



Leehurst Swan School
S A L I S B U R Y

**Welcome to
Senior School**

If you are going away and your son/daughter is staying with friends or relatives, please inform us so we know who and where to contact in an emergency.

Bicycles

Parents are reminded that the school governors, while permitting children to leave their bicycles on the school premises, accept no responsibility whatsoever for any loss or damage to them. Children must wear safety helmets when riding to and from school.

Food and Drink

Hot lunches are available in school for an additional charge of £3.50. These lunches are brought into school using fresh local ingredients. Please contact the school for further information on this service.

In warm weather packed lunches with an ice pack will help keep food cool and fresh. Pupils may have a snack at break-time. Pupils are not allowed to bring fizzy carbonated drinks into school (including carbonated water) for breaks, lunch or any other occasions. Pupils may bring cartons of non fizzy soft drinks as well as their water bottles for break time/lunch time. Cafe on the Park supplies packed lunches in three different sizes and delivers to school. Please contact Reception for further information on this service.

Dogs

In the interests of Health & Safety dogs are not allowed on school premises.

Detentions

Pupils may be kept in detention after school. A detention form will be posted to parents. It will need to be signed and returned to school. The detention will take place in the After School Study Room unless otherwise stated.

Headmasters' Afternoon Teas

These are held once a year and we welcome your comments and helpful suggestions at these times.

Extra-Curricular Activities

There is a wide range of musical, sporting and other clubs timetabled at lunch time and after school. A timetable of these activities is available shortly after the beginning of each term. The fee charging activities are jewellery making, gym, starcast and tennis, which are taught by professional coaches. These take place after school, supplementing the school run clubs. If a student is playing in a school match, parents will be notified by the PE department.

Health and Safety - Mouth Guards

The Governing Bodies of Hockey and Rugby state that the wearing of mouth guards is compulsory. The PE department organise a professional fitting of mouth guards for pupils at the beginning of the Autumn Term.

Illness or Accidents at School

If a student is ill or injured at school, we will make every effort to get in touch with you. It is vital, therefore, that we have your current address and a telephone number where we can contact you during the day. If you change jobs or move house remember to inform us. If you are going to be away for a few days we need the telephone number of the person with whom your child is staying. If we cannot contact you we will act on the advice of your family doctor or take your son/daughter to hospital if, in the opinion of the first aider, it is necessary. Please do not send children to school if they are ill – they will avoid spreading infections and will recover more quickly at home. Pupils with very contagious ailments such as impetigo should be kept away from school until they have recovered.

Medicines

If medicine needs to be administered during school hours, the school must be informed in writing as soon as possible. The medicine must be brought

to school in its original container, clearly labelled with the pupil's name, class and instructions for administration. A 'Schools Request to Administer Medication' form, kept in Reception, or downloaded from the website must be fully completed by a parent/guardian. All inhalers must be clearly named. If your child is allergic to any substance or on any medication which has side effects, the school must be informed.

Drugs and Alcohol

Any student found with illegal drugs or alcohol will be suspended or expelled.

Smoking

Smoking is not permitted on the school premises, grounds, coaches, minibus or in school uniform. Students may not bring cigarettes to school.

Offensive Weapons

No offensive weapons, including penknives, should be brought into school. Any offensive weapons found will be confiscated until the end of term and parents will be informed.

Confiscated Items

Jewellery - the only permitted jewellery to be worn are a watch and in the case of the girls only - a cross and chain and small **stud** earrings.

Any property that is confiscated by a member of staff will be given to the Deputy Head and locked away until the end of term when it may then be collected by the pupil.

Homework

Students are expected to do homework each night. A homework timetable is issued at the beginning of the academic year together with a school planner. Parents can communicate with the form teacher or subject teacher via the school planner. Homework is an important part of a student's learning process. It should be done at home in a quiet place free from

distractions. It is important that homework is attempted alone. If a student is experiencing difficulties please let the form teacher know. Try to keep a balance between outside activities and school work. If it is impossible to do homework on a particular night or your son or daughter has difficulty with a particular homework task, a letter from a parent must be sent to the relevant teacher or a note written in the school planner. Parents are asked to read and sign the school planner once a week.

Parents and pupils can see the homework online through Schoolbase. A personalised log-in is needed.

Learning Support

If your child needs some extra help this can be provided by extra lessons with our learning support staff, which will incur an additional cost.

Holidays

We would be grateful if parents would, as far as possible, book family holidays during school holiday periods. It is better for the children if they are taught in the classroom at the same time as their peers. Permission should be requested in advance from the Headmaster before taking holidays in term time.

Lost Property

With over three hundred children in the school it is inevitable that some items will be lost occasionally. Therefore, all items of clothing and equipment **must** be clearly marked with their name. PE kit is to be named on the outside as per PE staff instructions. The 2 in 1 coat should be labelled on the collar of the fleece side. It would be useful to check regularly that the names have not faded.

Mobile Telephones

Mobile telephones are allowed in school but should not be switched on in lessons. Telephone calls can be made from the telephone in Reception.

Money in School

Sometimes it is necessary for money to be sent to school. Please ensure that all money is enclosed in an envelope with the student's name and class clearly marked on it.

Only the minimum of money needed for the day should be brought to school and should be kept either on the person or locked in a locker. If large amounts of money need to be brought into school, they should be given to the Form Teacher or Reception.

Reporting to Parents

Reports are sent out at Christmas and in July. Parents' Evenings are held in the Spring Term. For children joining during the school year, a short progress report is sent after the first month.

Music Tuition

Instrumental lessons are available to all students in the Senior School. Letters to parents are sent out annually and need to be signed and returned to the Bursar's Office. Tuition may take place during lesson times. Priority is given to GCSE candidates. Please inform us if a student is absent and unable to attend their music lesson so that the peripatetic music teacher can be informed.

Musical Instruments

Along with the rest of pupil's property, musical instruments are not covered by the school's insurance and parents must make their own arrangements. If a school instrument is loaned to a pupil, the parents are liable for loss or damage whilst it is in their son's/daughter's possession. Musical instruments must be clearly named and, whilst in school, should be kept in locked lockers if available (smaller instruments) or in the music cupboard (larger instruments).

Pastoral Care

Parents are welcome in school at any time. If you have any problems or queries please feel free to discuss them with us.

If you wish to see your child's Form Teacher, please choose a convenient time such as before morning school or at the end of the school day. A prior appointment is normally advised. For issues that are not necessarily appropriate for the form teacher you may contact Mrs North, the Deputy Head, by telephone, email, by letter or through your child's student planner. Mrs North is responsible for the pastoral welfare of all pupils in Years 7, 8 and 9 and Mr Applebee looks after the welfare of pupils in Years 10 and 11, however serious issues are dealt with by Mrs North. Mrs North is the Child Protection Officer of the School.

If you wish to see the Headmaster please ring his Personal Assistant, Mrs Anne Jenson for an appointment.

Residential Visits

A residential water sports holiday on the Isle of Wight is arranged for all Year 7 pupils. This is an annual event which helps build team spirit and social skills. The children are accompanied by the PE staff and it is hoped that all Year 7 pupils will take the opportunity to join in this trip. The pupils have one swimming lesson per week all year in preparation for the water sports week.

School Trips

A number of school trips are arranged throughout the year. You will be asked to complete forms for these activities. Uniform is usually worn, unless otherwise stated.

Uniform

Please see the uniform list to check requirements depending on your child's age. (A copy of this list is available on the website). The school aims to ensure that all pupils take a pride in their appearance and we hope that we can rely on parents' support. Correct uniform must be worn at all times. The school blazer is compulsory and must be worn at all times but particularly to and from school and for all formal occasions. **Sensible** shoes are essential for safety. Pupils not wearing correct uniform will be spoken to first but on a second occurrence a detention will be given of which parents will be notified.

Girls – The only jewellery allowed with school uniform is a wristwatch; a small silver/gold cross on a simple chain and one pair of silver/gold **studs** worn one in each ear. Make-up or nail varnish must not be worn with school uniform. Skirts must be no more than 5cms above/below the knee. Hair must be tied back in all practical lessons.

Boys – Boys are not allowed to wear earrings. Hairstyles should be smart and above the shirt collar. Only white T-shirts or vests are allowed under white shirts and should not be visible at the collar. Shirts should be tucked in at all times.

During the summer months pupils are advised to wear the school navy PE hat during outdoor activities.

PE Kit

Please see the kit list to check requirements depending on your child's age. Please make sure **all** PE kit is clearly marked with the child's name. New styles of sports kit has been introduced to enhance the school's corporate team image when at fixtures, events or competitions.

PE Kit must be kept in the school regulation PE bag available for purchase from Mrs Beverley Smith, Registrar, and when not required should be taken home or stored on top of the lockers.

More information about the school can be found on the Leehurst Swan web site: www.leehurstswan.org.uk this includes term dates, photographs and information about recent events. You may also wish to gain access to the safeguarding (child protection) policies and other information provided for parents. To view this information on the website, please click on the heading on the right hand side marked "Parents" and use the pass word **educate** to pass through this portal.

**Requirements for Pupils Entering the
Senior School in September**

Student Handbook for English (supplied by school,
small cost to be included in September's fees)

Blue Laboratory Coats for Science/Art/Technology

Scientific Calculator (Casio is the recommended make)

Geometry Set

12 inch ruler

Fully equipped pencil case including pens, pencils, scissors,
a small set of coloured pencils and glue stick