



Vyners School
Parent Handbook
September 2020

We are very pleased to be able to welcome students back into the school site this Autumn term. We recognise that change can be daunting for young people and whilst this is normally a period of change for students in relation to the stage of their school journey, we also acknowledge that in light of the current situation there are additional changes and challenges that our young people may face. Vyners School prides itself on our CARE values and it is at times such as these that the value of community is one of the most important aspects of our school life.

Over the next few months we know that your children will see big differences in their school routines as they may initially feel that their school community has got smaller as they are unable to socialise and integrate with students from other year groups, but we will do all that we can to ensure that our whole school community remains cohesive. We are committed to ensuring that all of our students have access to the high quality teaching and learning and pastoral care that Vyners provides.

The following handbook outlines some key information from the reopening document and other useful information for you to refer to prior to your child returning to school and throughout the academic year.

As a school we regularly communicate with parents; one of the main methods we use to do this is through the weekly newsletter. We also use email and the student planner for more individualised communication, please ensure that we have up to date contact information so we are able to communicate effectively. Up to date newsletters and letters home can be found [here](#)

We look forward to a fantastic year ahead.

Returning to school September 2020

Dates for Return to School:

Thursday 3rd September 2020

Year 7 Induction

Arrive - 8.50am

Dismissal - 2.45pm

Year 12 Induction

Arrival - External students 8.30am, Internal students 9.15am

Dismissal - 2.30

Friday 4th September 2020

Year 7

Arrival - 8.30am

Dismissal - 11.40am

Year 8

Arrival - 1.30pm

Dismissal - 3pm

Year 9

Arrival - 1.30pm

Dismissal - 3pm

Year 10

Arrival - 11.30am

Dismissal - 1pm

Year 11

Arrival - 11.30am

Dismissal - 1pm

Year 13

Arrival - 12.30pm

Dismissal - 2pm

All year groups will follow the new structure for the school day from Monday 7th September.

Information about the school day

Structure of the School Day:

The structure of the school day has been designed to ensure that students will stay in their bubble groups throughout the day, including break times.

Structure of the day (NC - New Canteen; OC - Old Canteen)														
	8.30 - 8.45	8.50 - 9.50	5	9.55 - 11.20 (80 minutes in total)			5	11.20 - 12.20	12.25 - 1.50 (80 minutes in total)			5	1.55 - 2.55	3.00 - 3.15
Year 7	Tutorial	Lesson 1		9.55 - 10.15 Break 1 NC	10.15 - 11.15 Lesson 2 (1 hour)			Lesson 3	12.25 - 12.50 Break 2 NC	12.50 - 1.50 Lesson 4 (1 hour)			Lesson 5	
Year 8	Tutorial	Lesson 1		9.55 - 10.15 Break 1 OC	10.15 - 11.15 Lesson 2 (1 hour)			Lesson 3	12.25 - 12.50 Break 2 OC	12.50 - 1.50 Lesson 4 (1 hour)			Lesson 5	
Year 9	Tutorial	Lesson 1		9.55 - 10.55 Lesson 2 (1 hour)		10.55 - 11.15 Break 1 NC		Lesson 3	12.25 - 12.55 Lesson 4 (30 mins)	12.55 - 1.20 Break 2 LC	1.20 - 1.50 Lesson 4 (30 mins)		Lesson 5	
Year 10		Lesson 1		9.55 - 10.55 Lesson 2 (1 hour)		10.55 - 11.15 Break 1 OC		Lesson 3	12.25 - 12.55 Lesson 4 (30 mins)	12.55 - 1.20 Break 2 UC	1.20 - 1.50 Lesson 4 (30 mins)		Lesson 5	Tutorial
Year 11		Lesson 1		9.55 - 10.25 Lesson 2 (30 mins)	10.25 - 10.45 Break 1 NC	10.45 - 11.15 Lesson 2 (30 mins)		Lesson 3	12.25-1.25 Lesson 4 (1 hour)		1.25 - 1.50 Break 2 LC		Lesson 5	Tutorial
Year 12		Lesson 1		9.55 - 10.25 Lesson 2 (30 mins)	10.25 - 10.45 Break 1 OC	10.45 - 11.15 Lesson 2 (30 mins)		Lesson 3	12.25-1.25 Lesson 4 (1 hour)		1.25 - 1.50 Break 2 UC		Lesson 5	Tutorial
Year 13		Lesson 1		9.55 - 10.25 Lesson 2 (30 mins)	10.25 - 10.45 Break 1 OC	10.45 - 11.15 Lesson 2 (30 mins)		Lesson 3	Lesson 4 (1 hour)		1.25 - 1.50 Break 2 UC		Lesson 5	Tutorial

Breaktimes:

Students have been allocated either the new canteen (NC) or the old canteen (OC) for their break times. Both canteens will be providing the same food options, which includes a range of cold and hot dishes, hot meals will be served in takeaway containers, not on plates.

The quad will be split in half and allocated to allow outside space for students at break and lunch. The all weather pitch and courts will not be in use and ball games will currently not be permitted at break times.

Entering and leaving the school site:

Year 7 - Tutorial starts at 8.30am, students must not arrive on site earlier than 8.15am, students must go straight to their tutorial room. Enter via the bottom gate (main entrance) walk up to quad past the sportshall and through the bottom floor link door. Lessons finish at 2.55pm and students should leave the site via the same route that they arrived.

Year 8 - Tutorial starts at 8.30am, students must not arrive on site earlier than 8.15am, students must go straight to their tutorial room. Enter via top gate, enter quad through the walkway next to PA room, up the main staircase to classrooms. Lessons finish at 2.55pm and students should leave the site via the same route that they arrived.

Year 9 - Tutorial starts at 8.30am, students must not arrive on site earlier than 8.15am, students must go straight to their tutorial room. Enter via back gate, enter the building through doors at the end of the Maths corridor. Lessons finish at 2.55pm and students should leave the site via the same route that they arrived.

Year 10 - Lesson 1 starts at 8.50am, students should arrive no earlier than 8.40am, students must go straight to their P1 lesson. Enter via top gate, enter quad through the walkway next to PA room, up the main staircase to classrooms. Tutorial will take place after P5, students will be dismissed at 3.15pm, they should leave via the same route that they arrived.

Year 11 - Lesson 1 starts at 8.50am, students should arrive no earlier than 8.40am, students must go straight to their P1 lesson. Enter via the bottom gate, enter the building through atrium stairs, use these stairs to go up to classrooms. Tutorial will take place after P5, students will be dismissed at 3.15pm, they should leave via the same route that they arrived.

Year 12 and 13 - Lesson 1 starts at 8.50am, students should arrive no earlier than 8.40am, students must go straight to their P1 lesson. Enter via the back gate, enter the building through doors by music department, move along the corridor by new changing rooms and up the admin stairs to classrooms. Tutorial will take place after P5, students will be dismissed at 3.15pm, they should leave via the same route that they arrived.

All students will be allocated specific year group toilets to use throughout the school day

Tutorial room and tutor allocations:

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
CHESHIRE 006 DSG	CHESHIRE 140 CIF	CHESHIRE 039 DEK	CHESHIRE 242 KLH/SKK	CHESHIRE 112 DSD	CHESHIRE 156 EMD/DMC	CHESHIRE 262 GFH
FRY 007 AJJ	FRY 141 CRM	FRY 040 ZVP	FRY 243 KLM	FRY 113 MMP	FRY 157 GAA/BCB	FRY 263 FMV
GELL 012 RAH	GELL 145 AAS	GELL 042 AME	GELL 251 CLD	GELL 114 HNM	GELL 158 CFM	GELL 265 NAM/RPT
HUXLEY 013 JHD	HUXLEY 146 SMB	HUXLEY 043 SSS	HUXLEY 250 LAP/SKD	HUXLEY 115 SSB	HUXLEY 160 SFN	HUXLEY 266 MMB
JAGGER 014 NMM	JAGGER 147 APP					
MILES 015 MRS	MILES 148 HHB	MILES 044 MPS/REW	MILES 247 BBS	MILES 116 TTH	MILES 162 JJW	MILES 268 HKV
PARK 016 KKF/OSK	PARKS 151 CCV					
WINDSOR 017 APW	WINDSOR 152 CIH	WINDSOR 045 EFW	WINDSOR 254 CAM	WINDSOR 118 KEW	WINDSOR 052 Friday 164 JJG/CCC	WINDSOR 269 RRM

A full list of teaching staff can be found [here](#)

New tutors:

DSG - Ms Goode (English)
 RAH - Mr Heath (Geography)
 NMM - Ms Monconduit (Computing)
 OSK - Ms Kelly (MFL)
 APW - Mr Wicxey (Maths)
 CIH - Mr Hey (Geography)
 RRM - Mr Mayet (Economics)

Uniform and Equipment

Uniform:

School blazer	Must be worn in school by all students.
School tie	Must be worn by all students and should be of a length that the Vyners school logo is visible in full below the knot when tied.
Plain white shirt or blouse	A collar suitable for a tie, must be tucked into the waistband of the skirt/trousers, all buttons should be done up, including the top button.
Jumpers	Must be an official Vyners style with a Vyners logo on the front.
EITHER - Plain black trousers	Smart, suit-style and have a waistband. No jeans
OR - A Vyners-approved pleated school skirt:	Knee length in plain dark bottle green to match the blazer, should not be folded or rolled over at the top.
Socks/Tights	Plain black or dark grey socks should be worn with trousers. With a skirt, white ankle socks, knee length white or grey socks or opaque black tights. Flesh coloured tights are not permitted.
Shoes	Plain black, leather (or synthetic leather-effect), flat, with closed toes and heels, soles may not exceed 1cm, trainers, boots, sandals, open front or sling-back style shoes are not permitted (for further details please see uniform policy on website)
Earrings	One small gold or silver stud only, in each ear lobe
Nails	No gel or acrylic nails are allowed. No nail varnish.
Hair	Hair must be no shorter than a grade 5 and should not be an extreme style

You can access the uniform page of the school website [here](#)

Whilst we are operating a bubble system in school students will be able to wear their PE to school on days when they have core PE lessons.

Please ensure that your child has an appropriate fitting PE kit. PE skorts are available in a variety of lengths, please ensure that the skirt aspect of the skort covers the undershorts. We recommend that students wear plain black, navy or grey tracksuit bottoms over their shorts or skorts, these can be removed for the PE lesson. Plain black sports leggings can also be worn **underneath** skorts and shorts.

If students chose to wear a jumper/hoody with their PE kit it must be the Vyners PE hoody as per the PE kit list. No other hoodies will be allowed in school. Students can wear their blazers over their PE kit.

Please note that students will only be allowed to wear their Vyners PE hoody in classrooms and around school on days that they have Core PE lessons.

A full list of PE kit items can be found on the uniform page of the school website [here](#)

General Equipment List:

(Please note that as per reopening guidelines students will not be able to borrow equipment from staff or other students)

Student Planner - issued by school

Standards card - issued by school

Reading Book (or a suitable newspaper/ informative magazine/revision material for Y11)

Calculator

Maths set (compass, protractor, etc)

The following equipment should all be kept in a suitable pencil case:

Blue or Black Pens

Green pen for PA and SA

Pencils

Colouring Pencils

Ruler

Eraser

Glue Stick

Safety scissors

Highlighters

Welcome from the Pastoral Team

The pastoral team is a group of staff who have official responsibilities for student wellbeing. Mrs Bashford-Hynes oversees the pastoral team, below are the members of staff involved:

Year 7



Mr Maheady - Year 7 Leader



Mr Neville - Deputy Year 7 Leader



Ms Pape - Year 7 SLT Link

Year 8



Mr Lavington - Year 8 Leader



Miss Hockley - Deputy Year 8 Leader



Mr Davey - Year 8 - SLT Link

Year 9



Mrs Ashe - Year 9 Leader



Mrs Foster - Year 9 SLT Link

Year 10



Mr Abassi - Year 10 Leader



Mrs Foster - Year 10 SLT Link

Year 11



Mr Brooks - Year 11 Leader



Mrs Bashford-Hynes - Year 11 SLT Link

Year 12



Mrs Lane - Year 12 Leader



Mrs Harvey - Sixth Form SLT Link

Year 13



Mrs Coyle - Year 13 Leader



Mrs Harvey - Sixth Form SLT Link

Year Leaders and Deputy Year Leaders are responsible for promoting and monitoring student welfare and wellbeing as well as personal development, they also take an active role in the overall progress of students across their subjects.

At Vyners all staff are here to support your child and look after their wellbeing. If your child needs any help with a specific subject we recommend that the first person they ask is their class teacher for that subject. If you need to communicate with a member of the pastoral team, initially speak to your child's tutor. Following this please contact your child's year leader and after this the SLT Link for your child's year group.

We are also incredibly lucky to have a wonderful student services team who liaise closely with Year Leaders, staff and parents to support our students;

Mr O'Connor - Pastoral Mentor
Mrs Tighe - Family Liaison Officer
Mrs McLaren - Family Liaison Officer
Mrs Pumilia - Behaviour Administrator
Mrs Alexander - Welfare Officer
Attendance officer - TBC

Rewards and Consequences

Rewards:

At Vyners we take pride in celebrating student achievements. Our rewards system is designed to celebrate and promote a culture of success. Full details of the rewards system can be found in the student planner.



Consequences:

The school will be relentless in its high expectations of the behaviour of our students. Rules are important to enable our school community to be the best it can be. Any students breaking our rules will be making a conscious choice and can expect the corresponding consequence. All students have a copy of the consequence system in their student planner.

CONSEQUENCE	BEHAVIOUR	SANCTION
C1	Disrupting the learning of others Talking/arguing/out of seat Uniform/appearance Lack of equipment (including planner)	VERBAL WARNING
C2	Repetition of any C1 offence	2 ND VERBAL WARNING
C3	Repetition of any C2 offence Rudeness to a member of staff Refusal to follow instructions Inappropriate language inc swearing in conversation Littering Lateness to lessons > 5 minutes Abuse of open access – being out of bounds Use of phone/mp3 player Failure to attend dept homework detention Eating out of bounds No standards card	ONE HOUR DETENTION
C3+	Truancy Failure to attend C3 detention Misbehaviour in a C3 detention	SATURDAY MORNING DETENTION
C4	Repetition of any C3 offence Dishonesty/lying to a member of staff Swearing across a room Swearing at another student The use of discriminatory language in conversation Chewing gum Walking away from a member of staff Deliberate defiance Fighting Bullying incident Any 2 C3 behaviour incidents in one day	INTERNAL EXCLUSION
C5	Persistent C4 behaviour Gross disobedience Swearing at or about a member of staff Smoking and or the possession of any smoking paraphernalia including but not limited to cigarettes, lighters, filters, tobacco, papers Being in the vicinity of smokers The possession and or consumption of alcohol Assault Persistent bullying Racist or homophobic abuse Inappropriate use of a mobile phone /computer Theft, Graffiti or Vandalism Poor behaviour during C4	FIXED TERM EXCLUSION
C6	Persistent C5 behaviour Possession of an offensive weapon Serious theft or vandalism Possession of illegal drugs Violence towards a member of staff	PERMANENT EXCLUSION

Attendance

In line with government guidance (guidance for full opening: schools, August 2020) school attendance will be mandatory from the beginning of the autumn term and usual rules on attending will apply:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

There will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school but;

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating after a positive test themselves or someone close to them
- shielding advice for all adults and children will pause on 1 August, so most students will be able to be in school
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September
- Where a pupil is unable to attend school because they are complying with clinical and/or public health advice they will be offered remote education immediately.
- Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised.

If your child is unable to attend school or you choose not to send your child to school please email attendance@vynersschool.org.uk with a clear outline of the reason so that we are able to use the appropriate attendance coding.