



Stoke Newington School  
& Sixth Form

**SNS**  
**PARENT**  
**& CARER**  
**HANDBOOK**  
**2018/19**





# Welcome

We are delighted to welcome you, as parents and carers, to our Stoke Newington School & Sixth Form community. Our school/parent/carer partnership is crucial in ensuring your child has a really successful education. We want this partnership to be strong, based on good communication and teamwork, and with the clear aim of ensuring your child achieves their full potential while at our school.

This booklet is designed to give you information and answers about a range of school aims and activities: we hope you will find it very useful.

Veliler olarak Stoke Newington Okulu ve Sixth Formu topluluğu hoş geldiniz. Bizim okul/veli birlikteliğimiz çocuğunuzun gerçekten başarılı bir eğitim edinmesini sağlamak için kritik öneme sahiptir. Biz bu birlikteliğin sağlam, ekip çalışması ve iyi iletişime dayalı, ve okuldayken çocuğunuzun potansiyelini elde etmesini sağlama amacına sahip olmasını istiyoruz. Bu kitapçık size okulun birtakım amaçları ve aktivitelerine dair bilgi vermek için yazıldı: yararlı bulacağımızı umuyoruz.

Z przyjemnością zapraszamy wszystkich rodziców i opiekunów do społeczności Stoke Newington School and Sixth Form.

Dobra współpraca pomiędzy Państwem i szkołą jest niezmiernie ważna aby zapewnić Waszemu dziecku jak najlepszą edukację. Chcielibyśmy aby ta współpraca była regularna i oparta na dobrej komunikacji. Głównym celem naszej współpracy jest realizacja pełnego potencjału Waszego dziecka w naszej szkole.

W tej broszurze znajdują Państwo informacje i odpowiedzi na pytania dotyczące celów i działalności szkoły. Mamy nadzieję że informacje zawarte w tej broszurze okażą się dla Państwa przydatne.

*Annie Gammon*

Annie Gammon  
Headteacher  
Müdür  
Dyrektorka szkoły



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# Our mission, values and success

## Our school

Here at Stoke Newington School & Sixth Form, we pride ourselves in providing all our students with excellent creative teaching and learning opportunities within the curriculum and through our programme of extra-curricular activities.

We want all of our students to do exceptionally well academically, enjoy their secondary education and to grow personally and socially as active citizens in our community.

## Our success

- We are particularly proud of our value added – our most recent OFSTED data showed that in 2016 and 2017, progress 8 was significantly above average
- Maths, English, Languages and Science have had results in the top 20% in the country for the past two years
- 31% of GCSE grades in 2017 were A/A\* or equivalent
- We have had outstanding sixth form results for the fifth year running, putting us in the top 10% in the country
- Our Arts provision has been recognised with a platinum Arts Mark Award.

## Our mission statement

Stoke Newington School & Sixth Form: a high quality creative education for all.

### Our aim is that in our school everyone:

- enjoys learning and makes outstanding progress
- has a strong sense of belonging both to our school and to the wider community
- is empowered and equipped to become an active citizen, who celebrates diversity and has a commitment to a shared and just future

### Our aim is that:

- our school develops as a vibrant, high performing organisation with an emphasis on inspiring and creative teaching
- our specialisms, in expressive arts and inclusion, lead the school's development as a community in which all succeed

## Our values

### All together:

- always learning
- understanding each other
- achieving excellence
- enjoying our creativity
- committing fully

**“PUPILS ARE HAPPY AND SAFE, AND VALUE LEARNING. LEADERS HAVE BEEN SUCCESSFUL IN MANAGING CHANGES TO ASSESSMENT AND THE CURRICULUM FOR GCSE AND A LEVEL WHILE PRESERVING THE CREATIVE OUTLETS THAT PUPILS VALUE AND ENJOY.” OFSTED 2017**

# Teaching and learning

We pride ourselves on the high quality of teaching and learning we provide in our school. We ensure that lessons are challenging, creative and interesting to raise the achievement of every student. This is a key objective in the school's improvement plan and was recognised by Ofsted (2017) as an undoubted strength in our provision. We are determined to maintain and further improve on this. The school provides:

- a broad and balanced curriculum that supports numeracy and literacy
- a creative approach to stimulate learning, build confidence and raise attainment of all our students
- extension opportunities in a number of subjects for our most able students
- additional support for those who may struggle to access the curriculum

## Key stage 3

Stoke Newington School offers a broad and balanced curriculum, which has been designed to offer every student the chance to achieve. The mix of academic and applied subjects are delivered by teachers who are passionate, motivated and who hold the highest expectations for all our students.

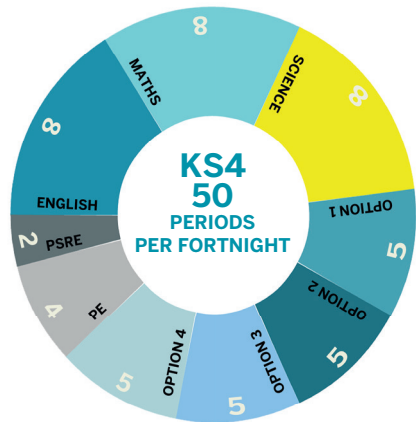
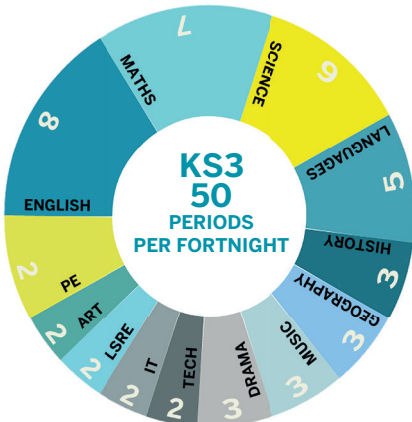
All students follow a two-year programme in the core and applied subjects during Years 7 and 8, before selecting their GCSE options in the spring term of Year 8.

A breakdown of how many hours are spent per subject, per week at both Key Stage 3 and 4 is illustrated below.

## Key stage 4

Key Stage 4 begins in Year 9, with all students studying GCSEs in English, maths and science. There are a wide selection of GCSE options across the remaining subjects. Our GCSE option subjects include many of the subjects taught at Key Stage 3 such as geography, history, languages, art, drama, music, and technology as well as additional choices including media and computing.

The full range of option pathways available to students are published in the options pathway booklet. This can be downloaded from the school website. Students also have the opportunity to explore GCSE option subjects at our Year 8 options evening in the spring term.



# “PROGRESS OVERALL AT GCSE AND A LEVEL LAST YEAR WAS SIGNIFICANTLY BETTER THAN AVERAGE. TEACHERS ROUTINELY PLAN ACTIVITIES THAT STRETCH AND CHALLENGE THE MOST ABLE. THEY USE QUESTIONING WITH SKILL TO FURTHER MAINTAIN THE MOMENTUM BEHIND PUPILS’ PROGRESS.” OFSTED 2017

## Ambition for students

We expect the best academically of and for every student. We set students ambitious targets and pitch classwork and homework accordingly.

## Monitoring progress

Students are set targets in all subjects at the beginning of Year 7, using their Key Stage 2 results. During the academic year, teachers will complete progress checks for each student. These checks will show a student’s current attainment, their target levels and include comments on behaviour, classwork and effort.

Parents will be sent a report from these progress checks so that they can see clearly in which subjects their child has improved, is doing well or needs improvement. There will also be opportunities for parents to speak to subject teachers and tutors at parents’ evenings and progress review day\*. The criteria from which students are assessed will be communicated via the progress report and can be downloaded from the school website.

Our whole school approach to target setting, together with the weekly homework plan, means that all our students have realistic targets to meet and they know what they need to do to reach their target grade.

\*see pg 16 for full details

## Support for students

We are dedicated to ensuring every child makes progress. We offer extension opportunities in a number of subjects for our most able students and provide additional support for those who may struggle to access the curriculum. The Inclusion team employs learning support assistants and behaviour mentors to ensure that our students succeed:

offering a wide range of support including special literacy and numeracy classes and after school tutoring.

Students whose first language is not English receive extra support from our CEAL team (Communities and English as an additional language). Support is offered in a variety of ways across the curriculum and students are given the opportunity to study their first language for examination qualifications.

## Homework

Students are expected to complete a minimum of five hours of homework per week - this increases as students progress through the school. By GCSE stage, students should be studying for approximately two to three hours per night.

Stoke Newington School uses an online application called Show My Homework to help parents and students manage their homework. Details of how to access Show My Homework can be found on the school website under the learning section.

In addition to homework, the school expects students to read quietly for 30 minutes to one hour every day.

## Sixth Form

Stoke Newington Sixth Form offers a positive, creative environment with high aspirations for all our students. Our curriculum offer includes a wide range of A levels as well as our popular and highly rated BTEC Sport course. The A level subjects reflect our academic and creative school ethos and range from English, the three sciences and maths through to subjects such as music, art and photography, as well as philosophy and economics.

For more information about our A level courses and the Sixth Form in general, please refer to the Sixth Form section of our website.





## Creativity

Creativity lies at the heart of so much that we do. We are proud of our reputation as a creative and vibrant school and the unique opportunities that this brings to our students, staff and community. The implementation of creativity across the curriculum is key to our school improvement plan. Whether through the arts or sciences, our staff have great power to innovate, take risks and find new, creative ways to approach teaching and learning.

Our termly programme of whole school creative days take place three times a year (one per term) and involves all students from Year 7 - 13. The days are themed and combine subjects in unusual ways to encourage students to experiment whilst working collaboratively towards a shared goal. These creative days have been some of the most memorable experiences for students and staff. We have produced plays, exhibited giant banners, made films, poetry, built machines, mathematical structures and gone on several marches to celebrate diversity.

## Educational visits and enrichment

We organise a wide range of educational visits and enrichment opportunities for every child in our school. They take part in workshops, attend lectures, visit theatres, museums, galleries and places of work. Educational trips take place in every year group to consolidate knowledge gained in the classroom and further extend our students' learning. One of the school's priorities is to broaden students' experience by organising trips in the UK and abroad. Our international residencies have seen students visiting Rome with Latin, New York with photography, Belgium with PE and Geneva with physics. An exchange visit to Spain or France also takes place each year.

The school has a variety of music ensembles, which regularly perform for outside events and are increasingly in great demand. We also provide 1 to 1 music lessons for students on most instruments.

## After school clubs and holiday revision

Our extended services team run a rolling programme of lunchtime and after school clubs and activities throughout the academic year, as well as study support and revision sessions during the school holidays. There are a variety of creative, sporting and academic clubs on offer;

from cookery to guitar through to drama and journalism club. We encourage all Key Stage 3 students to sign up to at least one club per term.

The main programme of our after school clubs provision is published annually in September and launched at the clubs fair where students and parents/carers are invited to come in and see for themselves what is on offer. The programme varies termly as we add new activities through the year.

Clubs generally cost £35 per club, per term, and must be paid in advance, but for those families in receipt of free school meals or for sports clubs, there is no charge. Payment plans can be put in place if required.

## The library and literacy

The school library is open Monday to Friday 8.30am – 6pm and is staffed at all times. The library offers a wide range of fiction and non-fiction books, magazines, daily newspapers, audiobooks and DVDs for students to enjoy. There are also computers and laptops available for students to complete school and homework.

The library offers the opportunity for students to train as student librarians and a 'passport to reading' scheme, both of which are rewarded at the end of each term with certificates and prizes. See the school librarian, Ms Loy, in the library to find out how you can get involved.

**Students should have a reading book with them at all times as part of their essential daily equipment.**

## Reading

Our students are given the opportunity to read for pleasure every day. A dedicated reading session is timetabled for fifteen minutes after every lunchtime (except Wednesdays), allowing students to read without the pressure of being assessed. They have access to our school library, selected class books, prepared resources such as newspaper articles or poetry and may of course bring in their own book of choice. By allowing students time to develop their love of reading we can also help to improve their literacy skills, benefiting them across their academic studies.

An extensive school reading list is available from the school website which will give students guidance on their literary choices.

# Pastoral care

**“LEADERS AND GOVERNORS HAVE ENSURED THAT THERE IS A CULTURE WITHIN THE SCHOOL WHERE PUPILS’ WELFARE IS THE NUMBER ONE PRIORITY. THE LEADERSHIP TEAM HAS ENSURED THAT ALL SAFEGUARDING ARRANGEMENTS ARE FIT FOR PURPOSE AND RECORDS ARE DETAILED AND OF HIGH QUALITY.” OFSTED 2017**

## Tutor groups

The tutor and the head of year play an extremely important part in ensuring that our students are able to achieve, stay healthy, keep safe and make a positive contribution to the community. There are 10 tutor groups in every year group, each with a designated form tutor. Form tutors remain with the same tutor group throughout Key Stage 3 and Key Stage 4, building long term relationships as students progress through the school. Tutors are able to support and guide, encourage and help; directing students to the wide range of services available, whether it be the internal behaviour mentors, learning mentors or specialist support for learning difficulties.

## Rewarding achievement

Positive behaviour in and around school is extremely important to us at Stoke Newington School. There is a high emphasis placed on praise and there are many opportunities to reward and celebrate success.

All students can earn achievement points as well as termly awards for academic achievement, outstanding classwork or homework, excellent effort, attendance at extra-curricular clubs, performances, sporting representation, and contributions to the school community. These achievement points translate into prizes for individual achievements as well as awards for tutor groups and year groups. Achievements are celebrated in assemblies and communicated home via praise postcards, our school newsletter Spotlight, and our achievement wall of fame.

## Behaviour for learning and attendance

We have clear values and expectations about behaviour, attendance and punctuality. We aim to ensure that all students demonstrate excellent behaviour for learning which actively engages them in school life, while having core rules and routines which ensure learning is a focus at all times. The rules and routines ensure that behaviour is good or better so that every student focuses on learning. Students are expected to maintain a smart appearance, be polite and courteous at all times and to have excellent attendance and punctuality.

Excellent attendance is essential if students are going to achieve their full potential. Parents and carers play the most significant role in ensuring that attendance and punctuality are good.

The school asks parents and carers to:

- Ensure your child arrives promptly to school every day by 8.30am
- Inform reception on the first day of absence by 8.30am, explaining the reason for absence and the expected length of absence
- Arrange medical and other appointments outside of school hours
- Send a note or doctors appointment card to reception detailing the reason for lateness/absence if appointment during school hours is unavoidable. Students in Years 7, 8 and 9 must be collected by a parent/carer for an appointment during school hours or if feeling unwell
- In case of an absence period lasting longer than 3 days, provide medical evidence to support absence

The school follows the local authority policy of zero tolerance to holidays in term time. Time

off during term time can be requested but will only be granted in exceptional circumstances. Students with habitually poor attendance are referred to the Hackney Learning Trust.

## Sanctions

The school makes every effort to ensure that the learning environment meets the needs of all students, taking into account individual needs and circumstances. Should a student's work, effort or behaviour give cause for concern we have sanctions in place to highlight and rectify issues as they arise. These include: behaviour points, same day detentions, community service around the school and withdrawal from lessons or activities. If withdrawal occurs, students are sent to our referral room pending investigation of the incident. For serious offences, students will be issued a Saturday detention - failure to attend may result in exclusion from school.

Beyond the detention system are exclusions. These include internal, fixed term and permanent exclusions. Longer internal exclusions take place on site in our exclusion unit, Impact. Impact facilitates the restorative process to enable students to reflect on their behavior and reduce the occurrence of re-offending. Students can spend up to six weeks in Impact.

In any instance of concern, parents/carers will be consulted and invited in to discuss sanctions and strategies for support to enable students to get the best out of their time at Stoke Newington School & Sixth Form.

Parents should note that poor behaviour outside of school can lead to in-school sanctions.

## Classcharts

Classcharts is a live system which allows members of staff to recognise and acknowledge positive attitudes and also record any instances of inappropriate behaviour throughout the school day. This information is shared with parents and carers and is available to access online or via an app for smart phones/tablets. There is an expectation all parents and carers access the software to monitor and celebrate achievements and also, tackle any negative behaviour on the day it occurs. Login details will be provided at the beginning of term.

## Anti-bullying and peer

### listeners

Anti-bullying is taken very seriously at Stoke Newington School. Bullying is behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. Students and staff are an important active element of our anti-bullying strategy; we have dedicated school pastoral counsellors and a peer listeners group to promote understanding and provide safe places where students can go if they are concerned about bullying. We aim to keep parents informed about anti-bullying and e-safety, promoting appropriate strategies for dealing with instances of bullying behaviour in and around school. Students and parents should be assured that they will be fully supported when bullying is reported. Bullying will not be tolerated.

## Welfare

Stoke Newington School & Sixth Form is committed to providing a safe and secure environment and promoting a climate in which students and adults feel confident in sharing their concerns about their own safety or the well-being of others.

If you have any concerns about attendance, punctuality or your child's welfare, please contact your child's tutor or head of year in the first instance. If you are unable to get a satisfactory response by following the agreed procedures then please do not hesitate to get in contact with reception to arrange a meeting with the senior leadership team or one of our pastoral counsellors.

## Safer Schools Partnership

The Safer Schools Partnership (SSP) is a formal agreement between the school and the police to work together in order to keep young people safe, reduce crime and the fear of crime and improve behaviour in school and our communities.

We have a dedicated SSP officer, PC Peterson, who works regularly in school across a broad range of issues, from early intervention, information exchange, dealing with victims and dealing with crime incidents. PC Peterson also helps young people deal with situations that may result in their becoming victims of crime and bullying. He provides invaluable support for improving pupil behaviour and attendance, preventing and tackling crime, and improving young people's relations with the police and the local community.

# Expectations

**Students are expected to behave in a positive manner at all times. They will be respectful, responsible and ready to learn. To achieve this:**

## **Students must:**

- respect and work co-operatively with others
- try their best to achieve excellence
- be responsible for their own learning and for the learning of others
- behave impeccably outside of lessons
- behave in a positive manner in the local community and always give a positive representation of the school
- be prepared for learning with the correct uniform and equipment
- attend school every day, on time
- give the highest regard to the safety of themselves and others

## **Students must not:**

- bring in anything dangerous or illegal
- threaten, bully, be violent or abusive
- damage school property
- bring in valuable items, phones, MP3s etc
- truant
- be late for lessons



## What happens if students do not meet the school's expectations?

Issue	In school action	Issued by whom?	Home contact
Lateness	<ul style="list-style-type: none"> <li>same day detention</li> </ul>	<ul style="list-style-type: none"> <li>tutor</li> <li>subject teacher</li> </ul>	<ul style="list-style-type: none"> <li>phone call home</li> <li>meeting</li> </ul>
Truancy	<ul style="list-style-type: none"> <li>behaviour point</li> <li>department detention</li> <li>internal exclusion</li> </ul>	<ul style="list-style-type: none"> <li>head of department</li> <li>subject teacher</li> <li>attendance officer</li> </ul>	<ul style="list-style-type: none"> <li>phone call home</li> <li>meeting</li> </ul>
Disruption to learning/ refusal to follow instructions	<ul style="list-style-type: none"> <li>behaviour point</li> <li>removal from lesson</li> <li>same day detention</li> <li>internal exclusion</li> </ul>	<ul style="list-style-type: none"> <li>subject teacher</li> <li>head of year</li> </ul>	<ul style="list-style-type: none"> <li>phone call home</li> <li>meeting</li> </ul>
Incorrect uniform	<ul style="list-style-type: none"> <li>sent to referral room for duration of either break or lunch</li> </ul>	<ul style="list-style-type: none"> <li>SLT</li> <li>head of year</li> </ul>	<ul style="list-style-type: none"> <li>letter home</li> </ul>
Contraband items	<ul style="list-style-type: none"> <li>item confiscated and returned to parent on the Friday of that week</li> <li>sent to referral room for duration of either break or lunch if not handed over immediately</li> <li>3 day internal exclusion</li> </ul>	<ul style="list-style-type: none"> <li>any member of staff</li> </ul>	<ul style="list-style-type: none"> <li>text home</li> <li>phone call home</li> <li>meeting</li> </ul>
Inappropriate corridor/ playground behaviour	<ul style="list-style-type: none"> <li>same day detention in referral room</li> <li>behaviour point</li> </ul>	<ul style="list-style-type: none"> <li>any member of staff</li> </ul>	
Swearing in class	<ul style="list-style-type: none"> <li>behaviour point</li> <li>same day detention</li> </ul>	<ul style="list-style-type: none"> <li>subject teacher</li> </ul>	
Swearing at staff	<ul style="list-style-type: none"> <li>3-5 day exclusion</li> </ul>	<ul style="list-style-type: none"> <li>SLT</li> </ul>	<ul style="list-style-type: none"> <li>phone call home</li> <li>meeting</li> <li>fixed term exclusion</li> </ul>
Bullying	<ul style="list-style-type: none"> <li>internal exclusion</li> <li>referral to anti-bullying team</li> </ul>		<ul style="list-style-type: none"> <li>phone call home</li> <li>meeting</li> </ul>
Eating/chewing in class	<ul style="list-style-type: none"> <li>same day detention</li> </ul>	<ul style="list-style-type: none"> <li>subject teacher</li> </ul>	
Eating/chewing in building	<ul style="list-style-type: none"> <li>same day detention</li> </ul>	<ul style="list-style-type: none"> <li>any member of staff</li> </ul>	
<b>Serious offences</b>			
Bringing the school into disrepute	<ul style="list-style-type: none"> <li>3 day exclusion - permanent exclusion</li> <li>Impact</li> </ul>	<ul style="list-style-type: none"> <li>SLT</li> <li>headteacher</li> </ul>	<ul style="list-style-type: none"> <li>phone call home</li> <li>meeting</li> </ul>
Theft/damage to school property	<ul style="list-style-type: none"> <li>3 - 5 day exclusion</li> </ul>	<ul style="list-style-type: none"> <li>SLT</li> <li>headteacher</li> </ul>	<ul style="list-style-type: none"> <li>phone call home</li> <li>meeting</li> </ul>
Aggressive actions to staff/pupils	<ul style="list-style-type: none"> <li>3 - 15 day exclusion</li> <li>Impact</li> </ul>	<ul style="list-style-type: none"> <li>SLT</li> <li>headteacher</li> </ul>	<ul style="list-style-type: none"> <li>phone call home</li> <li>meeting</li> </ul>
Fighting/attack on another pupil	<ul style="list-style-type: none"> <li>3 day exclusion - permanent exclusion</li> </ul>	<ul style="list-style-type: none"> <li>SLT</li> <li>headteacher</li> </ul>	<ul style="list-style-type: none"> <li>phone call home</li> <li>meeting</li> </ul>
Drugs or alcohol possession	<ul style="list-style-type: none"> <li>5 day exclusion - permanent exclusion</li> <li>referral to drug abuse or alcohol abuse worker</li> <li>Impact</li> </ul>	<ul style="list-style-type: none"> <li>SLT</li> <li>headteacher</li> </ul>	<ul style="list-style-type: none"> <li>phone call home</li> <li>meeting</li> </ul>
Weapon or sharp object possession	<ul style="list-style-type: none"> <li>permanent exclusion</li> </ul>	<ul style="list-style-type: none"> <li>governing body</li> </ul>	<ul style="list-style-type: none"> <li>phone call home</li> <li>meeting</li> </ul>

\*all sanctions are subject to review



# Our home-school agreement

In order to achieve our school aims, as outlined at the front of this booklet, the school, home and students must all agree to work together.

## The school agrees to:

- \_\_\_\_\_ ensure all students have access to a wide and varied curriculum
- \_\_\_\_\_ provide high quality teaching in all subjects, including support where necessary
- \_\_\_\_\_ provide information for parents and students on what is being taught
- \_\_\_\_\_ provide regular information on the progress of all students
- \_\_\_\_\_ contact parents if there are concerns
- \_\_\_\_\_ contact parents to praise students when they are doing well
- \_\_\_\_\_ set and mark homework on a regular basis

## Parents/carers agree to:

- \_\_\_\_\_ ensure that your child attends school regularly and punctually, aiming for full attendance and 100% punctuality
- \_\_\_\_\_ contact the school by **8.30am** to report your child's absence
- \_\_\_\_\_ arrange all medical appointments outside the school day
- \_\_\_\_\_ ensure your child wears the correct school uniform at all times
- \_\_\_\_\_ encourage your child to follow the student code\*
- \_\_\_\_\_ support your child's learning at home by ensuring s/he completes all homework and reads for 30 minutes every day
- \_\_\_\_\_ check progress and homework by reading and signing your child's planner every week
- \_\_\_\_\_ support the school's policy on rewards and sanctions
- \_\_\_\_\_ attend parents evenings and other meetings with teachers when requested
- \_\_\_\_\_ set age appropriate boundaries for their child re factors (ICT use, phone use, bed times) affecting education

## Students agree to:

- \_\_\_\_\_ come to school every day at **8.30am**
- \_\_\_\_\_ wear the correct school uniform at all times
- \_\_\_\_\_ follow the student code\*
- \_\_\_\_\_ be polite and behave respectfully towards all members of the school community
- \_\_\_\_\_ always bring the right equipment to school, in a school bag
- \_\_\_\_\_ work hard in all lessons
- \_\_\_\_\_ complete all homework and coursework to the best possible level they can
- \_\_\_\_\_ behave impeccably at all times outside school and on the way home
- \_\_\_\_\_ attend additional lessons if required

\* The student code will be published in your child's planner

# Parental involvement

We expect all parents/carers to play an active part in the life of the school. It is only by listening and responding to your views that we will reach the standards of excellence we seek at Stoke Newington School. We regularly provide parents/carers with information and data to ensure they are informed of their child's progress; there are parents' evenings, progress review day and progress reports are compiled three times a year and posted home. The school website also holds additional information regarding news and current events as well as learning resources and school policies.

## In person

The school runs regular parent evenings, progress review day and individual interviews throughout the academic year. This gives parents the opportunity to meet with staff face to face and discuss their child's progress, achievements and successes.

Parents are always welcome to visit the school by appointment and are encouraged to visit and share their professional knowledge at our careers & enterprise events. If you would like to find out more about volunteering for these, please contact our careers department at:



[careers@sns.hackney.sch.uk](mailto:careers@sns.hackney.sch.uk)

## Progress review day

Progress review day occurs annually and gives parents/carers the opportunity to meet face to face with their child's form tutor.

Students progression in all subjects is reviewed collaboratively with tutors and parents/carers and individual targets set for improvement. It is also a forum to discuss any pastoral issues arising, such as attendance, behaviour and general well being.

Meetings start from 12pm and run through until 7pm, allowing parents/carers to plan around other commitments. Details of dates and timings for the day will be communicated home and published on the school website.

**There are no lessons on progress review day.**

## Parents' evening

Each year group has one parents' evening per academic year. Parents' evening gives parents/carers the opportunity to meet face to face with their child's teachers to talk about their child's progress in specific subjects.

Meetings start at 5pm and run through to 7.30pm. Each individual appointment is approximately 5 minutes. Details of dates and timings for parents' evenings will be communicated home and published on the school website.

## Parent teacher association

The PTA organises social evenings, quiz nights, headteacher's question time and discussions on how students are taught, homework, sports, bullying and other issues of concern to parents and carers. The PTA also raises funds – and decides how this money is allocated to support students' education and cultural enrichment.

The PTA gives you a chance to meet and socialise with other parents and carers and talk to staff in an informal setting. It offers a way for parents, carers and staff to have fun together and contribute to the school community. Everyone is welcome. If you would like to know more or get involved in our activities, you can email Kathy Manners, current PTA Chair at:



[parents@sns.hackney.sch.uk](mailto:parents@sns.hackney.sch.uk)



# Home/school communications

## Print & email

The school primarily uses email to send information home to parents. Trip permissions, general announcements, and invites to upcoming meetings, events and concerts are emailed to parents/carers. The office will keep paper copies of all letters and students can collect these if necessary. As part of our achievement and reward initiative teachers and departments will post home subject specific and behaviour praise postcards.

Our termly school magazine, Spotlight, is also digital and will be emailed to parents on each term. It includes student led articles on school developments and activities as well as key dates for the term ahead.

## School Planner

Your child's planner is both an essential piece of equipment (which they must have with them every day) and an important means of communication between you and your child's tutor and teachers. Tutors and parents/carers can write messages to one another in the weekly comments box, and parents/carers must sign the diary each week which is checked in registration during the week.

## Telephone & email

For general enquiries or to speak with a teacher, please call the school reception on:



**020 7241 9600**

If your child is going to be absent from school, please call the school reception by **8.30am**.

If you wish to contact a member of staff via email, you can do so by using the standard email formula:



**firstname.surname@sns.hackney.sch.uk**

A full list of staff email addresses can be found on the school website.

## Text messaging

The school uses a text messaging service called Groupcall to send important reminders and information. Parents are automatically subscribed to this when they submit their

contact details via the school admission form. It is free to receive messages from this service.

Please let us know of any changes of address, telephone numbers and email addresses as soon as possible so we can keep our records up to date.

## Our website

The school website is a space for parents to access the latest news and goings on in the school, as well as keep track of upcoming news and events. It's also a learning platform; students and parents can find curriculum information and revision resources.



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

Current and previous issues of the school magazine, Spotlight, are also available to view and download.

## Show My Homework

Stoke Newington School uses an online application called Show My Homework to help parents and students manage their homework. Details of how to access show my homework can be found on the school website under the learning section.

## ParentPay

The school operates an entirely cashless system to remove the possibility of loss or theft of money from students. ParentPay is used to pay for lunch, snacks, music lessons, clubs and trips.

Parents can credit their child's account with a debit/credit card on-line via ParentPay. It is vital that all students ensure they have enough money on their ID card before they choose food at break and lunch.

Pupil premium students eligible for free school meals will automatically receive the daily allowance on their card; consequently it is vital that all free school meals application forms are submitted to the Hackney Learning Trust promptly.

Any queries regarding ParentPay please contact our office manager, Linda Perkola:



**[linda.perkola@sns.hackney.sch.uk](mailto:linda.perkola@sns.hackney.sch.uk)**

## Communities and English as an additional language (CEAL)

CEAL stands for Communities and English as an Additional Language.

Stoke Newington School is a diverse school with students from Africa, the Caribbean, Asia, Europe and South America. 30 different languages are spoken in the school by over 460 students, representing nearly a third of students in the school.

What we do:

- we help pupils with English as an additional language with their lessons and with their homework
- we also have a dedicated Turkish home-school liaison, who helps with any Turkish translation issues, as well as interpreting at school events. We can also find people to translate other languages if needed



020 7241 9631

Türkçe konuşan veliler

Bizim Türkçe konuşan okul ev iletişim memurumuz Türkçe konuşan velilere her zaman yardıma hazırdır. Eğer yardımı olacaksa her zaman görüşmelerde bir tercüman bulundurmaya çalışırız.

Bizimle iletişime geçin:



020 7241 9631

**Jezyk polski**

Jesli jestes rodzicem mowiacym w jezyku polskim I potrzebujesz pomocy w tłumaczeniu korespondencji, podczas spotkan z rodzicami itd. prosze o kontakt z dzialem CEAL (Dzial do wspolpracy z rodzinami porozumiewajacymi sie jezykiem angielskim jako dodatkowym jezykiem) na numer kontaktowy:



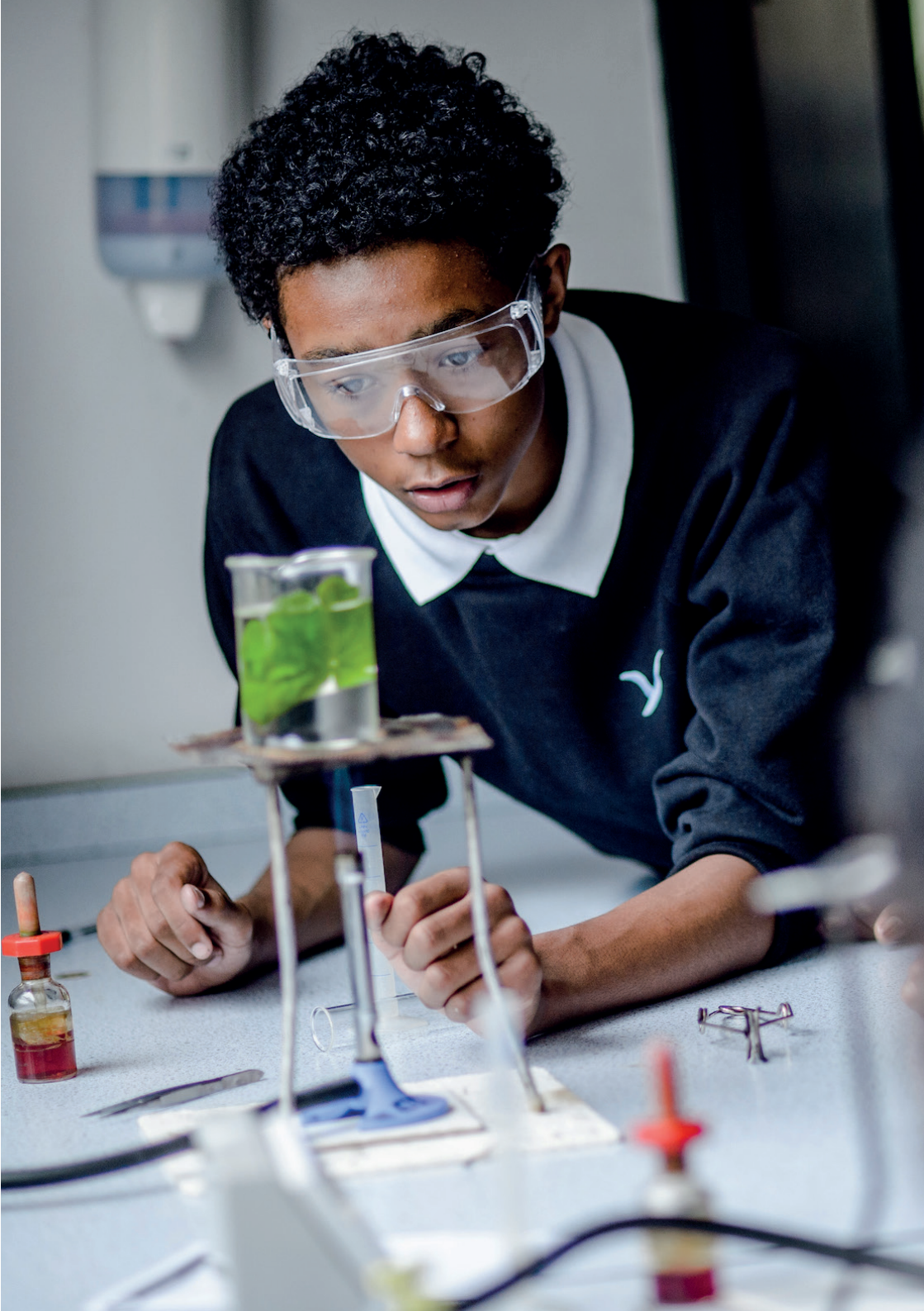
020 7241 9631

## Complaints procedure

At Stoke Newington School & Sixth Form, we aim to provide a friendly and safe environment in which pupils will be helped to achieve their full potential, both academically and socially. We believe that a close partnership between the school, parents and pupils is essential to ensure pupil progress and well-being. If you have any concerns about the quality of our provision, please follow the agreed complaints procedure that can be found on our website.

If you have a concern about a particular subject or lesson, please contact your child's subject teacher or the subject head of department in the first instance. Contact details for all members of staff can be obtained via reception or on our website: [www.stokenewingtonschool.co.uk/our-staff](http://www.stokenewingtonschool.co.uk/our-staff)

**“PUPILS WHO SPEAK ENGLISH AS AN ADDITIONAL LANGUAGE AND ARE IN THE EARLY STAGES OF LEARNING THE LANGUAGE ARE PARTICULARLY WELL SUPPORTED.” OFSTED 2017**



# Uniform and equipment

Students must wear the correct uniform at all times. This includes on their way to, at, and on the way home from the school. We believe that maintaining high standards of uniform contributes to a positive learning environment. It also teaches students to comply with a dress code which can be an important workplace skill in later life. Perhaps most importantly, our uniform reflects our identity as a community and encourages students to take pride in themselves and their school.

## Girls

- standard blouse with collar or polo shirt (Year 7, 8 & 9 - white/ Year 10 & 11 - blue)
- plain black school trousers or knee length black school skirt
- school v-necked sweater or school sweatshirt
- black or white ankle socks or tights
- flat, plain black leather school shoes
- lanyard and ID pass

## Girls' PE kit

- red school t-shirt
- red school sweatshirt
- plain black shorts, leggings or tracksuit bottoms
- sport - appropriate footwear

All jewellery and watches must be removed before PE lessons. Students will also be expected to tie hair back if necessary. If a pupil is ill or injured they must still bring their PE kit and a note signed by a parent/ carer. They will still be involved in the PE lesson in a considered and appropriate way. **Students must wear football boots with moulded studs on our 3G pitch.** Students without the correct footwear will not be allowed on the pitch.

## Girls and boys

- plain outdoor coat, suitable for inclement weather
- school bags must be a black rucksack or satchel. No other bag is suitable

## Boys

- standard shirt with collar or polo shirt (Year 7, 8 & 9 - white/ Year 10 & 11 - blue)
- plain black school trousers
- school v-necked sweater or school sweatshirt
- black or white socks
- plain black leather school shoes
- lanyard and ID pass

## Boys' PE kit

- red school t-shirt
- red school sweatshirt
- plain black shorts or tracksuit bottoms
- sport - appropriate footwear

- any religious clothing, such as head scarves or salwar kameez, must be plain black
- a small discreet stud earring may be worn by Year 7, 8 & 9s, with a small hoop allowed in Year 10 & 11



## Equipment

We ask parents to make sure that students always have the following essential equipment, preferably in a pencil case:

- |                        |              |                      |
|------------------------|--------------|----------------------|
| _____ black pen        | <b>Plus:</b> | _____ a reading book |
| _____ pencil           |              | _____ school planner |
| _____ pencil sharpener |              | _____ calculator     |
| _____ ruler            |              |                      |
| _____ rubber           |              |                      |

## Forbidden items

The following items are not allowed to be worn in school at any time: skinny trousers, leggings, jeans (including black jeans, cords, chinos or combat trousers), training shoes (apart from PE lessons), hooded tops, branded clothing (e.g. Nike, Adidas, etc) and hats. Make-up is not to be worn by pupils.

No electronic equipment (mobile phone, MP3 player, PSP, DS etc) is to be brought into the school. If seen, they will be confiscated, stored in the school safe and only returned to the student's parent/carer at the end of the week. Students must not bring in sweets or chewing gum. An environmental detention will be issued immediately if students are found to be chewing gum.

## Responsibility for property

All possessions brought to school are the responsibility of the student. All parent/carers should be aware that the school is not liable for the loss of any pupil possessions. Please make sure your child does not bring any high value items into school.

Lost property is stored in reception and students can check at the end of the school day if they have misplaced any items.

## Uniform shop

All students are expected to wear the full, correct school uniform. Our preferred uniform suppliers are:



Uniform Me  
135 West Green Road  
N15 5AD  
020 8800 8909



Crossbow Schoolwear  
1 Broadway Market  
E8 4PH  
020 7923 931

Pupil premium pupils (PPI) can claim £10 subsidy on specific school uniform items.

# Key dates and times

## Term dates

Our term dates for 2018/19 are shown below. Please continue to check the calendar page on our website for updates.

### Autumn term 1

Wednesday 5th September -  
Friday 19th October



### Autumn term 2

Monday 29th October -  
Friday 21st December



### Spring term 1

Monday 7th January -  
Friday 15th February



### Spring term 2

Monday 25th February -  
Thursday 5th April



### Summer term 1

Monday 23rd April -  
Friday 24th May




### Summer term 2

Monday 3rd June -  
Friday 19th July



## Timings of the school day

All students should be in school and lining up outside their tutor room by 8.35am. If your child is going to be absent, please call the school office by **8.30am** on:

 **020 7241 9600**

Timings for the KS3 day are as follows:

Arrival at school	8.30am
Registration	8.40am
Period 1	8.55am
Period 2	9.55am
Break	10.55am
Period 3	11.15am
Period 4	12.15pm
Lunch	1.10pm
Reading in registration	2.00pm
Period 5	2.15pm
End of day	3.10pm
After school clubs begin	3.15pm

**Please note, on Wednesdays we follow a slightly different timetable with an earlier lunch and an earlier end time of 2.50pm.** There is no reading time on a Wednesday to ensure all other lessons are the full 55 minutes.

Staff have the right to detain students until 3.30pm without notice. We would generally only do this if the student has failed to complete work to a sufficient quality and needs to improve this work, or if there has been a breach of the school's behaviour policy.

After school clubs generally start at 3.15 or 3.30pm and last approximately an hour to an hour and a half.

## Assemblies

Regular year assemblies are held weekly and are conducted by the headteacher, senior staff, head of year, students and guests. All assemblies are non-denominational and reflect the multicultural nature of the school.

## Breakfast, break and lunch arrangements

Fresh, healthy meals are provided every day by our in-house catering team and served in the Bluebird café. Students can choose from a range of both hot and cold lunches which are accompanied by a choice of vegetables or salad with dessert or fresh fruit to follow. Snacks and

drinks are also available at break time.

Breakfast is offered from 8am–8.30am every morning, except for late starts. This provides an opportunity for students to prepare themselves physically for learning by eating a healthy breakfast and to ensure they are punctual. All our meals meet the government nutritional guidelines and are Halal.

Year 10 & 11 students are allowed to leave the premises at lunchtime but Year 7, 8 and 9 students must remain within the building. There are a choice of sports, leisure or study activities each day during the lunch-hour. We have up to 20 members of staff on duty to supervise playgrounds and the school building at lunchtimes.

Sample breakfast, break and lunch menus can be downloaded from our website.





Stoke Newington School  
& Sixth Form

Stoke Newington School  
& Sixth Form  
Clissold Road  
London  
N16 9EX

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e: [admin@sns.hackney.sch.uk](mailto:admin@sns.hackney.sch.uk)  
[www.stokenewingtonschool.co.uk](http://www.stokenewingtonschool.co.uk)  
● @stokeyschool



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