



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

Welcome to Senior School



School Times

7.00	-	8.00	Breakfast Club and Before School Care
8.00	-	8.30	School drop off time
8.30	-	8.40	Registration
8.40	-	9.15	Period 1
9.15	-	9.50	Period 2
9.50	-	10.25	Period 3
10.25	-	10.50	Break
10.50	-	11.25	Period 4
11.25	-	12.00	Period 5
12.00	-	12.35	Period 6
12.35	-	1.35	Lunch
1.35	-	2.10	Period 7
2.10	-	2.45	Period 8
2.45	-	3.20	Period 9
3.20	-	3.55	Period 10
3.55	-	4.00	Registration and phone return

Homework Club 4.00 – 5.00 (no charge)

Before School Care 7.00 - 8.00 (charged at £5.50)

After School Care 5.00 – 6.00 (charged @ £2.50 per half hour)



Curriculum

Pupils follow the guidelines for learning laid down by the National Curriculum with enriched opportunities.

Y7 and Y8 pupils study:

English, mathematics, biology, chemistry, physics, Spanish, French, German, Religious Studies, history, geography, design technology, music, drama, ICT, art, PE and PSHE.

Y9 pupils study:

English, mathematics, biology, chemistry, physics, Religious Studies, history, geography, design technology, music and drama, ICT art, PE and PSHE and two modern foreign languages.

Y10 and 11

CORE SUBJECTS

For the core curriculum, pupils will study full course GCSEs in English language, English literature and mathematics. All pupils also participate in games (sport) and personal, social, health and citizenship education (PSHE). Careers advice is covered in dedicated periods throughout the year.

OPTIONAL SUBJECTS

We do things differently at Leehurst Swan. We ask our pupils what combinations of options they want, and then so far as we can, we build the option choices around these combinations. This means pupil preference drives what we offer; this is a huge advantage for the pupil and half the battle won in terms of interest. Pupils choose seven full GCSE subjects from: biology, chemistry, physics, French, German, Spanish, geography, history, business studies, religious studies, art, photography, drama, design and technology, music, physical education and computer science.

CORE BOOSTER

Whilst ten GCSEs is a reasonable aspiration for most pupils at Leehurst Swan, some pupils may choose to opt for fewer GCSE courses and benefit from additional specialist support in their core subjects through timetabled booster provision.

ENGLISH BACCALAUREATE

The English Baccalaureate (EBacc) is made up of GCSE subjects considered essential or desirable keystones to many A levels, degrees and career choices. Pupils don't need to have studied all of these to go to university but having their GCSE mix steered towards EBacc subjects will help keep their options open. EBacc subjects are as follows:

- English
- maths
- the sciences (can include computer science)
- history or geography
- a modern foreign language.

Understanding GCSEs and IGCSEs

In some subjects IGCSEs have been adopted where they offer a coursework component and, we believe, a better preparation for sixth form study. At Leehurst Swan, we embrace the opportunity, as an independent school, to select the courses that are most appropriate for our pupils. The following subjects are taken as an IGCSE:

- English language and literature
- maths
- modern foreign languages
- history
- geography
- design and technology

Personal, Social and Health Education (PSHE)

Pupils benefit from a varied programme of PSHE. Our whole-school Jigsaw programme brings together personal, social, relationships, sex and health education, emotional literacy, social skills, mental health and resilience, employability skills, British values and SMSC (spiritual, moral, social, cultural) development - in a comprehensive scheme of learning. We aim to equip pupils to live healthy, safe, productive, capable, responsible and balanced lives.

After School Study

This takes place from 4.00pm till 5.00pm every day in the After-School Study room. All pupils who are in school and not taking part in a

school activity should go to Room 59, which is supervised by a member of staff. Pupils should take homework or a book to read. Pupils sign in and out of After School Study. Those staying after 5.00pm should join Prep pupils in the Walker Hall.

Absence from School

Please ring school after 8.00am or email, reception@leehurstswan.org.uk to inform us of your child's absence. Parents may subsequently write or email a sick note explaining reasons for their child absence from school. Information regarding medical or other appointments should be given to the form teacher before the appointment.

If you are going away and your child 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 accepts no responsibility for any loss or damage to bicycles. 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 £4.00 per day. These lunches are cooked in school using fresh local ingredients. Please see the school website or 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. We encourage pupils to bring a healthy snack for break-time. Pupils are not allowed to bring fizzy carbonated or caffeinated 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.

Dogs

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

Merits

Merits will be given to pupils for the quality of their work, excellent effort and or attitude.

Headmaster's Tea

These are held once a year for each year group. It's an opportunity to chat with the Headmaster and share ideas and helpful suggestions.

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 fencing, cooking, gym 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. The PE bulletin sheet is produced each week to show the timings and locations of sporting fixtures. The PE bulletin is emailed to parents each week and is published on the website.



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 pupil 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 to a new house, please 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 recover more quickly at home and it avoids spreading infections in the class. If your child has had sickness or diarrhoea, they should return to school 48 hours after the last episode.

Pupils with very contagious ailments such as impetigo should be kept away from school until they have fully recovered.

Coronavirus

- **We ask that pupils do not attend school if they or a member of their household, has any symptoms of coronavirus;**
- We have employed our cleaning team for longer hours to minimise the risk of transmitting the virus on frequently touched surfaces such as door handles, handrails, table tops, play equipment and toys;
- All staff at the school will be promoting regular hand washing, for 20 seconds with running water and soap or use of sanitiser, and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach;
- Additional hand sanitiser, wipes and cleaning products are available in each area where lessons are being hosted and in frequently used communal areas;

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, minibuses or in school uniform. Students may not bring cigarettes or e-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.

Homework

Pupils are expected to do homework each night. A homework timetable is issued at the beginning of the academic year. Parents can communicate with the form teacher or subject teacher by email. Email addresses are published in the 'Parents' section of the website. Homework is an important part of a pupil'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 pupil is experiencing difficulties, please let the form teacher or subject 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 child has difficulty with a particular homework task, a letter or email from a parent must be sent to the relevant teacher. Homework will be set via Microsoft Teams for pupils in Years 7 to 11; homework will be submitted and marked electronically though not exclusively. Pupils should ensure that all work submitted on MS Teams is printed out and stuck in their exercise books. Pupils can access school printers during Homework Club.



Learning Support

If a pupil has a learning difficulty of any kind, including EAL or a specific learning difficulty such as dyslexia, our school does all it can to meet their individual needs. If a child displays signs of having learning difficulties, their teacher makes an assessment of this need and then informs the Head of Learning Support. In many instances the teacher is able to provide resources and educational opportunities which meet the child's needs within the normal class organisation. If a child's need is more severe, we involve our Head of Learning Support further who then contacts and speaks to parents about providing further assistance outside the classroom.

Holidays

We would be grateful if parents 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. Should term time absence be unavoidable, permission should be requested in advance from the Headmaster.

Lost Property

It is inevitable that some items will be lost occasionally. Therefore, all items of clothing and equipment **must** be clearly marked with your child's 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 must be handed into form tutors at the start of the day and collected at the end of the school day. If your child arrives late into school their phone must be handed into Reception. Mobile phones may be taken on school trips and fixtures. Pupils can telephone home via the phone 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.

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 Director of Music. Tuition may take place during lesson times. Priority is given to GCSE candidates. Please inform us if a pupil is absent and unable to attend their music lesson so that the peripatetic music teacher can be notified.



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 storage cupboards at the rear of the Walker Hall.

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.

Mrs Bateman is responsible for the pastoral welfare of all pupils in the senior school and is the Designated Safeguarding Lead.

If you wish to see the Headmaster please ring his Personal Assistant, Mrs Smith.



Senior Baseline Assessments

To measure ability and aptitude for learning, pupils take on-line assessments in Year 7 and Year 10. MidYIS is taken in the Autumn Term of Year 7 and YELLIS in the Autumn Term of Year 10. These assessments help us to identify individual strengths and weaknesses, the progress children are making, and their likely performance at (I)GCSE.

MidYIS and YELLIS assess four key areas which research shows are linked to later academic outcomes:

- Vocabulary – word fluency and understanding
- Mathematics – logical thinking, manipulating numbers and numerical concepts
- Non-verbal ability – recognising shapes, matching patterns, applying spatial awareness and visual intuition
- Skills – such as proofreading, perceptual speed and accuracy

As the assessments are adaptive, each pupil sees a unique assessment and is challenged at a level that is suitable for them, making it enjoyable, engaging and efficient.

Senior Core Assessments for Internal Tracking

Teachers use “diagnostic” Core Assessments as part of senior tracking data. Pupils will be tracked on attainment and effort/approach every half term.

Attainment

Each half term, in every subject, pupils undertake a core assessment linked to 9-1 levels (see below). It must be remembered that teacher assessments are broad indicators of current performance rather than definite outcomes. It is also the case that a teacher’s assessment of a pupil’s progress can change over time.

Year 7	Year 8	Year 9	Year 10	Year 11	Old (I)GCSE	Descriptor
				9		Exceptional Top 3-4% nationally
			9	8	A*	Excellent
		9	8	7	A	
	9	8	7	6	B	Good
9	8	7	6	5	C	Secure
8	7	6	5	4	Low C	Basic knowledge & understanding
7	6	5	4	3	D	Experiencing difficulty
6	5	4	3	2	E	Cause for concern
5	4	3	2	1	F/G	
4	3	2	1			
3	2	1				
2	1					

Effort/Approach

We also monitor whether a child’s approach to learning is Excellent, Good, Inconsistent or a Cause for Concern.

Staff use the data to inform teaching and learning, track pupil progress and set targets. The data enables us to highlight specific achievements and/or weaknesses, identify underachievement so that we can put in place further support where necessary and ensure we are stretching and challenging all pupils. The data collected is used to inform parents about their child’s progress and to highlight any areas of concern.

Reporting

All parents are given the opportunity to formally meet with their child's teachers once a year at a Parents' evening which is held in the Spring Term.

Parents will receive formal feedback as a full written report twice a year (Autumn and Summer for Year 7-10, Spring and Summer for Year 11 and Spring and Summer for Reception to Year 6).

For children joining during the school year, a short progress report is sent after the first month.

School Trips

A number of school trips including residential visits 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. A copy of this list is available on the website or from the school office.

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, particularly to and from school and for all formal occasions. Smart, sensible shoes are essential for safety (not trainer style). 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.

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. 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. Hair must be tied back.

The school uniform shop is open for appointments only on:

Monday 3.30-4.45pm
Wednesday 8.30-10.00am
Friday 3.30-4.45pm.
Email uniform@leehurstswan.org.uk

A second-hand uniform shop is run by FOLS (Friends of Leehurst Swan) on Thursdays during term time from 8.15-9.15am.

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 your child's name. New styles of sports kit have 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 to purchase from the school shop, and when not required should be taken home or stored on top of the lockers.

School Information

More information about the school can be found on the Leehurst Swan web site: www.leehurstswan.org.uk this includes the school calendar, term dates, photographs and information about recent and upcoming events.

Access to the parental section on the website includes correspondence, team sheets, lunch menus, clubs and activities, reading lists and curriculum statements. To view this information, please click on the heading marked "Parents" and use the email address parents@leehurstswan.org.uk. The password is **Constable** to pass through this portal. (please use a capital C)

Requirements for Pupils Entering the Senior School in September

- CGP KS3 Spelling, Punctuation & Grammar Study Guide and Workbook for English (supplied by school, small cost to be included in September's fees)
- Laboratory Coats for Science
- Art Apron for Art/Technology
- Scientific calculator (Casio is the recommended make)
- Fully equipped pencil case to include: pens, pencils, rubber, coloured pencils, 30cm ruler, pair of compasses, protractor, glue and scissors.