

New Intake 2023/24



# INDUCTION INFORMATION







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**Admission and Permission Forms will be sent electronically. We would be grateful if you could complete and return as soon as possible.**

**It is important we have correct contact details.**



# School Dates and Times

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## The School Day

Tutor Period	8.50am	–	8.55am
PD	8.55am	–	9.15am
Period 1	9.15am	–	10.15am
Period 2	10.15am	–	11.15am
Break	11.15am	–	11.30am
Period 3	11.30am	–	12.30pm
Lunch	12.30pm	–	1.20pm
Period 4	1.20pm	–	2.20pm
Period 5	2.20pm	–	3.20pm

## School Holidays 2023 – 2024

### SCHOOL CLOSSES:

<b>Autumn</b>	
<b>Mid-term</b>	Friday 27 <sup>th</sup> October 2023
<b>Christmas</b>	Friday 22 <sup>nd</sup> December 2023
<b>Mid-term</b>	Friday 16 <sup>th</sup> February 2024
<b>Easter</b>	Thursday 28 <sup>th</sup> March 2024
<b>Mid-term</b>	Friday 24 <sup>th</sup> May 2024
<b>Summer</b>	Tuesday 23 <sup>rd</sup> July 2024

### SCHOOL RE-OPENS:

Wednesday 6 <sup>th</sup> September 2023
Monday 6 <sup>th</sup> November 2023
Monday 8 <sup>th</sup> January 2024
Monday 26 <sup>th</sup> February 2024
Monday 15 <sup>th</sup> April 2024
Monday 3 <sup>rd</sup> June 2024

**Inset Days** **Monday 4<sup>th</sup> September 2023 and Tuesday 5<sup>th</sup> September 2023**  
There will also be 3 more INSET days but these have not been set yet.

**Bank Holiday** **Monday 6<sup>th</sup> May 2024**



# General Information

## Useful Contacts

Main Reception

01298 23122

Student Attendance  
(Reporting absence)

01298 23122 (select option required)

Year 7 Director of Progress

Mr Charlie Holman  
[transition@buxton.derbyshire.sch.uk](mailto:transition@buxton.derbyshire.sch.uk)

Y7 Pastoral Manager

Mrs Caroline Siddons

SEN Co-ordinator / Additional Needs

Mrs S Reddy

Headteacher's P.A.

Mrs Sandi Flint



## **TEAM BCS**

We are pleased to have an enthusiastic and active TEAM at our school. TEAM BCS are a friendly and informal group who look forward to welcoming new parents and carers at all times. The last academic year has seen a number of exciting new events run by the TEAM including BCSFest in the summer and BCSFestive at Christmas - many of you may have attended these events. If you would like to express an interest in TEAM BCS or have any questions, please contact Sandi Flint on

[sandi.flint@buxton.derbyshire.sch.uk](mailto:sandi.flint@buxton.derbyshire.sch.uk)

## **School Lockers**

We encourage each child to have a locker at a cost of £25.00; this will be for the whole of their time at Buxton Community School from Year 7 through to Year 11. If they leave school part way through a refund will be offered for the remaining years following return of their key. There will be no refund at the end of Year 11 and they will be asked to return their key. Replacement keys can be purchased through ParentPay at a cost of £3.00.

If you require access or any further information regarding lockers, please contact Mrs Dinardo at the school.



# Attendance

At Buxton Community School we expect excellent attendance and punctuality for every student. Full attendance maximises learning opportunities and parents/carers have a vital role in promoting good attitudes towards attendance. We ask for support from parents/carers to ensure that their children are present at every opportunity, to arrive on time and to avoid allowing children to stay at home unnecessarily or taking them out of school without authorisation. Evidence shows that students who attend school regularly make better progress both academically and socially.

We monitor students' attendance closely and will follow up unexplained absence with parents/carers. Where a student's attendance record reaches a concerning level, we will contact parents/carers to discuss ways in which the school can support you and your child.

**It is important to your child's learning that their attendance is excellent. If students are not here, they can't learn. The better their attendance, the more they achieve.**

Very Good		Worrying		Causing Serious Concerns	
95-100%		90 – 94.9%		89.9% or less	
<b>The Effect of Absence on School Progress</b>					
A whole year has 365 days This leaves 175 days for you to organise holidays and medical appointments			A school year has only 190 days		
No absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of education					
	180 days of education				
		178 days of education			
			171 days of education		
				161 days of education	
					152 days of education
<b>100% Outstanding</b>	<b>95% Good</b>	<b>94% A concern</b>	<b>90% Worrying</b>	<b>85% Serious concern</b>	<b>80% Serious concern</b>
Best Chance of success		Less chance of success Makes it harder for your child to make progress.		Your child will find it very difficult to make progress.	
<b>Please remember! 90% means the equivalent of one day off a fortnight Attend every day. Attendance matters.</b>					



## Punctuality

All students are expected to arrive on time at school, ready for lessons. Students should arrive for 8.40am when the first bell goes. Students are expected to be at Tutor time by 8.50am ready to start. If a student is late they should go straight to Tutor time or their lesson where the teacher will register them unless it is after 9.30 am when they should sign in with Reception. After 8.50am, students will be marked as late unless they have a genuine reason.

Our perimeter fence and gates are there for the safety of students and staff. The gates on Temple Road close at 8.45am. After this time students should enter at the College Road gates. A member of staff will be on duty at this gate until 9.00am. Temple Road and College Road gates open again at 3.15pm. **Any students/parents who need to come and go during the school day whilst the gates are closed will need to use the intercom on the pedestrian gate on College Road only.**

## Reporting Absence

### What to do if your child is ill:

If your child is too ill to attend the school, parents/carers should contact the school as soon as possible:

- by telephone on 01298 23122 and select the report absence option. The telephone system allows callers to leave a message 24 hours a day.
- Please give us your child's name, year group, the reason for the absence, and how long you expect the absence to last. We ask that you contact us each day that your child is absent unless you have given us an indication of how long the absence will last.

### What to do if your child has an appointment:

All routine medical and other appointments should be arranged out of school time. In exceptional circumstances, where an urgent appointment is required or for hospital clinic appointments that operate during the day only, we require sight of an appointment card or letter in order to authorise any absence from school. Please take appointment cards/letters to Reception.

### Persistent Absence

A student defined by the Department of Education as a 'Persistent Absentee' is one who misses 10% or more of school. Persistent Absence is a serious problem for students. Much of the work children miss when they are off school is never made up, leaving these students at a considerable disadvantage.

### Leave of Absence (including term-time holidays)

Amendments came into force in September 2013 and the Education (Pupil Registration) (England) Regulations 2006 now state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Only exceptional circumstances warrant an authorised leave of absence. Parents/carers should make any request well in advance and in writing. Requests for absence for reasons such as compassionate leave, sporting, educational or musical competitions, etc., should be made in the same way. Parents will be notified of the School's decision either by telephone or in writing.

Where a parental request has been refused, and parents continue to take their child out of school, this absence will be recorded as unauthorised and the Local Authority can issue a Fixed Penalty Notice under the Anti-Social Behaviour Act 2003. Failure to pay can result in prosecution in the Magistrates Court.



# School Uniform

## Our Uniform is:



- **Black blazer** with school logo (purchased only from Classworx or MyClothing.com). Only school badges allowed on lapel.
- Plain **white shirt** with a pointed collar (not tight fitting blouse) buttoned to the top and must be worn tucked into trousers/skirt.
- **School clip on tie** — purchase from school via ParentPay
- All **black trousers or skirt** (skirt must be knee length). Trousers and skirts must be plain black, made of school uniform type material only (not denim, lycra, canvas, cord, linen or leather). Leggings/legging type trousers and jean-type trousers with patch pockets are not allowed.

- Shoes should be leather or leather look, polishable **all black, flat, sensible school shoes**, not canvas or other materials and no sports trainers. There should be no logos.
- **Socks** should be plain black or white. Tights should be black.

### Optional:

- A plain, **all black V-neck, knitted school jumper** may be worn under the blazer (no logos). The jumper **must not** be worn instead of the blazer. No sweatshirts.
- A **belt**, if required, should be thin, plain black with a plain buckle.

### Not allowed:

- Coats, scarves, hats or gloves should not be worn inside the building.
- Jewellery or piercings are limited to a watch and ear studs.
- Jewellery cannot be worn at all for PE (Derbyshire County Council Policy for schools).
- Ear stretchers cannot be worn, for health and safety reasons. No nose studs.
- Any makeup and/or nail varnish should look natural. Heavy use of foundation, eye makeup including false eyelashes, brightly coloured nails, false nails and lipstick are **not** allowed.
- There should be no extreme hair styles. e.g. patterns shaved into the head; vivid hair dye.

The blazer is available from the Classworx store in Macclesfield and from Myclothing.com. The tie is available from school only (purchase via ParentPay). Only the official school blazer and tie will be allowed.

## **PE Kit**

### Boys and girls have the same PE kit:

- BCS PE shirt
- BCS PE hoody
- BCS PE shorts
- BCS PE leggings (optional)
- BCS PE track pants (optional)
- Plain white football socks for outdoors
- Plain white short socks or trainer socks for indoors

The PE kit is available from Classworx in Macclesfield.







# School Uniform

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## School Uniform suppliers:

Classworx in Macclesfield – items can be purchased on line or by visiting the store (see website for opening hours):

- Website: [Classworx.co.uk](http://Classworx.co.uk)
- Email: [uniform@classworx.co.uk](mailto:uniform@classworx.co.uk)
- Telephone: 01625 500552
- Address: King Edward Road, Macclesfield SK10 1AP

MyClothing (alternative blazer supplier – mail order only)

- Website: [myclothing.com](http://myclothing.com)

The school tie is available from school only for £5.00 (purchase on-line via ParentPay). Ties will be available for purchase or collection (if paid on ParentPay) on the Induction Evening.

**Unbadged items can be purchased from any school uniform supplier (ie Classworx, Marks & Spencer, any of the supermarket chains, etc). Please bear in mind:**

- White shirt - must be a school uniform shirt with a pointed collar (not a tight-fitting blouse), buttoned to the top.
- Trousers – must be plain black school uniform trousers, loose fitting around the leg. Not denim, canvas cord, linen or leather. **Leggings, jeans or jean type trousers are not allowed.**
- Skirts – must be plain black, **knee length school uniform skirt.**
- Socks – plain black or white.
- Tights – plain black.
- Shoes – **only leather or leather-look, all black, flat, sensible school shoes are allowed. Canvas shoes or trainers are not allowed. No logos.**
- PE Socks – plain white football socks for outdoor and plain white short or trainer socks for indoor.



# Equipment List

Bringing the correct equipment to school is essential for students to make progress in lessons. Students should check their school equipment daily to ensure they have the equipment required for each day to day lesson.

## Basic School Equipment

- Strong waterproof bag
- Pencil case
- Black, blue, green and red pens
- Pencil x 2 \*
- Set of coloured pencils
- Pencil sharpener
- Rubber \*
- 15cm ruler \*
- 30cm ruler
- Compass \*
- Protractor \*
- A glue stick
- A pair of scissors
- Scientific calculator
- PE bag
- Re-usable water bottle

\* We sell Maths sets in school for £2.29 these include pencil, ruler, rubber, protractor and compass (available from the maths department).

We also sell scientific calculators for £12.49 (available from the maths department). Please can these items be purchased on-line via ParentPay.

From the week beginning 27<sup>th</sup> February, single use plastic bottles were banned in school. Instead, there are touch free water dispensers in both dining rooms where students are able to get a drink and fill their water bottles. More info is available on our website including how our BCS climate action group were successful in obtaining these dispensers.

**All students must bring in a re-useable water bottle, it is now part of their equipment.**



## Other Equipment Required

- Cooking apron
- Oven proof dish approx. 20x20cm
- Large plastic tub to carry cooking home
- A4 art sketch book only available from school in September for £2.40. As long as it is well looked after, this book will last for the entirety of Key Stage Three.

PE kit and food technology ingredients must also be brought into school on the appropriate day.



# School Meals

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Buxton Community School is pleased to be able to offer all students the opportunity to select from a choice of sandwiches, wraps and a hot dish of the day. Our main meals and desserts are made freshly each day on the school premises and we receive our food supplies from reputable local businesses.

We do not use peanuts in any of our recipes. Menus are rotated on a 3-weekly basis.



We operate a cashless system for our catering service at Buxton Community School. All new students will be issued with a 'swipe card' on the first day of term and given training on how to use the system. If a card is lost, students don't need to worry as arrangements can be made so lunch will still be provided until their card is found or replaced. Replacement cards can be purchased at a cost of £1.50.

No cash can be accepted at the food counter 'Till Point'. We are able to accept internet payments for school meals and replacement cards. This is facilitated by ParentPay which is a secure site, enabling you to add funds to your child's school meal account, 24 hours a day, 7 days a week. Further information regarding ParentPay is explained on the following page.

You can view your child's dinner account statement and payment history, check when payments need to be made and set alerts to tell you when to pay school online. There is a daily 'spend limit' programmed into the system of **£5.00**. This can be increased or decreased for an individual student by making a written request to the school kitchen.

Students who are entitled to a free school meal will be issued with a card exactly the same as other students. The daily allowance will automatically be added at lunch time; any unused allowance for that day will be identified and removed. The following day, the full allowance will be automatically added as before.



ParentPay is a secure online payment system that enables parents/carers to pay for their child's meals, trips and equipment online by bank transfer, credit/debit card. Alternatively, you can top up using one of the many PayPoint terminals in the local area.

To get you started we issue a ParentPay activation letter to enable you to set up your ParentPay account. This letter contains a personal activation username and password to get you logged in. You can then change your username and password to something easier to remember. You can also merge your accounts if you have more than once child at Buxton Community School, so you only have one login to make payments for all of your children.

ParentPay offers a highly secure payment site, showing you a record of all transactions and all items available for payment. A receipt of your payment is emailed to you after each transaction. The system enables you to make payments whenever and wherever you like. You no longer need to find cash or write a cheque. You will have the peace of mind that your payment has gone through, safely and securely, and promptly so you can budget with confidence. Payments for some trips can be made in instalments, helping to spread the cost.

ParentPay also make things easier for the school, reducing the time spent on banking and providing accurate records of payments. Where refunds are necessary, such as for leavers whose account is in credit, these can be made onto the payment card used. Communication about payments between parents and the school will also become easier.

For our new Year 7 students activation letters will be sent to parents before they start at Buxton Community School. If your child joins us after this time, or if you don't receive your activation letter email please contact us by email on [jayne.mcmillan@buxton.derbyshire.sch.uk](mailto:jayne.mcmillan@buxton.derbyshire.sch.uk) or by phone on 01298 212156.

If you are having issues creating or accessing your ParentPay account first please view the ParentPay help page which can be found on this link <https://www.parentpay.com/help/> . If you cannot find the answer here please contact school on the above.



# Free Meals

Students who are entitled to a free school meal will be issued with a dinner card exactly the same as other students. The daily allowance of £2.60 will automatically be added at dinner time and any unused allowance for that day will be identified and removed. The following day, the full allowance will be automatically added as before.

A student can add extra credit to the system at any time, by paying cash (coins only) into one of the automatic cash terminals located in the Lower Atrium; alternatively, money can be added via ParentPay. This will be held in a separate 'purse' from the allowance and can be spent at any time.

## Applying for Free School Meals

Please make a claim if you are entitled to do so as it will benefit both your child and school. **All** students use a card instead of cash to pay for meals which has the advantage of anonymity for any student who is entitled to a free school meal.

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

To apply for FSM please click on the link below. For all parents, both new claimants and those who already have free meals, we would remind you to send in your claim as soon as possible to allow the Area Office to process the forms before the start of the new school year.

<https://apps.derbyshire.gov.uk/applications/formBuilder/free-school-meals/7471C40D-CA68-4B81-AA2D-32DCDA60CCC0>

## Pupil Premium

One of the new ways in which the school will receive funding is by a pot of money called the 'Pupil Premium'. This was introduced by the Government in April 2011 and the amount of Pupil Premium funding will be paid on the basis of the number of students in receipt of free school meals. We believe that a number of students who have a right to a free school meal are not claiming their entitlement.

Those eligible can receive a concessionary meal every day and this does not come from the school's budget. In fact, school receives money to support students and make sure they receive the best education possible.

For the financial year 2022-2023, every student "currently eligible" to a free school meal at our school will receive a flat rate lump sum of £985 per student and the local authority is required to pass on this funding directly to the school. If you believe you are eligible for this allowance, even if you do not wish your child to receive a free meal, we would encourage you to apply for Free School Meals to ensure that the school receives this vital funding. Therefore, we urge all eligible families to apply as soon as possible. For further details on the pupil premium grant, please use the following link:

<https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2022-to-2023/pupil-premium-2022-to-2023-conditions-of-grant-for-local-authorities>

How we have spent the pupil premium funding is explained on our website. The following link will take you to our strategic spending plan:

[Pupil premium strategy statement \(buxton.derbyshire.sch.uk\)](https://www.buxton.derbyshire.sch.uk/pupil-premium-strategy-statement)



# ICT systems and equipment

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## Information and Communication Technology

As part of the school's Information and Communication Technology (ICT) programme, we offer students supervised access to the school's IT facilities, the Internet and e-mail. Before the school can allow students to use these facilities, we need to obtain parental permission. Parents should tick the form as evidence of approval and acceptance of the rules on this matter and students will be asked to sign the Acceptable Use Agreement for Responsible ICT and Internet Use. This form will be sent electronically along with the admission form. If you require a paper version of this, please contact school directly.

Internet access enables students to explore thousands of libraries, databases, and bulletin boards. Although Internet use is supervised in our school, families will wish to be aware that some students may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, as with any other area, parents and teachers share responsibility for setting and conveying the standards that children should follow when using media and information sources. The school therefore supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

If you decide to support your child's application for access to the school ICT facilities and the Internet, please tick the box on the school permission form. Please note that it is not technically feasible to grant a student Internet only access, therefore by ticking the 'Internet' box on the form, the student will automatically be granted access to the school ICT facilities.

## Mobile Phone Use

We are aware of the need for many students to carry mobile phones and devices for reasons of personal safety and practicality while travelling to and from school. We are also conscious of the possible dangers and problems that can arise from the use of mobile phones and devices in school such as:

- the impact on learning of the continual distraction they provide
- bullying through SMS or other means
- possession or transmission of inappropriate/unlawful images
- filming of individuals without their permission
- general nuisance in the classroom and social areas
- accessing inappropriate websites on the internet
- theft/damage/loss of phones and devices and the resultant loss of time to staff due to investigations

Mobile phones and devices are not banned from being brought to school, but they must **not** be used anywhere on school premises by students **between 8.50am and 3.20pm** (apart from Sixth Form students who can use them in the Sixth Form Social Areas). The school will not take responsibility for mobile phones and devices that are lost, damaged or stolen on school premises. If students use their phone between 8.50am and 3.20pm the phone will be confiscated. On the first occasion the student may collect it at the end of the day. On any subsequent confiscations it will have to be collected by a parent/carer or another adult nominated by the parent/carer.

**In emergencies, parents and students can contact each other through the school office. It is essential that all emergency information be routed through the school office, so that relevant staff will be aware of any potentially important information. Please do not contact your child via their mobile phone, as this will result in a confiscation.**



## Rules for Responsible ICT, Internet and E-mail Use

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The Internet and school e-mail are provided for students to conduct research and communicate with others. Permission is required from parents/carers. Remember that access is a privilege, not a right and that access requires responsibility. Students must use the school e-mail systems for school matters only.

Individual users of the Internet and e-mail are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Computer storage areas and USB devices will be treated as school property, including e-mail. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private. Any material in your account that the school considers inappropriate or offensive will be removed. In addition, the majority of ICT rooms are fitted with CCTV cameras. Images from these cameras are recorded for safety and crime prevention purposes.

The following are not permitted:

- USB storage devices are not to be used in any desktop computers
- Sending offensive or obscene messages or images
- Access to or displaying of inappropriate material, e.g. pornography
- Harassing, insulting or attacking others
- Attempting to by-pass any security systems or modifying any profile
- Damaging or tampering with computers, computer systems or computer networks. Such actions may be considered a criminal offence under the Computer Misuse Act 1990
- The downloading or introduction of executable files
- Violating copyright laws
- Using others' usernames & passwords
- Trespassing in others' folders, work or files
- Intentionally wasting resources, e.g. printer paper
- Eating and drinking in any IT room
- Unauthorised access to or use of personal information, contrary to the Data Protection Act. This is a serious offence.

General points to observe:

- Never reveal any personal information, the home address or personal phone numbers of yourself or other people
- Keep the computer area you use clean and tidy

Sanctions

Violations of the above rules will result in a temporary or permanent ban on the use of the school's ICT facilities or the Internet or both. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour. When applicable, parents, the police or local authorities may be involved if we suspect students are misusing ICT.



# School Counselling and Pastoral Support

## Pastoral Support

Each year group in school has dedicated Pastoral Support who can help students with information, advice and guidance on a range of issues which may not necessarily be learning related.

Our pastoral team works in close partnership with teachers, parents/carers and other specialist agencies and you can contact them through calling the school's main reception.



## Well-Being Champions

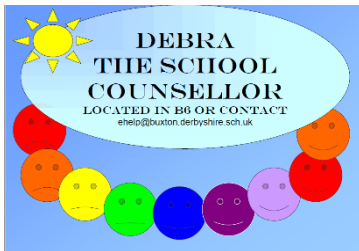
Watch out for our friendly 'Well-Being Champions Team'. Year 10 students are specially trained to help and support new students in year 7. They visit your tutor groups to check on how you are settling in to your new school. You will recognise them by the yellow badge they wear. Do not hesitate to ask for help if you need it.



## Counselling Service

Counselling gives your child a chance to talk/open up about what is bothering them with someone who is not connected with their family, friends or school.

Students seek counselling for many reasons and no reason is too small. A counsellor doesn't tell someone what to do but will help them to make their own decisions.



It can really help to talk sometimes. Counselling may help your child understand how they feel, cope better with the difficulties they are experiencing and find space to work through their problems in a supportive environment. Whatever is discussed is confidential within the service, unless Debra believes someone else is being harmed or at risk of being harmed. Counselling is done in school face to face or in certain circumstance by telephone. On our school website there is a really helpful feel good booklet which can be

downloaded by clicking on the well-being tab at the top then counselling and then scrolling down to the bottom of the page. There is also a more in-depth description of the counselling service.

Anyone can make a referral appointment by popping to see Debra in **B Block/B6** or e-mail her anytime on [ehelp@buxton.derbyshire.sch.uk](mailto:ehelp@buxton.derbyshire.sch.uk)



**Debra McDonald-Webb**  
BACP-Supervisor and Senior Accredited Counsellor/Psychotherapist  
With Children and Young People







**Buxton Community School**  
**College Road**  
**Buxton**  
**Derbyshire**  
**SK17 9EA**

