learner.

We support all our students to make fantastic progress and achieve highly by getting to know each one as an individual. It is this focus on knowing and developing each young person's talents and aspirations that forms our unique offer.

Our students are happy and leave us as well rounded citizens, having enjoyed a great education and all the opportunities The Cowplain School offers.

Current and prospective parents are welcome to visit us at any time to experience our vibrant school and see why we are so proud of our superb students.

## The School Day

8.30am	Lesson 1
9.30am	Lesson 2
10.30am	Reflection Time
10.50am	Break
11.10am	Lesson 3
12.10pm	Lesson 4
1.10pm	Break
1.30pm	Lesson 5
2.30pm	End of School Day

The school operates a two-week timetable for lessons.

**Work hard. Enjoy learning. Achieve highly.**



## Behaviours for Learning

We promote and encourage the seven core values we believe will ensure progress and success for all our students:

- Grit
- Mindfulness
- Gratitude
- Self-control
- Curiosity
- Optimising
- Self-assurance

These core values are promoted in Reflection Time with students' tutors and through assemblies.

## Our Expectations

All students have the right to achieve their personal best in an environment where mutual respect is evident and where all students recognise their responsibility for the welfare of others.

**It is therefore our expectation that every student:**

Respects the rights of teachers to teach and students to learn, not disrupting the learning of other students in any way.

Shows a positive attitude by ensuring work is completed to a high standard and is handed in on time.

Is polite to members of staff and follows their instructions without argument.

Is punctual to lessons and has the correct equipment.

Does not engage in any form of bullying or intimidation, and reports this behaviour to a member of staff.

Wears the correct school uniform at all times.

Leaves lessons only with written permission from a teacher.

Behaves safely and sensibly when moving around the school site and at break times.

Does not bring in anything unsafe which might cause harm to another person.

Does not smoke on the way to or from school, or on the school site, or interfere with fire safety equipment.

Does not use a mobile phone or other electronic entertainment device on the school site during school hours.

Treats all school visitors and members of the local community with respect and courtesy.

Represents the school appropriately whilst on school trips or in public.

Cooperates fully with members of staff by telling the truth.

Respects school sanctions imposed as a result of breaking a school rule.

**Work hard. Enjoy learning. Achieve highly.**



## Student Numbers 2017-18

The published admission number at The Cowplain School for 2017-18 is 216.

Number of students in each Year Group for 2017-18:

Year 11	173
Year 10	138
Year 9	141
Year 8	158
Year 7	205

## Admissions

Full details of our Admissions Policy can be found on the school website.

We encourage applicants from non-linked schools and those who live out of our local area to apply; for the last nine years all on time applicants who prioritised us have secured a place at The Cowplain School.

As an Academy School we set our own Admissions Policy. If we are full in any year we use siblings, our linked schools and distance from the school as our key criteria to determine places. As we do not have a catchment area it is much easier for families who live in our community to secure a place.

## Reflection Time

The Reflection Time programme consists of a weekly area of focus. Activities often use a quiz or competitive approach as this is a strong motivator for engagement.

Completing a weekly focus tutor programme allows tutors to spend more time on issues students are really interested in, but it also creates a tutor time atmosphere where students work independently on what they have to do. This allows tutors to talk to individual students or groups of students.

The key principles of Reflection Time are that it is:

- fully utilising 100 minutes per week with high quality provision
- planned and resourced centrally
- delivered by tutors who personalise their input
- a key vehicle for the delivery of value based education
- promoting the same teaching and learning approaches as lessons
- practical, engaging and, where appropriate, competitive
- promoting an independent atmosphere allowing tutors to engage with students.

**Work hard. Enjoy learning. Achieve highly.**

## Assessment and Reporting

**We have regular, rigorous assessments for all year groups throughout the year; all assessment results can be found on Insight, our online reporting system.**

Year 11 students have five assessments during the year.

Year 10 have seven assessments.

Year 9 have six assessments.

Years 7 and 8 have three assessments.

Reports are sent to parents regularly:

Year 11 students receive three reports a year.

Year 10 receive four reports.

Years 7, 8 and 9 receive three reports.

## Home Learning

**Home Learning is an integral part of the school's teaching and learning. It is part of the curriculum in all years and for all students.**

We believe that Home Learning has value in teaching our students vital life skills such as independence, personal organisation, reliability and self-discipline. It teaches them to see the value of hard work and that hard work leads to success. It also supports the teaching and learning programme, reinforcing skills learnt in school.

We also believe that parents have a vital role in supporting their child's completion of Home Learning tasks. Home Learning tasks are set on Insight so parents can see what has been set and whether the work has been handed in.

Home Learning is necessary for the delivery of the full curriculum and therefore raises standards and helps students meet or exceed their target grades.

In addition, Home Learning promotes the involvement of family members and other adults in children's learning, and it encourages the use of the resources and the community. If you have a question regarding the Home Learning set for your child, please contact the subject teacher.

## Attitudes to Learning

Students are graded on a 1-5 scale for their Attitude to Learning (ATL) and Attitude to Home Learning (ATH):

1. Engaged
2. Committed
3. Compliant
4. Apathetic
5. Disengaged

**Work hard. Enjoy learning. Achieve highly.**



## Behaviour and Rewards

**We operate a values-based and rewards approach to student behaviour, which is based on the rights and responsibilities of the child.**

This is to encourage our students to take more responsibility for their learning, their environment and others around them. This approach is based on positivity with clear rewards and sanctions that students take responsibility for, rather than being imposed on them.

### Behaviour

Teachers set their expectations with students at the beginning of the school year, and remind students of them and the key values frequently. Students are encouraged to exceed these expectations throughout their lessons in order to learn to the best of their ability and to support the learning of others.

### Rewards

There are many ways in which teachers recognise and celebrate a student's hard work and effort. Verbal praise and recognition is often quick and effective and can be useful in building relationships with the students. Other effective methods include phone calls, post cards and praise texts sent home.

Praise texts have been extremely well received by both parents and students. They serve as a quick and very effective positive communication between school and home. Praise texts often work well as rewards for longer term improvements in work and behaviours.

When a student exceeds the teacher's expectations, staff have the ability to reward students using a points system. Three reward points can be given per lesson for work, attitude or conduct.

### Rewards

Parents can log in to Insight to see how many reward points their child has been awarded.

Reward points for each year group are displayed on leaderboards in school.

Rewards are celebrated in assemblies. High achieving students are awarded with certificates and invitations to take part in Hot 100 events.

**Work hard. Enjoy learning. Achieve highly.**



## Communication

**We use an electronic communication system to keep in contact with parents by text and email.**

This is our preferred method of communication; please ensure we have a valid email address and mobile phone number for you.

Your contact details are not shared with anyone except the administrator of this system at school.

We use the details held on our database. Please inform us of any changes to your contact details.

For emails, click on the 'Reply' button and send your message. Alternatively the email may give a specific address to reply to in the body of the message.

For text messages, click 'Reply' and send your message in the normal way.

You can only reply to the school from the email address or mobile number held on our database. This helps prevent spam and nuisance messages.

If you have more than one child at the school and the message is identical, you will only get one copy sent to your email address. If the message is personalised, and contains the name of your child, you will get one for each of the children concerned.

A staff contact list can be found in the Contact Us section of the school website [www.cowplainschool.co.uk](http://www.cowplainschool.co.uk).

## Insight

**We use an online secure website called Insight which enables parents to view their child's data 24 hours a day.**

**Parents can view information regarding behaviour, exams, attendance, timetables, reports, achievements and personal details. Parents can also use Insight to book appointments for Parents' Evening and to access Home Learning.**

**A username and password is required to access this system, these will be issued upon joining The Cowplain School. If you have lost your log in details, please contact Reception on 023 9261 2020.**

**Work hard. Enjoy learning. Achieve highly.**



## Attendance

Full details of our Attendance Policy can be found on the school website.

Good attendance is essential to ensure that students benefit from the maximum number of learning opportunities. We know that students who attend regularly get more from their education, take part in a wider range of activities, achieve better examination results relative to their ability and find better employment than those who do not attend regularly.

Therefore it is the joint responsibility of those who work in the school and parents to make sure that each child attends as often as possible. In addition, we must work to ensure that students arrive in school and at lessons on time and that all timetabled activities begin on time.

At The Cowplain School we monitor attendance and inform parents and students regularly. We believe that it is in every student's best interest to attend school 100% of the time.

Parents are expected to complete a Leave of Absence form for all term time absences other than medical or dental appointments. Permission for family holidays in term time will not be granted.

When students are granted exceptional circumstance leave, eg for a bereavement or funeral, the length of time requested will need to be 'of a reasonable period.' Students are encouraged to return to school as soon as they are able and can access a range of support. Requests for such absence should be on the Leave of Absence form if notice is able to be given. If not, a telephone call is expected as soon as possible.

Wherever possible, medical and dental appointments should be made out of school hours. If the appointment must be made in school time please ensure your child is at school for as much of the day as possible.

### Attendance Rates 2016-17

Rates of authorised and unauthorised attendance for the period September 2016 to May 2017:

Number of students:	807
Overall attendance:	95.3%
Authorised absence:	3.38%
Unauthorised absence	1.32%

**Work hard. Enjoy learning. Achieve highly.**



# Uniform

**Our staff want to focus on teaching and learning. Students must not waste their time being out of uniform.**

Plain white shirt with traditional collar

School tie \*

School jumper or sleeveless slipover \*

School blazer \*

Plain black narrow belt, no wider than 3cm

Plain black straight legged school trousers - *girls and boys* (skinny legged, cropped or leggings are not allowed)

Plain black knee length skirt - *girls* \*

Plain black formal school shoes - should be sturdy and waterproof, low heeled and fully enclosed; colours, visible logos, trainers and canvas shoes are not acceptable.

Coats should be weatherproof, front opening and not have large logos. Hoodies, tracksuit tops and denim are not permitted.

Hats and caps should not be worn on the school site, gloves and scarves should be removed in lessons.

All students are expected to wear The Cowplain School blazer over the jumper or slipover.

\* These items are available to purchase from Skoolkit in Havant or online at [www.skoolkit.co.uk](http://www.skoolkit.co.uk).

**Parents who seek admission to The Cowplain School are assumed to be fully supportive of the uniform requirements.**

**Work hard. Enjoy learning. Achieve highly.**

## Uniform Stockist

Skoolkit

31 The Meridian Centre

Elm Lane

Havant

PO9 1UN

023 9245 4795

[www.skoolkit.co.uk](http://www.skoolkit.co.uk)





## Equipment

Students must come to school every day with the correct basic equipment:

- A bag suitable to carry equipment for school
- A pen
- A pencil
- A ruler
- An eraser
- Diary (supplied by the school)
- A Collins School Dictionary (or similar) for English, French and Spanish
- A calculator

The following would be useful:

- Colouring pencils or pens
- A protractor
- A set of compasses
- A pencil sharpener
- A pencil case

## PE Kit

Plain black shorts (appropriate for sport)

Cowplain polo shirt \*

Cowplain half-zip PE top \* (not for rugby)

Rugby shirt \*

Long green football socks

Sports trainers (not plimsolls)

Astroturf trainers (optional)

Gum shield (recommended for hockey/rugby)

Shin pads (recommended for hockey)

Football/rugby boots (optional) to have short rubber studs or blades - *boys*

*Navy blue or black tracksuit bottoms (not leggings) may occasionally be permitted for outdoor wear only during December, January and February, at the teacher's discretion - girls.*

Students should have a complete change of clothing for all Physical Education activities. Outdoor activities take place whatever the weather.

\* These items are available to purchase from Skoolkit in Havant or online at [www.skoolkit.co.uk](http://www.skoolkit.co.uk).

**Parents who seek admission to The Cowplain School are assumed to be fully supportive of the uniform requirements.**



## Transport

**Bus:** Cowplain is located on public bus routes; we have also arranged a bus service to and from Denmead and Hambledon.

**Car:** When dropping off or collecting students please observe the double-yellow lines by the entrance and do not block the driveways to adjacent homes. No movement of traffic is allowed on the school site between 2.30pm and 2.40pm to allow our students to exit the site safely.

**Bike:** Students are encouraged to cycle to school. It is recommended that helmets are worn. Please see the Bicycle Policy on the school website or contact Reception for further details.

## Appearance

**Hairstyles** should not be unusual, excessively short (Grade 1), tramline, zig zag or dyed unnatural colours.

**Jewellery:** one small plain stud may be worn in each earlobe and a wristwatch. No other jewellery is permitted.  
*All other jewellery will be confiscated.*

**Piercings** are not permitted on Health and Safety grounds set out by The Cowplain School. Students will be asked to remove extra studs and the fact that the piercing is in the process of healing will not be an acceptable reason.

**Make up** is not permitted in Years 7, 8 or 9 and should be discreet in Years 10 and 11. False eyelashes and excessive eyeliner is not considered discreet.

**Nails:** gel and acrylic nails are not permitted on Health and Safety grounds and students will be asked to remove them. Nail varnish is not permitted in any year group.

**Footwear:** trainers, sandals and stiletto heeled shoes are not permitted.

**Coats** should be weatherproof, front opening and not have large logos. Hoodies, tracksuit tops and denim are not permitted.

**Hats** and caps should not be worn on the school site, gloves and scarves should be removed in lessons.

**The final decision on all matters of uniform and personal appearance rests with the Headteacher and the Leadership Team.**

**Work hard. Enjoy learning. Achieve highly.**



## Pastoral Team

The Head of Upper School and the Assistant Head of Upper School are responsible for the pastoral care of students in Years 9, 10 and 11.

The Head of Lower School and the Assistant Head of Lower School are responsible for students in Years 7 and 8.

We also have five Pastoral Leaders to support and ensure the wellbeing of all our students.

Contact details for members of the Pastoral Team can be found on the school website.

## Special Educational Needs

The Learning Support department provides a wide range of support for students with special educational needs and/or disabilities.

Our SEND teachers work with identified students to support their learning in a variety of ways including improving literacy and numeracy skills and developing their language and/or communication needs.

We have a large and skilled team of Learning Support Assistants (LSAs) who work in the classroom alongside the class teacher. Our LSAs always aim to develop students' independent learning skills as well as enabling many students to access the curriculum.

Our aim is always to tailor support to the needs of individual students to ensure they develop the knowledge and skills to be as independent as they possibly can.

## Able and Ambitious

We provide a comprehensive programme for able students and those who are ambitious to succeed.

Each academic department hosts a series of challenging masterclasses to stretch students academically, develop enquiry and teamwork skills and to encourage the joy of learning.

Activities take place throughout the year including academic sessions at the University of Oxford, guest speakers from the University of Cambridge, the Able and Ambitious Residential and study skills sessions. We have an excellent relationship with the University of Portsmouth; our students take part in numerous events and roadshows in school and at the university.

**Work hard. Enjoy learning. Achieve highly.**

## Work Related Learning

**We are committed to developing knowledge and lifelong skills and preparing our students for the future.**

Work Related Learning opportunities include:

- visits to, and from, local colleges and universities
- in-school workshops
- careers fair
- group and 1:1 impartial, independent careers guidance
- work experience placements.

We encourage students to access interactive careers information on Fast Tomato and eClips.

In Year 8 students consider the transferable skills needed for employment and receive 1:1 support and guidance when selecting which subjects to study in Years 9, 10 and 11 together with advice on suitable combinations for particular careers and pathways.

In Year 9 students attend a Careers Fair and are encouraged to think about career options and aspirations. We provide targeted guidance for identified groups and advice for students with specific career related queries.

In Year 10 students can take part in work experience placements and visit local colleges to experience the courses and subjects on offer post-16. Every student receives impartial, independent advice and guidance during 1:1 interviews to ensure they are able to make informed choices.

In Year 11 the emphasis is on ensuring students are prepared for their next steps and have applied to college or secured an apprenticeship or further training. Every student has follow-up impartial, independent advice and guidance and takes part in a formal application and mock interview process. We ensure students know where to access information and support for the next stage of their lives and encourage them to take part in National Citizen Service during the summer.

### Year 11 Destinations 2016

Number on roll	192
Full time education	89%
Education/Traineeship	0.5%
Employment	7.3%
NEET - <i>Not in Education</i>	
<i>Employment or Training</i>	0.5%
<i>Other - such as moved</i>	
<i>area or unknown</i>	2.6%

**Work hard. Enjoy learning. Achieve highly.**



## Enrichment Programme

We are proud to offer a broad and exciting Enrichment Programme.

We encourage our students to take part in a wide range of academic and sporting activities to fully engage with the life of our school. The extra curricular activities on offer at The Cowplain School change each term. Please see the website or contact Reception for the current list.

These activities include:

- The Cowplain School Football Team
- The Cowplain School Netball Team
- The Cowplain School Jukebox
- Duke of Edinburgh Award
- dance classes
- chess and board games
- creative and performing arts
- technology sessions
- STEM masterclasses
- IT, coding and animation
- yoga and mindfulness
- a range of sports
- homework clubs
- catch up sessions.

## Music Lessons

In addition, students are able to take singing and music lessons in instruments of their choice including piano, woodwind, drum kit, brass and stringed instruments.

These lessons are arranged with specialist teachers who visit the school; please contact the Head of Music for more information.

**Work hard. Enjoy learning. Achieve highly.**



## Counselling

Our Matron offers counselling for emotional issues and can also support the family outside of school.

Students can self-refer for emotional or personal matters including bereavement, mental health, confidence and self-esteem concerns.

## The Medical Room

**Our Medical Room is staffed throughout the day to address any issues which arise.**

Please notify the school of any health conditions, allergies and ongoing concerns and supply us with sufficient and up to date information about your child's medical needs.

Please supply the school with:

- any medication regularly taken\* by your child, eg soluble pain medication (if they are unable to swallow paracetamol tablets), ADHD medication etc
- any emergency medication\* your child may require, eg asthma inhaler, diabetic medication, EpiPen etc
- any current medical documentation to help us support your child.

\* any prescription medication must be in the original box/ packet/bottle with your child's prescription label showing their name and dosage details. Any shop-bought medication must be in the original box/packet/bottle and labelled by you showing your child's name and dosage details.

Please continue to keep us informed of any changes that occur throughout your child's time at The Cowplain School.

If you have any questions regarding treatment or absence for childhood illnesses and headlice, please contact Matron.

For more serious medical issues, which require ongoing support or medication, please contact Matron to make an appointment to discuss treatment and an Individual Healthcare Plan.



## Cashless Catering

We use a cashless system for the purchase of food and drink in the Dining Room.

Students need to register for an account which can then be topped up at a cash machine in school, or online via the link on the school website.

Students purchase food directly from the Dining Room using biometric technology or a swipe card.

## The Dining Room

**Our Dining Room was completely refurbished in 2016 and offers state-of-the-art catering facilities.**

The Dining Room is open at both breaktimes and offers a wide range of food choices, with a varied menu including home cooked meals, loaded jackets, toasties, pasta pots, baguettes, salad pots, sandwiches and fresh fruit salads. Homemade cakes and cookies can also be found on the menu along with a good selection of drinks.

In the summer term we have an Ice Cream Bar where students can purchase ice creams and lollies.

The full daily menu is displayed on the large screens in the Dining Room together with the price list. For a copy of the latest menu or price list, please contact Reception on 023 9261 2020.

## The Library

**The Library is open every day from 8.00am and is available for students to use after school for classwork, home learning or relaxation.**

The Library offers a variety of non-fiction and fiction books, as well as spoken word CDs and DVDs.

Newspapers and magazines are available for students to read in the Library; laptops provide access to the internet, Insight and the Library catalogue, E-resources are available via the Library area on Moodle.

Students are invited to act as judges and review nominated books for the Hampshire Book Award each year.

We regularly hold workshops with visiting authors and poets; these valuable opportunities enable our students to meet the authors, ask questions and have their books signed.