



Parent Handbook

Taking you step-by-step
through starting school



believe *and* **achieve**



Richard Brown, Executive Headteacher, says...

Welcome

Welcome to The Urswick School and I look forward to getting to know you and your child. It's great news that your son or daughter are starting at our school and we look forward to working with you.

Believe and Achieve

As the only Church of England secondary school in Hackney, we see ourselves as a Christian school, not just a school for Christians. We embrace the Christian values of love, respect, fairness and forgiveness. Our inclusive and community based ethos means that we attract students from a broad range of backgrounds and many cultures, languages, faiths and traditions are represented in our school, all united in our desire to 'believe and achieve'.

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school as soon as possible and by Friday 21st June at the latest.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions, and on page 14 we have information about the home school partnership. If you have any questions that are not answered here, please contact the school office on 020 8985 2430 or email: admin@theurswickschool.co.uk and we will be happy to help.

Term dates

On page 15 are details of some additional information and term dates.

Step 1

STEP 1: STUDENT ADMISSION FORM

The Urswick School

Student's Personal Details		
Family/Last Name:	Date of Birth:	Gender: M / F
Legal First Name:	Preferred name (if different):	
Address:		
	Postcode:	
First Language:	Country of birth:	
Nationality:		
Details of Primary School(s):		
Instrument studied and level of proficiency:		
Previous Modern Foreign Languages Studied:		
Parent/Carer Details		
Parent/Carer Full Name:	Parent/Carer Full Name:	
Relationship To Student:	Relationship To Student:	
Date of Birth:	Date of Birth:	
Address:	Address (if different):	
Postcode:	Postcode:	
Occupation:	Occupation:	
Work Phone:	Work Phone:	
Home Phone:	Home Phone:	
Mobile Phone:	Mobile Phone:	
Email:	Email:	
Daytime Emergency Contacts		
You must provide two working contact numbers. The school should be informed if these numbers change.		
Main Contact Full Name:	Second Contact Full Name:	
Contact Number:	Contact Number:	
Relationship To Student:	Relationship To Student:	

Please tear here

Other Information	
Number of Brother(s):	Number of Sister(s):
Names and ages of siblings:	
Full names and relationship to child of any other adults who may contact the school regarding the student:	
Full names and relationship to child of any adult who should be denied access*:	
(*you may be asked to provide further information)	
Is the student currently eligible for free school meals?	
Has the student been eligible for free school meals in the past 6 years? Yes/No	
Involvement of Education Welfare Services: Yes / No	
Involvement of Social Services: Yes / No Name of Social Worker:	
Involvement of any other external agency – please specify:	
<p>The Urswick School is proud of our record in securing university places for our students after Sixth Form. Our first set of successful graduates completed their first degrees in 2017.</p> <p>Please circle as appropriate.</p> <p>Parent/carers hold a degree from a UK University. Yes No</p>	
Medical Information	
Doctor's Name:	Phone Number:
Surgery name and address:	

Step 1

Step 1

Medical Information:	
• Asthma	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Diabetes	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Epilepsy	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Sickle Cell	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Nut/ Food Allergies	Yes <input type="checkbox"/> No <input type="checkbox"/> Please Specify:
• Other Allergies (i.e Bee Stings, Grass)	Yes <input type="checkbox"/> No <input type="checkbox"/> Please Specify:
Details of any other medical condition:	
Please provide details of any regular prescribed medication:	
Parent/Carer Signature:	Date:
Ethnicity Questionnaire	
<p>Please answer the questions below. This form seeks information about your child's ethnic background. Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not necessarily the same as nationality or country of birth. If your ethnic background is not listed you may wish to write it in alongside 'Any Other Ethnic Group' at the bottom of the list.</p> <p>1. Are you: The parent or carer of the student named above <input type="checkbox"/> The student named above <input type="checkbox"/></p> <p>2. Please tick one box only to indicate the ethnic background of the student named above.</p>	

- Asian or Asian British**
- Afghan ☐ (OAFG)
- Indian ☐ (AIND)
- Pakistan ☐ (APKN)
- Bangladeshi ☐ (ABAN)
- Vietnamese ☐ (OVIE)
- Any other Asian background (please state) ☐ (AOTH)
- Black or Black British**
- Caribbean ☐ (BCRB)
- Angolan ☐ (BANN)
- Congolese ☐ (BCON)
- Ghanaian ☐ (BGHA)
- Nigerian ☐ (BNGN)
- Sierra Leonian ☐ (BSLN)
- Somali ☐ (BSOM)
- Sudanese ☐ (BSUD)

Please tear here

Other Black African ☐ (BAOF)

Any other black background (please state) ☐ (BOTH)

Chinese

Chinese ☐ (CHNE)

Mixed

White and Black Caribbean ☐ (MWBC)

White and Black African ☐ (MWBA)

White and Asian ☐ (MWAS)

Any other mixed background (please state) ☐ (MOTH)

White

Albanian ☐ (WALB)

English ☐ (WENG)

Greek / Greek Cypriot ☐ (WGRE)

Gypsy / Roma ☐ (WROM)

Irish ☐ (WIRI)

Kurdish ☐ (OKRD)

Scottish ☐ (WSCO)

Traveller or Irish Heritage ☐ (WIRT)

Turkish ☐ (WTUK)

Turkish Cypriot ☐ (WTUC)

Welsh ☐ (WWEL)

White Eastern European ☐ (WEEU)

White Western European ☐ (WWEU)

White Other (please state) ☐ (WOTW)

Other

Latin / South American / Central American ☐ (OLAM)

Any other ethnic group ☐ (OOEG)

If you do not wish the school to record an ethnic background for your child please tick this box ☐ (REFU)

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM

The Urswick School Privacy Notice

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you and your child(ren), what we use it for, who we share it with, and for how long we keep it.

This information is available in The Urswick School Privacy Notice, under the policies section on the school website.

Office use only	
Date application received	
Date processed	
Staff name	

Step 1

Step 2

Student Name:

The Urswick School expects that students and parents/carers take their responsibilities outlined in the Home/School Agreement seriously. The Home/School Agreement is indicative of the necessary partnership between the School, parents/carers and students. The Agreement incorporates the School’s Aims, Values, Ethos and key policies and procedures including Behaviour, the use of Social Media, Uniform, Medical Needs and Communication with Parents/ Carers.

Student Responsibilities - I agree to:

1. Attend school every day and avoid taking time off unnecessarily. I will arrive by 8:20am or before as the school day begins at 8:30am.

2. Wear my full and correct uniform at all times in school. This includes my PE kit (for timetabled lessons and sporting events). I will treat my uniform with respect, including when I am travelling to and from school. I will follow the guidelines on jewellery, hair and make-up.

3. Obey the rules of The Urswick School at all times, including outside of school when wearing my uniform. I will face sanctions if I do not abide by the rules.

4. Arrive to all my lessons on time and ready to learn. This includes bringing all my equipment to school every day (ie. my pencil case, calculator, books and Planner).

5. Ensure I meet all lesson requirements and deadlines, especially when completing my homework.

6. Treat all members of the school community with respect. This includes students, staff and visitors to the school. I will treat all members of public with respect whilst outside school and in uniform. My behaviour will reflect the high expectations of the School, my family and myself as an individual.

7. Respect the property, privacy, family life and life choices of other people. I will not deliberately hurt or offend others by anything I say or do.

8. Stay e-safe – I will not share my details online, be involved in cyber bullying or bring the School into disrepute through ICT or social media usage. I will not use any social media with apparent affiliation to the School. Mobile phones are not permitted at The Urswick School. I will not bring a mobile phone to school.

9. Share responsibility for the school environment. I will look after school property (the building, books and materials). I will help keep our school pleasant and free from litter. I will not eat outside the canteen or bring food (including gum) into school.

10. Inform an appropriate adult if any issues are affecting my learning or well-being.

Parent/Carer and Family Responsibilities - I/we agree to:

1. Support the Christian Ethos of the School as manifested in the aims, values, standards and teaching of the School. These are epitomised by the Mission Statement - ‘Believe and Achieve’.

2. See that my child attends school daily, on time (present at 8:20am or before for an 8:30am start). In case of absence, the School will be informed as soon as possible by telephone and an absence note will be provided explaining the precise reason for absence on return. Holidays will not be arranged during school time.

3. Ensure my child wears full and correct uniform at all times, including PE kit (for timetabled lessons and sporting events). Uniform guidelines will also be adhered to when travelling to and from school. Ensure the guidelines on jewellery, hair and make-up are followed.

4. Support the School’s Behaviour Policy (available on the School website). Support the School’s use of appropriate sanctions (including fixed-term exclusion, seclusions and detentions).

5. Ensure my child brings all necessary equipment (including the School Planner).

6. Check and sign my child’s Planner every week in order to keep informed about my child’s homework and school issues. I will support homework completion.

7. Attend all Parent/Carer events (i.e. Subject Days, Subject Evenings, Progress Days) and any other meetings called to discuss my child’s progress.

8. Monitor my child’s use of social media and mobile phones. Ensure the School is a safe environment by supporting sanctions for the misuse of technology and social media. Ensure my child does not bring a mobile phone and other electronic devices to school.

9. Inform the School of any concerns or problems that might affect work, progress or behaviour immediately.

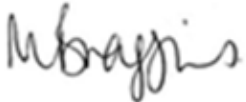
10. Provide the School with up-to-date medical and contact details. This will include two telephone contact numbers that will be answered during the day.

Student Signature:

Parent/Carer/ Family member Signature:

Date:

Date:

Signed on behalf of the School by Ms M Braggins, Deputy Headteacher: 

Please tear here

6

believe and achieve

7

This agreement on IT usage is designed to ensure positive and responsible network and internet behaviour. As a student at the Urswick School I will adhere to these expectations:

In school:

- I will only use school Internet and IT facilities for educational purposes which follow each teacher’s instructions. This includes email, video, messaging, video-conferencing, social media, Internet, file-saving and printing.
- I will not install software on school IT facilities due to the risk of damage being caused by malware or viruses. I will ask an ICT teacher to install software if required.
- I will not share my network, Internet or any other school-related passwords.
- I will change my passwords when asked to.
- I will not look at or delete the work or files belonging to other people.
- I will not look for or look at unpleasant or rude websites in school. I will check with a teacher if I think a website might be unsuitable.
- I will treat all IT equipment at school with respect and ensure any computer I use is left in the state that I found it.
- I am aware that everything I do on the computers at school is monitored and logged, and that the School will talk to my parents if a teacher is concerned about my online safety or my behaviour when using school computers.
- I will respect copyright when making use of images and videos in my school work. I will use and attribute ‘Creative Commons’ material (as taught in ICT lessons).
- I will not look for, view, upload or download offensive, illegal, copyright-infringing or pornographic material. If I find such material on school IT equipment I will inform a teacher immediately.
- I will not bypass or look for ways to bypass the school filtering or proxy service.
- I understand that these rules are designed to keep me safe and that, if they are not followed, sanctions may be applied and my parent/carers will be contacted.

Outside School:

- I will make sure all my contact with other people at school is responsible. I will not cyber-bully pupils, teachers or any members of the school community.
- I will be responsible and polite when I talk online to pupils, teachers and other people related to the school, both in school-time and outside school-time.
- I will not give out my personal details (such as my name, address, school or phone number) on the Internet.
- I will not meet people I’ve contacted on the Internet. I will tell my parents immediately if anyone asks me to meet them.
- I will not upload or download any pictures, writing or films which might upset people online.
- I will report or block any offensive, racist, sexist, obscene, violent content I have come across while using internet.
- I will not write unpleasant, rude or untrue comments online about pupils, teachers or the School.
- I will not look for, view, upload or download offensive, illegal, copyright-infringing or pornographic material. If I find such material online outside of school, I will inform my parents immediately.
- I agree to uphold the principles of this policy in relation to my own use of the Internet, when that use is related to the school, employees of the school and other students at the school.

Student

Signature:
Printed Name:
Date:

Parent/Carer

- I agree to support and uphold the principles of this policy in relation to my child and their use of the Internet, at home and at school.

Signature:
Printed Name:
Relationship to Child
Date:

Step 3

Step 4 - 5

Student Name:

Mobile phones are not allowed at The Urswick School. I understand that I am not allowed to bring a mobile phone or other electronic device onto the school premises.

I will stay e-safe. I will not share my details online, be involved in cyber bullying or bring the School into disrepute through ICT or social media usage. I will not use any social media with apparent affiliation to the School.

Breaking this agreement will result in a sanction. This could be as serious as a fixed-term or even permanent exclusion depending on the seriousness of the breach.

Student Signature:	Date:
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In the presence of a family member:

Signature:	Date:
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STEP 5: Consent for photographs and videos to be taken
The Urswick School

The Urswick School uses positive images of students learning and taking part in school related activities to promote the School and share good news with parents and the wider community.

Please sign below to give your consent for photographs and videos to be taken of your child. Images will only be used for non-profit, educational and promotional purposes.

The Urswick School uses photographs and videos:

- Within school on screens, notice boards and in school newsletters and brochures.
- Online on our school website or school social media pages.
- We sometimes send news articles and photographs of students to local news media and allow news organisations, (e.g. BBC, ITV or Sky news) to film within school. This is done only with the prior agreement of the Executive Headteacher and is supervised by school staff at all times.

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

I consent to the use of images of my child as outlined above:

Parent/Carer Signature:
Parent/Carer Name:
Relationship to Child
Date:

Please tear here

The aim of this questionnaire is for us to learn more about you. Please fill this questionnaire in carefully to tell us a bit more about you. We look forward to welcoming you as a student of The Urswick School in September 2019.

Student Name:

1	What was the name of your primary school?	
2	Do you know anyone at The Urswick School? Who?	
3	Do you belong to a religion? If so, which one?	
4	What is the name of your place of worship?	
5	What language do you speak at home?	
6	What languages, other than English, can you speak?	
7	Can you read or write in any language other than English?	
8	Can you play a musical instrument? Which one/s?	
9	Have you completed any exams in a musical instrument? If so, which ones?	
10	Do you belong to a library? Which one?	
11	Do you have access to the internet at home?	
12	Which language did you learn at primary school?	
13	In which Year groups did you learn this language and for how many hours a week?	
14	What clubs, groups or classes do you belong to outside of school?	
15	What activities do you enjoy outside of school?	
16	What three words best describe you?	

Step 6

Key information

What are our school times?

Years 7 - 11

- 8.20am: Arrive at school.
- 10.30-10.45am: Break.
- 12.45 - 1.00pm: Family Learning Time/ Assembly/Early lunch.
- 13.00-13.40pm: Lunch.
- 14.45pm: End of school.

Travel to and from school

The Urswick School is easily accessible by public transport, either by one of the many bus routes serving Hackney or one of the nearby overland rail stations.

Buses to Paragon Road

- From Dalston Junction: 30, 38, 236, 242, 277.
- From Bethnal Green: 106, 254, 277.

Trains

- Hackney Central – London Overground
- Hackney Downs – WAGN

Uniform

School uniform is compulsory throughout Years 7 to 11. Our uniform is smart, practical and inexpensive when compared to other local schools.

- Pale blue shirt (polo shirts and white shirts are not permitted).
- School tie (clip-on). (Provided by the school as part of your Urswick Starter pack).
- Navy school jumper with school logo.
- Navy blue trousers (no black trousers).
- Navy blue skirt (knee length; no black skirt).
- Plain black tights or plain navy, black or white socks (no patterned tights).
- Plain black footwear (flat heels, no colour marks and no logos).
- The official Urswick School scarf – available to buy from the school reception for £5.*
- Coat - no hooded sweatshirts or coloured jumpers/cardigans.

Muslim girls may wear a plain, blue shalwar kameez or hijab. Full face veils are not allowed.

*Students will be expected to take their scarves off in lessons; non-school scarves will be confiscated and returned at the end of the day.

P.E. Kit

- Navy school P.E. T-shirt with school logo.
- Navy blue tracksuit bottoms or shorts.*
- Navy school P.E. sweatshirt with school logo.

- School P.E. socks. *
- Trainers.

*Any student who wishes to compete for the School must wear a pair of Navy-blue shorts and school P.E. socks to training sessions and matches.

Hair, Make-up and Jewellery

- Make up must not be worn.
- Earrings must only be studs or small hoops.
- Long hair must be tied back for PE, Science and Technology. Hair must not impede the learning of the student or others through covering eyes or excessive volume. The school will determine when a hairstyle is not reasonable.
- Nails should be kept short for health and safety reasons.

Purchase of school uniform

The school uniform and P.E. kit are available to buy from Rough Cut Casuals, 16 Chapel Market, Islington, London N1 9EZ. Telephone: 020 7837 7924. The shop is a short distance from school on a 38 bus, however the Urswick Uniform is also available to order from their website: www.roughcutcasuals.co.uk.

The shop itself is open 7 days a week as follows:

- Monday - Saturday (exc Thursday) 10.00am – 6.00pm.
- Thursday 10.00am - 2.00pm (10.00am – 6.00pm from 5th July – 13th September).
- Sunday 10.00am - 3.00pm.

Urswick Starter pack

As part of the Transition process we ask you for a £15 contribution towards our Urswick School Starter Pack. Students will be provided with a secondary school readiness Starter Pack on their first day of school in September 2019. The Starter Pack contains:

- School tie.
- Exam-approved Scientific Calculator (other calculators are not accepted).
- Exam-approved transparent pencil case equipped with black pen, green pan, ruler and eraser.

This extensive Starter Pack is sold to parents at less than cost price.

At The Urswick School we think it is important for young people to have a good understanding of money and the importance of saving wisely. For this reason students will have a savings account opened with the London Community Credit Union. £5 of your Transition contribution represents a deposit to open this account.

During the course of their time at The Urswick School, students will receive all monetary rewards in payments to their savings account. Students can also deposit other money into the account and then withdraw it from the Credit Union.

Free School Lunch

Every student in Years 7 to 13 receives a free school lunch every weekday, whether they are entitled to Free School Meals or not. The BBC reported that Urswick is the only secondary school in the country to offer a free lunch to every student. This 'Meal Deal', is a choice of a hot lunch or sandwich with a pudding or one juice drink. Extra items, including breakfast and break time snacks can be purchased each day by putting money on a swipe card. There is always a vegetarian option and the canteen never has pork products and uses Halal meat. All of our meals are provided by Harrison Catering.

Packed lunches and drinks

Packed lunches are not allowed. Only water can be consumed outside of the canteen area, and fizzy drinks are not allowed on the school site. We encourage students to bring in plain water in clear, plastic bottles. There are also water fountains available to refill bottles and jugs of water are available in the canteen at lunchtime.

‘For I was hungry and you gave me food, for I was thirsty and you gave me something to drink. I was a stranger and you welcomed me’ Matthew 25:35

Free school meals

We urge parents/carers to check if your child is eligible for free school meals as the benefits of this entitlement for your child’s education are immense. Students receive:

- Reductions on the cost of school trips and visits.
- Items such as revision guides (given free or at a reduced price).
- Eligibility for a bursary in the Sixth Form.
- Likely reduction in Tuition Fees at University.

The school is able to fund some of the above because we receive a Pupil Premium Grant in respect of every child who is eligible for free school meals.

Cont...

Frequently Asked Questions

Cont...

Applying for free school meals benefits your child personally and the school as a whole in terms of increased funding.

Hackney Learning Trust have moved to an online application system. An explanation of the online process can be found on our website under 'Information/Free School Meals'. If you have any difficulty completing the online application, please contact the general office who will be happy to help. If you wish, you may also complete a paper application form. The form can also be found on the school website.

It is preferable for you to apply online as you will receive notification of the outcome immediately. If you have any questions about free school meals, please contact the main school office on 0208 985 2430.

Payment system

The school operates a cashless system for all additional catering items on top of our lunches. Students will be issued with an identity card which includes their photograph, name and Family Learning Group. This card will allow them to access their personal account via several 'top up' stations in the school building at which they can make cash payments to put money on their accounts. Students will be shown how to operate this system on their first day at the school in September. It is very important that students bring their identity cards with them every day and keep them safe.

Valuables

All valuables must be handed in with the student's swipe card when in P.E. lessons. Valuables are brought on to school premises at the owner's risk; the school will not accept any responsibility if they are lost, stolen or damaged.

Mobile phones

Mobile phones and other electronic devices are not allowed at The Urswick School. Breach of this policy will result in a fixed term exclusion.

Absence

Parents are legally responsible for ensuring their children receive education in accordance with section 7 of the Education Act 1996 and that they regularly attend school. Failure to do so is an offence under section 444 of the Education Act 1996.

Can I take my child out of school for a family holiday?

No. The Headteacher cannot and will not authorise absences purely for the reason of a family holiday. Since September 2013, Headteachers in England have no longer had the discretion to approve absences of up to 10 days a year for family holidays in "special circumstances". New rules introduced tougher criteria of "exceptional circumstances". Therefore, parents have no legal right to take their children out of school during term time for holidays. Term dates are published in advance, which you can view on the school website and plan holidays accordingly.

What happens in 'exceptional circumstances'?

There is a discretionary power held by Headteachers to authorise absences in exceptional circumstances. If you feel you have an exceptional circumstance you must seek permission from the Headteacher prior to making any arrangements or taking any absence. This is not an entitlement and a family holiday is not an exceptional circumstance. Please note: The Headteacher will not authorise absences if it is believed it is to the detriment of a child's education, i.e. when students are taking their GCSEs.

If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school is not obliged to provide work for your child to complete.

What happens to parents who break the rules?

If your request for a leave of absence for a holiday is declined and you still take your child out of school, you can face a maximum fine of £120 per student, per parent. Those who refuse to pay may be summoned before the Magistrates Court to explain why your child has unauthorised absences. If prosecuted, you can be fined up to £2,500 and be given a possible jail sentence of up to three months. Schools also have a safeguarding duty, under section 175 of the Education Act 2002, to investigate any unexplained absences.

Any unauthorised absence will be recorded on your child's attendance records and this may result in legal proceedings against you,

either through a Penalty Notice Fine or the Magistrates' Court.

How do I request authorisation from the Headteacher?

We strongly advise that you do not plan for your child to be absent from school without gaining prior agreement from the Headteacher first. You must provide a written request along with any evidence to the Headteacher for consideration. The Headteacher will make a decision based on the information provided and will write back to you. If you wish to discuss matters prior to submitting a request, you can make an appointment to meet the School Attendance and Well Being Coordinator or email attendanceofficer@theurswickschool.co.uk.

What happens if my child is ill?

If a student is absent from school due to illness or being late, parents should contact the school before 8.30am to provide a reason for absence. This should be by telephone: 0208 985 2430 or email: admin@theurswickschool.co.uk. Absence can only be authorised where there is a particularly good cause. If no reason for absence is provided, attendance will be recorded as unauthorised.

Medical evidence will need to be provided for students that are absent for 5 days or more. This can be in the form of an appointment card, Doctor's note or a copy of a prescription.

What happens if my child has a medical appointment?

Parents should avoid making routine appointments for students during the school day. Should this be absolutely necessary, parents are required to inform the Attendance Officer in advance of the appointment either by telephone, email or letter. Students are then required to sign out at Student Support when leaving for their appointment and sign back in on their return to school. If the appointment allows the student to attend for part of the morning or afternoon session, their attendance record will not be affected.

What happens if my child is late?

The school has high expectations around punctuality to school. Any student arriving after 8.30am will be marked late by the teacher and will be issued a late detention. Students who arrive after 8.30am must report to the main office. Persistent lateness to school is classed as unauthorised absence. Students are also expected to be punctual to lessons and should expect a sanction for lateness.

Frequently Asked Questions

School closure

What are the arrangements for adverse weather closure?

In the event of adverse weather conditions, it is the policy of the school to make every effort to remain open whenever possible.

In the unlikely event that the school is to close:

- The closure will be recorded on the school website www.theurswickschool.co.uk.
- Parents who have supplied mobile telephone numbers will be alerted to the closure using the group call text messaging service.

In order to ensure all such messages are communicated efficiently, please make sure you check the School website regularly and that you inform the school immediately if mobile telephone numbers change so that we always have an up to date and working contact number.

Medical needs

What if my child needs to take medication?

Students are not allowed to carry medication on their person in school; the only exceptions to this are asthma inhalers or EpiPens. Parents should also provide a spare inhaler or EpiPen to be retained by the school. It is the responsibility of parents to hand this to the Medical Needs Officer, in the original packaging. All other medications must be handed in to Reception in the original packaging and should be accompanied by the prescription or doctor's instructions. Students must not hold or take medication independently. All medication will be kept in a locked cabinet and given to the student by a member of staff.

Parental responsibilities

It is the responsibility of the parent to ensure that medication is up to date and

is collected, if required, for use during the holidays, and to replace any medication that is out of date or has run out. The routines above will only change if the school receives specific medical advice or a health care plan.

What if my child is sick during the school day?

In the event that a student is feeling very unwell or has injured themselves they will be taken to the school medial room. Once in the medical room, their symptoms will be assessed by the Medical Needs Officer or a fully qualified First Aider and the appropriate treatment carried out. If a student is deemed too unwell to stay in school, a phone call home will be made for the student to be collected. Should a student need hospital attention, a phone call will be made immediately and it is our expectation that in these circumstances parents/carers will make urgent arrangements to collect their child from school.

Supporting your child's learning

What homework will my child have?

Year 7 students will be set regular homework in all their subjects according to their homework timetable. They should expect to have two or three subjects' homework to complete every evening. Please make sure that your child has somewhere suitable to complete their homework and that you monitor and sign their planner on a weekly basis.

Out of hours learning

In addition to after school homework club, a timetable of activities is published each term. These range from ICT to Music to Art and Drama. Our extensive range of Sports Clubs before school, at lunchtime and after school include:

- | | |
|----------------|--------------|
| • Football | • Basketball |
| • Cricket | • Trampoline |
| • Tennis | • Badminton |
| • Table tennis | • Netball |
| • Volleyball | • Athletics |
| • Rugby | • Handball |

We also have a thriving chess club and organise swimming trips to the Olympic Pool and other visits to the Olympic Park. Additional classes, especially for students preparing for exams, take place during Half Terms and the Easter holidays. The library is open on weekdays from 8.00am to 4.00pm.

Special educational needs

The Urswick School is committed to offering an inclusive curriculum to ensure the best possible progress for all of our students whatever their needs or abilities. Not all students with disabilities have special educational needs and not all students with SEN meet the definition of disability but our Special Educational Needs policy covers all of these students and can be found on our website under Information/ Policies.

E-safety

At The Urswick School we provide extensive guidance and support to both students and parents/carers around E-safety. In addition to the Acceptable Usage of IT agreement, we have also produced guides to equip parents/carers and students with the tools required to stay safe online. These guides can be found on the School website under the Information/e-safety menu.



Working together to achieve the best for each child

Your child will be part of a Family Learning Group in Year 7. Each Family Learning Group has between 25 and 30 children carefully chosen by the Head of Learning. The teacher for each group is known as their Urswick Parent. This title symbolises the nature and depth of the support, care and guidance provided by this member of staff for their group.

‘Start children off on the way that they should go, and even when they are old they will not turn from it.’ Proverbs 22:6

Your child’s Urswick Parent will be your first point of contact for any general queries or concerns. Urswick Parents are always keen to know as much as possible about the children in their groups, so please also share your child’s achievements outside school. You will meet your child’s Urswick Parent as well as their teachers at Progress and Subject Days. We try to keep these to a minimum but attendance to such events is very important and reinforces to your child that we both care and want the best possible outcomes. Working together is crucial to this success. We try very hard to keep you up to date with key information both via the newsletter and updates on the school website.

Every week, the Headteacher holds a surgery on a Monday afternoon, from 3:00pm to 4:30pm during term time. All parents/carers are welcome to attend this without appointment. This is an opportunity for parents/carers to speak to Mr Brown on a first-come, first-served basis about any concerns or questions you have.

‘A family is a place where minds come in contact with one another. If these minds love one another the home will be as beautiful as a flower garden.’ The Buddha

Home/School Communication

Every child is given a Planner to write their homework in and for parents/carers to communicate with the school. The Planner is also where children collect their credits and are given notification of other events, including detentions. At Progress Days and Subject Days parents/carers will be given a detailed report about their child’s learning and have the chance to discuss this with your child’s Urswick Parent and subject teachers.

News

Our website is a great resource for keeping up to date with events and news at school. We also issue a half-termly newsletter.

‘if you honour your parents, your children will honour you’ Guru Granth Sahib

Rewards

Students who display consistently good behaviour, produce a high-standard piece of work or who deserve recognition in any way are awarded credits. Students collect credits in their planners and are rewarded at the end of the year for the number of credits they have accumulated. Those who have over 120 get the ultimate prize of Tea with the Head – a sumptuous afternoon of treats and music with Executive Headteacher Mr Brown. Students can also receive Praise Postcards, sent home for particularly outstanding achievements. Twice a year students also receive certificates in Rewards Assemblies and can be nominated for special awards. These are:

- Maths and English subject rewards
- The Breary Cup for Resilience
- The Urswick Cup for Academic Excellence
- The Rudolf Walker Award for Drama and the Creative Arts
- The Governors’ Trophy for Progress

Winners of these awards will receive a framed certificate and have their names recorded in the Rewards Book, kept in the School Museum.

Policies

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school’s behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

Key policies

Some of our key policies are:

- Anti-bullying.
- Concerns and complaints.
- Equality.
- Safeguarding.
- Relationships and sex education.
- Special educational needs.

A full list of our policies can be found on our website under Information/Policies.

‘Do unto others as you would have them do unto you.’ Matthew 7:12

Conduct and behaviour

Behaviour for Learning

At The Urswick School everyone is expected to behave in a way which promotes learning and achievement. School and classroom rules, drawn up in consultation with students, are on display throughout the building. We promote self-respect and self-discipline. There is zero tolerance of bullying or of breaches of our Equal Opportunities Policy. Incidents are taken seriously and resolved quickly, with rewards and sanctions applied fairly and appropriately.

We aim to:

- Achieve exceptional standards of behaviour and safety.
- Promote equal opportunities.
- Promote mutual respect and collective responsibility.
- Provide a physically and emotionally safe environment.
- Provide an environment free from prejudice, bullying, disruption and violence.
- Develop self-esteem, self-discipline, co-operation, tolerance and respect for the duties and responsibilities of all staff.

‘None of you truly believes in Allah and His religion until he loves for his brother what he loves for himself.’ Prophet Muhammad’s saying

(Sahih Al-Bukhari and Sahih Al-Muslim)

Autumn Term 2019

Start

Wednesday 4th September 2019

Half Term

Monday 21st October – Friday 25th October 2019

Finish

Thursday 19th December 2019 (at midday)

Spring Term 2020

Start

Monday 6th January 2020

Half Term

Monday 17th February – Friday 21st February 2020

Finish

Friday 3rd April 2019

Summer Term 2020

Start

Monday 20th April 2020

Half Term

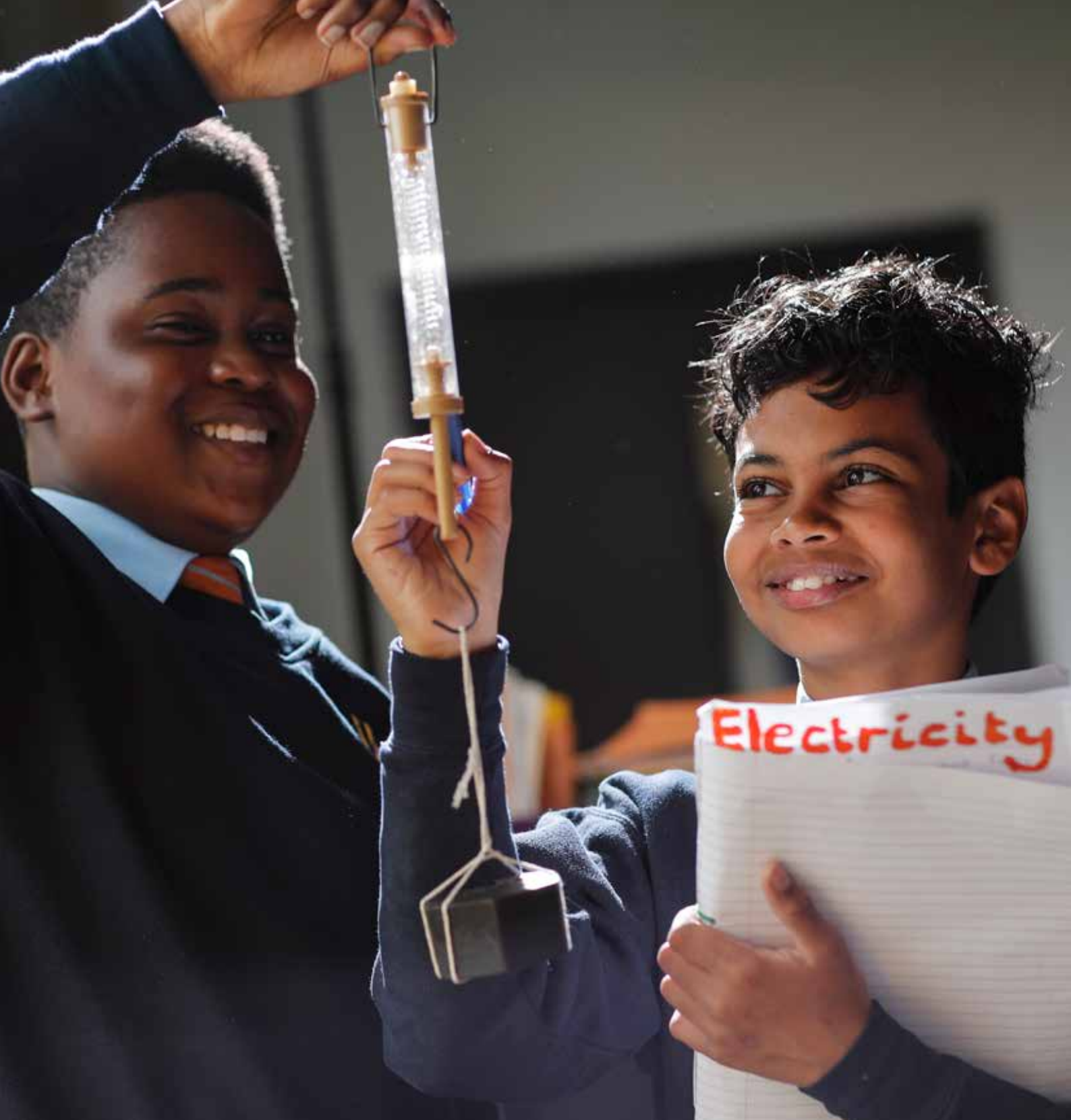
Monday 25th May – Friday 29th May 2020

Finish

Friday 17th July 2020 (at midday)

School INSET days will be published later.





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