



ADMISSIONS BROCHURE (Years 7-11)

Academic Year September 2022 – 2023

Student Name: _____ Year Group: _____

Signed: _____ (Parent/Carer) Date: _____

This booklet is to be retained by parents

Vyners School
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Ickenham
Middlesex
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Tel: **01895 234342**

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www.vynersschool.org.uk

Mr Gary Mullings BA (Hons) Headteacher





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Section 1 - INFORMATION



MISSION STATEMENT / VALUES

Mission Statement

At Vyners we aspire to be an outstanding school in every sense of the word and our aim is that we can be confident that, hand on heart, 100% of our students get a better deal here than they would in any other school. Every decision is made with the question in mind '*Will this help the students to learn better and achieve more?*' We believe in a relentless focus on high achievement in all areas of the life of the school.

At our core is an understanding that every individual has the opportunity and responsibility to impact positively on the lives of others; that every individual in our community is unique and has gifts and talents that should be celebrated at every opportunity.

Values

Our community begins with its set of values because they say, "*This is what is important to us and this is what we want to see and feel in our school*". Our values shape our policies and can be summarised as

CARE:

- Community
- Aspiration
- Respect
- Endeavour

The Vyners' 10

The Vyners' 10 reminds us of what our community expectations are:

1. I am proud of who I am and what I have achieved today
2. I actively participate in lessons and school activities
3. I can if I think I can, and I strive to do my best even when learning is difficult
4. I value others and understand that our individuality makes our community stronger
5. I share in and celebrate everyone's success
6. I do as I'm asked, the first time I'm asked
7. I am always in the right place at the right time, doing the right thing
8. I understand that school is a formal environment; I dress and behave accordingly
9. I attend regularly and arrive on time with the correct equipment.
10. I am proud of our school, helping to look after it and create a positive learning environment.



SCHOOL COMMUNICATION

We place a high value on frequent and clear communication channels being established and maintained between the school and home. Detailed below is guidance on ensuring how these communication channels can be kept as efficient and effective as possible:

1. All students in Year 7 will be given a planner. This is the student's personal organiser. It contains space for their timetable and space to record their homework. Homework is also issued on Edulink Classroom and this will be explained to students and parents at the beginning of the autumn term. The planner has a space for parents and tutors to communicate in writing.
2. Parents will receive regular reports on the academic progress of their child each term. Reports will contain information on each student's targets for the subjects they study and updates as to their progress. In the final term of each year, each student will receive a full report with their overall progress and a written comment on achievement and areas for development written by their tutor.
3. Letters will normally be emailed home, and it is therefore vital that the school holds an up to date email address at all times. Parents should keep this information up to date via the Edulink platform (section 1.14). Occasionally letters will be posted via Royal Mail. The school also operates a 'texting' service. For this to operate effectively, parents/carers should ensure the school holds an upto date phone number for the student's primary contact at all times.
4. Information meetings with parents will take place in the autumn term for all year groups. In addition, the Parents' Evening which is held in the Spring Term is an important opportunity to discuss your child's progress with their individual subject teachers. These are now held remotely and you will need to make appointments online prior to this evening. We aim to have 100% parental attendance.
5. A 'Headteacher Update' is emailed weekly to all parents on a Friday afternoon. This is a short-page document which includes a brief summary of important information regarding current and upcoming matters and events.
6. Should you wish to speak to your child's tutor or subject teachers before then, please phone 01895 234342 or email the school on office@vynersschool.org.uk or send an email via the website.
7. School reception is open from 8.00 am – 4.15pm daily, Monday to Friday. If you come to the school site, you must always report to Reception which is clearly signposted. If you visit by car, please park in the designated visitor's spaces. In the event that the main barrier to the car park is closed, please use the intercom at the gate to speak to a member of staff. Parents are reminded that there is no routine vehicular access to the school site in order to drop off or pick up students. This is to ensure pedestrian safety.



Expectations of parents / carers

Vyners School welcomes dialogue with, and feedback from, its parents / carers community. Our 'Policy on Stakeholder Communication', available from the school website, sets out in detail how we communicate and consult with you, and how to direct any queries or concerns. Addressing your query to the right person helps us respond to you quickly and effectively, so please follow the guidance in the document.

The school understands that parental concerns are important and that a failure to immediately speak with the relevant member of staff can cause anxiety and frustration. Parents are, however, reminded that many teachers are in the classroom all day, and delivering extra support and extra-curricular activities for your children outside this time. These activities, by their nature, limit their ability to respond immediately to queries.

Parents are asked to respect the right of staff to have a private life. The school does not expect its staff to respond to emails or make phone calls home before 8am or after 5pm, or during school holidays. Parents / carers are asked not to contact staff via unofficial channels, including social media. This respects the privacy of staff outside normal working hours and also enables them to respond to you more effectively when they are in school with all the necessary information to hand. Please note that the school has a policy of not responding to comments, feedback, or concerns posted via social media platforms.

Parents are asked to maintain an appropriate standard of courtesy. Aggressive, verbally abusive, or physically abusive behaviour (either verbally or in person) to school staff will not be tolerated and may ultimately result in parents being refused access to the school site.



TIMINGS FOR THE SCHOOL DAY

| | |
|---------------------------------------|---|
| Breakfast Club | 08:00 – 08:25 |
| Late Bell | 08:30 Students who arrive after 8.30am are late |
| Registration/Tutorial/Assembly | 08:30 – 08:50 |
| Period 1 | 08:50 – 09:50 Registers close 9.15 am |
| Movement time | 9.50 - 9.55 |
| Period 2 | 9.55 - 10.55 |
| Morning Break | 10:55 – 11:20 |
| Period 3 | 11:20 – 12:20 |
| Movement time | 12:20 – 12:25 |
| Period 4 | 12:25 – 13:25 |
| Afternoon Break | 13:25 – 14:00 |
| Period 5 | 14:00 – 15:00 |

There will be no bells rung between lessons.

A bell will be rung at 8.30am to clearly indicate when students are late.

A bell will also be rung 5 minutes before the end of break and lunch, to signal to students it is time to make their way to their next lessons.

Parents are advised that, unless their child is attending a scheduled intervention session or extra-curricular activity, there is no staff supervision in place for students arriving before 8am or remaining after 3.15pm. Parents who drop their children at school before 8am do so at their own risk.



TERM DATES 2022 - 2023

Autumn Term 2022

| | |
|---|--|
| Staff Development Day | Monday 5th September 2022 |
| First Student Day (Years 7 and 12) | Tuesday 6th September 2022 |
| Normal Lessons Start | Wednesday 7 th September 2022 |
| HALF TERM | Monday 24 th October – Friday 28 th October 2022 |
| Staff Development Days | Thursday 24 th November and Friday 25 th November 2022 |
| Term Ends | Friday 16 th December 2022 |

Spring Term 2023

| | |
|------------------------------|--|
| Staff Development Day | Tuesday 3rd January 2023 |
| Term Starts | Wednesday 4 th January 2023 |
| HALF TERM | Monday 13th February – Friday 17 th February 2023 |
| Term Ends | Friday 31 st March 2023 (Easter weekend 7 th – 10th April) |

Summer Term 2022

| | |
|------------------------------|---|
| Term Starts | Monday 17th April 2023 |
| May Day | Monday 1st May 2023 |
| HALF TERM | Monday 29 th May – Friday 2nd June 2023 (includes Late Spring Bank holiday weekend) |
| Staff Development Day | Friday 30 th June 2023 |
| Term Ends | Friday 21 st July 2023 |



ATTENDANCE - Student Absences Notification

Attendance at school is directly linked to achievement and we therefore have very high expectations of students. We regard the minimum acceptable level of attendance to be 97% and we would encourage students to aim for 100%. Student absence below 90% is classed by the government as Persistent Absenteeism and can be reported to the Participation Team at the London Borough of Hillingdon. Please support the school in emphasising the importance of good attendance.

All student absence must be reported on a DAILY basis by notifying Student Services (Attendance) on 01895 234342 (option 1), via Edulink, or by email to attendance@vynersschool.org.uk.

An automated text system is used to notify parents if their child is not in school. This system is in place to safeguard children and to pick up any truancy. The system will automatically call if your child is not marked in at morning (AM) registration.

Failure to notify the school of absence will result in the mark showing as unauthorised.

Absence will be authorised for dental, hospital and doctor's appointments. In the event of a family bereavement or funeral, authorisation can be given by the Student Attendance Officer.

All other absence, classed as exceptional circumstances, will be subject to approval by the Headteacher, Mr Mullings, and should be addressed to him, in writing, at least two weeks prior to the dates requested to allow time to respond. You should be aware that family holidays do not fit into this category and will not be authorised.

All appointments during school hours should be kept to an absolute minimum. Ideally students should attend school prior to appointments and then sign out, this maintains their attendance. It is expected that students should sign out for an appointment and then return to school straight after. It is not acceptable for students to take a whole day off to attend a medical appointment which (in most instances) will take only ten minutes out of the day.

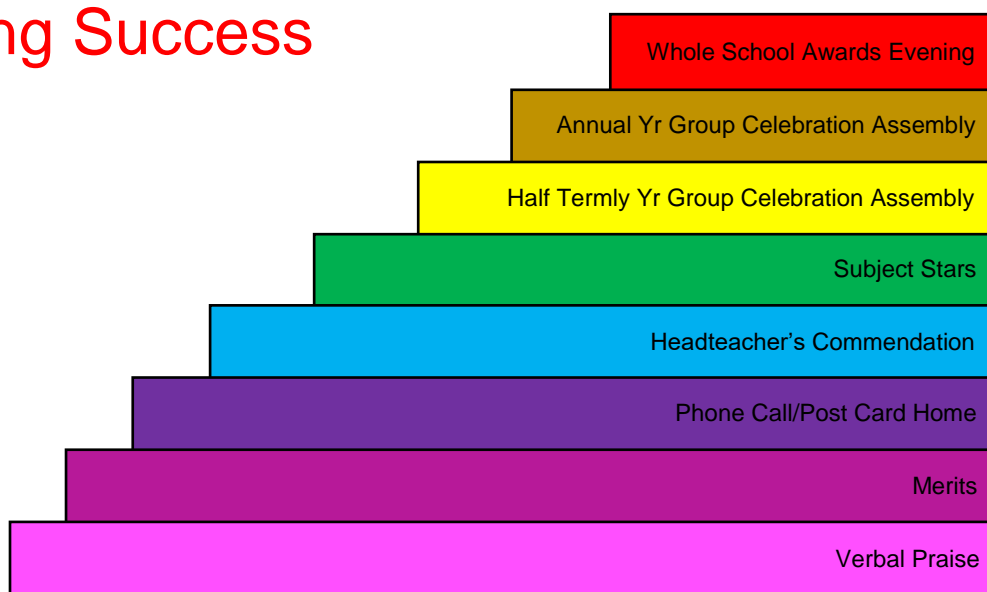
Students who have to leave school for appointments will need to show evidence of this, either by an appointment letter/card or a letter from a parent. An electronic version of this will be an acceptable form of evidence. They will be required to show this to their class teacher and also Student Services staff when they sign out. On their return they will sign back into school via Student Services.

Students coming into school late should sign into Student Services with a letter/appointment card to confirm where they have been. Failure to provide this will result in a detention.



REWARDS AND CONSEQUENCES

Celebrating Success



Our community begins with its set of values because they say, *“This is what is important to us and this is what we want to see and feel in our school”*. Our values shape our rewards and consequences system. It is important that students are rewarded for good behaviour and that there are consequences for poor behaviour.

Students are rewarded in the following ways when they demonstrate our school values:

| Reward Code | Behaviour | Reward |
|----------------------|--|---|
| MC MA MR ME | Community Aspiration Respect Endeavour | Demonstrating school values in and out of the classroom |
| PC | Excellent work or effort in a subject area | Merit Stickers |
| HC | Outstanding work, effort or contribution in any area of school life. | Postcard home |
| | | Headteacher commendation |

| MERITS | | | |
|--------------------|------------|------------|------------------|
| <u>Certificate</u> | <u>KS3</u> | <u>KS4</u> | <u>Issued by</u> |
| Bronze | 25 | 15 | Tutor |
| Silver | 60 | 40 | Year Leader |
| Gold | 100 | 70 | Senior Leader |
| Platinum | 130 | 105 | Headteacher |
| Diamond | 200 | 150 | Headteacher |

Celebration of Merits awarded:

All Merits will be recorded by staff in a student’s planner. Each half term all Merits will be added up and the Year Leader will issue certificates to the students with the most Merits in each tutorial.

All winners will be rewarded with a ‘queue jump’ pass for the canteen for one week. At the end of each term, all winning students will be invited to take part in the end of year rewards trip (payment will be required).



Additional Awards:

| | |
|----------------------|--|
| Subject Star Awards: | Certificates issued half termly at a celebration of achievement assembly and pictures of winning students are displayed in department areas. |
|----------------------|--|

Our school rules reflect our values. These rules are important to enable our school community to be the best it can be. Vyners School believes that students should be given the chance to behave. If they choose not to behave, they will be given a warning. It is a student's choice to regulate their behaviour but if they fail to do so, there will be a consequence.

Our consequence system will be applied by all staff consistently and is based on giving students chances, choices and consequences.

Basic Rules of the Consequence System

- Staff will always try to build relationships with students and encourage students to choose the correct behaviour.
- Once a Consequence has been given, it cannot be taken back except through consultation with a Deputy Headteacher.
- Consequences cannot be "given blind" and students will always be told why they have received a Consequence.

C3 Detentions

Students are informed of a C3 detention on the day they misbehave. They are then given the evening to inform their parents/carers; the detention will also be recorded on Edulink. On day three, students complete a one-hour detention in silence from 3.05-4.05pm. If a student fails to attend a C3 they will be given 24 hours to rearrange the detention with the Behaviour Manager. After this time, they will receive a C3+ Saturday detention.

C4 Internal Exclusion

If a student is given a C4, then the same procedures will follow as for a C3. Instead of an hour detention, students will work in the Internal Exclusion Room for the school day and then join the C3 detention for an hour after school. Work will be provided for them and they will have supervised breaks and lunchtimes. Students may bring a packed lunch, or they will be able to buy a sandwich from the canteen.

Students serving a C4 consequence are expected to exhibit a high standard of behaviour. They are also expected to work productively throughout the day. Should a student fall short in these expectations, they may be required to re-serve the consequence.



| CONSEQUENCE | BEHAVIOUR | SANCTION |
|--------------------|---|--------------------------------------|
| C1 | Disrupting the learning of others Talking/arguing/out of seat Uniform/appearance Lack of equipment | VERBAL WARNING |
| C2 | Repetition of any C1 offence | 2ND VERBAL WARNING |
| C3 | Repetition of any C2 offence Rudeness to a member of staff Refusal to follow instructions Inappropriate language including swearing in conversation Littering Lateness to lessons > 5 minutes Offsite at lunch time Abuse of open access – being out of bounds Use of phone/mp3 player Failure to attend department homework detention Eating out of bounds No standards card / no planner Truancy | ONE HOUR DETENTION |
| C3+ | 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 Chewing gum Walking away from a member of staff Use of discriminatory language Deliberate defiance Fighting Bullying incident Any 2 C3 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 smoking paraphernalia including, but not limited to cigarettes, vapes, 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 offensive weapon Serious theft or vandalism Possession of illegal drugs Violence toward a member of staff | PERMANENT EXCLUSION |



CLASSROOM EXPECTATIONS

At the start of the lesson, students will be expected to:

- Where appropriate, line up outside the classroom before entering.
- Enter the room quietly and sensibly.
- Remove jackets, outside coats, scarves, gloves before entering the room.
- Make sure their uniform is correct; shirt tucked in; top button fastened.
- Stand behind their desk at the start of the lesson.
- Sit in the correct place within the seating plan.
- Ensure their student planner and equipment is out on the desk.
- If late, apologise to the teacher and explain why. Students will be expected to make up the time at break or lunch.

During the lesson, students will be expected to:

- Take pride in their work. Underline titles, date and signpost every piece of work (cwk, HL, cxt).
- Listen to other people's opinion and respect their views.
- Not talk whilst the teacher is talking.
- Put up their hand if they wish to make a point or ask a question.
- If stuck, try to solve the problem themselves first by asking a classmate, reading through notes or checking the textbook.
- Not leave their seat unless asked to do so.
- Record home-learning in their planner or on Google Classroom.
- Aim to contribute at least once every lesson.

At the end of the lesson, students will be expected to:

- Pack away all equipment but only when asked to by the teacher.
- Put all rubbish in the bin.
- Stand behind the desk until dismissed by the teacher.
- Check they understand the home-learning tasks.
- Be clear about the content of the next lesson so they can prepare for it.
- Leave the chairs under the tables, or on the tables at the end of the day.
- Go straight to the next class.

Finally, but most importantly, students will be expected to:

- Carry out at once and without argument, any reasonable request from a member of staff. There is no excuse for rudeness, disrespect or insolence towards any member of staff.



ONLINE PAYMENT SYSTEM (sQuid)

The school operates a cashless system for school trips/activities and for paying for items purchased in the school canteen. It also operates a biometric system where students use their finger to uniquely identify themselves. The biometric system converts an image of an individual's fingerprint into a unique alphanumeric code. All data is held securely on the school servers and no image of the fingerprint itself is retained.

As a result of the pandemic, the school temporarily replaced the biometric scanners with plastic ID cards, to minimise the Covid-19 infection risk. Going forward, the school will be giving students the choice as to which system they prefer. Students that prefer to use a card will receive the first card for free; replacements will be charged at £5 per card.

The online payment system is a really positive aspect of life for Vyners School, for the following reasons:

1. Customer throughput in the canteen is speeded up during the busy break and lunchtime periods, enabling more students to be served.
2. Students eligible for free school meals are offered anonymity, thus removing any stigma attached to accessing the service.
3. Parents and carers can view canteen purchases online.
4. Students do not need to bring 'real' money into school, reducing the risk of loss in transit and the risk of any bullying.
5. The system is a quick, secure and convenient way for parents / carers to make a number of payments to the school online at once.

No cash is accepted in the school dining areas. To pay for food, students need to have money added to their online account in advance. Parents are asked to respect the fact that the school does not have money to advance students either lunch money or to meet the cost of late payments for trips. Prompt payment is vital.

Students are not obliged to be biometrically registered and, in line with the 'Protection of Freedoms Act 2012', we require your written consent to hold and 'process' their biometric information. Please complete the consent form in the signatures booklet. Once consent is given, a Biometric ID will automatically be taken.

If you do not wish to give your consent to this aspect of the system, or your child simply prefers to use a contactless card, we advise that you purchase a lanyard and plastic holder for the card. This enables the student to wear the card, like an ID card, and minimise the risk of it being lost. Lanyards are available from the squidcard system (trips/activities purse). A lanyard and holder will be issued, complete with a uniquely programmed contactless card, on the first day in September.

You will be issued with a registration letter in early July. Please do not register an account until you have this letter.

If you have more than one child at Vyners School, this new account can be added to your existing account. Please see the specific guidance posted on the school website under "cashless at Vyners".



STUDENT LOCKERS

Like many other secondary schools, Vyners School makes available key operated lockers for students' personal use. The school has enough lockers for one per student in Years 7-11. Lockers are grouped on a tutorial basis, with some situated in tutor rooms. Where space prohibits this, they are situated in corridors around the school.

We believe strongly that providing the right environment for students encourages and reinforces good behaviour, resulting in improved outcomes in the classroom. The school therefore replaced every student locker over the summer of 2014, at considerable expense. In order to support continued investment of this nature, we now charge a modest fee of £5 per key operated locker per year. This payment enables us to keep lockers in good repair and is in line with the practice already adopted at other schools.

If you wish to reserve a locker for your child, please pay the £5 fee via sQuid, our online payment system.

To pay using this system, please log-on (www.squidcard.com) and select the 'trips/activities purse'. This payment will be clearly visible (**Lockers 2022**) and must be specifically selected by their year group next academic year (i.e. Year 7) in order to make payment. Please follow the instructions on screen. An emailed receipt will automatically be sent to you by the system once payment is made. Detailed information on how to use the cashless system is on the school website under 'cashless at Vyners'.

Students who have registered their eligibility for free school meals before the end of this academic year will be issued a locker key free of charge in September.

To guarantee issue of a locker key in the first week of term, the deadline for payment is **Friday 5th August 2022**. This key must be returned at the end of the school year. Lost / replacement keys will be charged at £5 (including keys not returned at the end of the year).

Once the initial issue of keys has taken place, students may obtain a locker key by making payment to Student Services.

Please note that the school will not issue refunds for lockers vacated mid-year. Lockers purchased mid-year will similarly not be available at a discount. Due to the number of lockers issued to students, it is not possible to allocate lockers on the basis of student / parental preference.



LESSON EQUIPMENT

Standard Equipment

All students need a basic set of stationery, including a range of highlighters, blue, green and red pens, pencils, pencil sharpener, rubber, pencil case, ruler **and a glue stick**. A range of coloured fine liner pens would be useful but are not essential.

Mathematics Department

All students need a set of basic mathematical equipment:

- 30cm ruler
- Protractor
- Pair of compasses
- Casio scientific calculator. It is essential it is a proper 'scientific' calculator and not a non-scientific model where only four operations are possible. Casio are generally the most user-friendly and teaching approaches are simplified by students purchasing same models. It is recommended that solar powered calculators also have a battery back-up.

Art Department

The majority of equipment and materials needed are provided by the school. The following equipment needs to be supplied by the student:

- HB and 2B pencils
- Rubber – preferably soft and uncoloured
- Colouring pencils

PE Department

The PE curriculum includes activities such as hockey and rugby. These sport's governing bodies strongly recommend the wearing of custom fitted mouth guards and school policy is to advise students to adhere to these guidelines. Mouth guards can be purchased from most sports shops and if you would like to purchase a custom fit mouth guard you can do from <https://www.opro.com/>. If you would like further information please contact Mr Hall on thall@vynersschool.org.uk or 01895 234342, ext. 4241.



SPECIAL EDUCATIONAL NEEDS (INCLUSION)

Vyners School pays due regard to the Code of Practice when carrying out its duties towards all students with special educational needs and ensures that parents are notified of a decision by Vyners School that SEN provision is being made for their son/daughter. Partnership with parents plays a key role in enabling our students with SEN to achieve their potential. Vyners School recognises that parents hold key information and have knowledge and experience to contribute to the shared view of their son/daughter's needs and the best ways of supporting them. All parents of students with special educational needs will be treated as partners and supported to play an active and valued role in their son/daughter's education.

All departments and subject staff aim to meet the needs of all the students they teach through the use of differentiation, a range of teaching strategies and techniques and appropriate grouping. When this 'quality first' teaching does not prompt progress, students may be brought to the attention of the SENCo to ascertain if they need support that is additional to and different from normal classroom practice.

During the summer term, the SENCo obtains information from Year 6 class teachers and primary SENCos on those students who have been identified as having additional needs. Further information comes from the student's primary school records. Before the start of the new school year, all Year 7 subject teachers are given brief details of students, who have been identified as possibly needing additional support. In the autumn term Year 7 students who were identified by their primary school as having additional needs are given reading and spelling tests and cognitive ability tests.

Following on from testing, parents will be informed if their son/daughter is going to be put on the SEN register at Vyners School.

The SENCo, Ms Samantha Kendall, welcomes any relevant information from parents relating to the educational needs of their son/daughter and can be contacted via the school office or via email to skendall@vynersschool.org.uk



PUPIL PREMIUM / FREE SCHOOL MEALS (FSM)

Pupil Premium

Pupil Premium is money specifically granted by the Government to help schools raise the attainment of disadvantaged students. There is evidence that those students who have experienced disruption in their domestic family arrangements, or who have experienced financial hardship lag behind their peers in terms of educational achievement. Pupil Premium funding is in place to enable schools to ensure that there is no attainment gap between these students and other students. It is used in many ways, from funding places on curriculum essential school trips and visits, to meeting the cost of revision/specially targeted intervention sessions for eligible students.

Whilst a child's eligibility for FSM is a known fact, we are conscious that a student's home circumstances are a private and often sensitive matter. The school can only apply for funding for students if they are known to us. Parents / carers therefore need to 'self-declare' their eligibility to the school. If you believe this applies to you, please contact Mrs A Foster in confidence to discuss your eligibility.

Free School Meals (FSM)

Free school meals are available to any full-time student who is still at school and eligible. Your child may get free school meals if you or your partner gets 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 2019 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Once your child is successfully registered for FSM, their cashless catering account will be credited with £2.30 every day. This can be spent on whatever they would like in the canteen. A hot cooked meal will always be available at this price.

If your child is eligible for free school meals, they will remain eligible until they finish the phase of schooling (primary or secondary) they are on 31 March 2022.

How do I apply for FSM?

Apply online at <https://pps.lgfl.org.uk> and you will receive an immediate answer. If you are eligible, the school will be immediately notified. If you are unable to access a computer or would like us to apply on your behalf, please contact Mrs Kelly Tighe, one of our Family Liaison Officers on 01895 234342 ext. 4222.

Please note we are unable to backdate claims for FSM to cover unpaid dinner money, or to refund dinner money paid prior to the date of a successful application.

Funding for Essential Trips

For curriculum essential trips and Duke of Edinburgh Award Scheme, the school endeavours to automatically identify Pupil Premium students and encourages them to participate by funding their place. Non-essential trips and activities are typically not funded, however should you feel that your financial situation is preventing your child participating, please contact the group leader in confidence, so that consideration may be given to part funding your child's place via Pupil Premium.



MODERN FOREIGN LANGUAGES POLICY

You should have already received a copy of the school prospectus where comprehensive details of school practices are included. In particular, we would like to draw your attention to the organisation of Modern Foreign Languages at the school.

In line with National Curriculum recommendations for diversification in languages, we have been teaching French or German as a first foreign language for several years now. In 2019, we added Spanish as an option. It is the custom to allocate students to a foreign language prior to beginning their time at the school. **The allocation is made by school staff.**

Only in very exceptional circumstances are we able to change a child's allocation. If you feel there are exceptional circumstances why your child should be allocated to a particular language (e.g. they may already be fluent in French, German or Spanish and you would like them to learn a third language) please let us know by **Friday 17th June 2022**, so we can give consideration to your request. If your son or daughter is already bi-lingual, please consider challenging them to learn a new language. Your request for a specific language must be in writing or email and include reasons for your request. Please direct your request to the Admissions Department. Absolutely no requests for changes will be considered after the deadline given.



EDULINK ACCESS

EduLink is a school information platform that can be accessed on any device – PC, laptop, tablet or mobile device – via a web browser or via the free EduLink app. The app is available for Android and iOS devices

At the start of the academic year, an email will be sent to you providing log-on details which will provide you with secure online access to view your son/daughter's data 24 hours a day via PC, laptop and mobile devices which have internet connection.

EduLink allows you to view:

- Your personal data
- Attendance and behaviour information for your son/daughter
- Your son/daughter's timetable
- Homework set in Google Classroom
- Progress checks
- External examination entries and results

EduLink also enables parents to keep personal contact details up to date, and report a child's absence.

Full instructions can be found [here](#)

Below are some useful suggestions on use:

1. To login and access the EduLink website, either:

Visit <https://www.edulinkone.com/#!/login?code=vyners>

Or

Visit the link on the school website in the Parent Zone.

2. Please ensure you change your password the first time you login.
3. If you are using a shared computer, please consider carefully whether or not to allow the computer to remember your username and password, as others may be able to access your data.

EduLink is the quickest and easiest way of notifying the school of a change to parental contact details (particularly phone and email address). It is very important that the school holds up to date information (particularly a mobile phone number), in cases of emergency. You should only use EduLink to update your own contact details. Do not add any additional contact information for secondary contacts.



CHROMEBOOK FOR LEARNING SCHEME

We are delighted to inform you about the 'Chromebooks for Learning Scheme' for Vyners School students joining in September 2022. This is a continuation of a scheme started last academic year.

Our students' daily lives are filled with technology and they are quick to embrace new developments. The pandemic has brought with it a new range of online resources to support learning. We want our students to feel at ease in this dynamic and exciting climate. Chromebooks provide a great vehicle to help our students become responsible digital citizens and lifelong learners. Alongside Google Workspace for education, they enable all our students to have access anytime to information wherever they are.

Whilst we have a supply of chromebooks available in school, they are regrettably limited in number. The 'Chromebooks for Learning Scheme' gives parents the opportunity to guarantee their child individual access to a device. The device may additionally be taken home by students, to facilitate the completion of home learning tasks.

This is an **opt-in** scheme; available for all Year 7 students. As a school, we firmly believe in the merits of the scheme and the educational benefits it offers students and expect that parents will want to support this initiative.

The 'Chromebooks for Learning' Scheme offers students access to a dedicated chromebook over a 3 year period. The device will be fully configured for school systems, including being loaded with security software to prevent students accessing any inappropriate sites. The device comes with a full 3 year warranty and is insured against accidental damage.

Please note that the scheme does not include ownership of the device. Parents are buying uninterrupted access to a device during the period of the scheme. Any problems with the chromebook will be rectified through the issue of a temporary replacement, whilst the original device is being fixed.

Parents may choose between a number of payment plans. We hope this offers families the maximum amount of financial flexibility, thus ensuring as many students as possible have the opportunity to take part in the scheme.

For 2022, the Acer 311 C722 chromebook is our recommended device. This has been selected by the school due to its robust design. It is built to US military standards for toughness as well as being light to carry. It is designed for student use in and out of the classroom.

SAFETY

The chromebooks will come with Smoothwall Safeguarding and Content Filtering. The Smoothwall content filter and safeguarding application provides a cloud based web filter that appropriately filters and blocks students from harmful or inappropriate content when logged in with their school accounts and monitors for any potential safeguarding issues. Parents should note that Smoothwall is not active when users log in with personal accounts..

FAQ'S

Why have you chosen chromebooks ?

At Vyners we have been using chromebooks since 2014. All our students are familiar with chromebooks and Google Workspace for Education. A chromebook looks like a laptop in appearance but operates in a



very different way with students accessing services and apps online. The chromebook operating system is produced by Google who provide a wealth of apps and services which are specifically designed to support students in education.

Chromebook devices boot-up in a matter of seconds and have a battery life that lasts up to 8 hours, depending on use. School owned chromebooks are managed centrally by our IT Support Team to ensure that access is safe and secure. Internet content is filtered for inappropriate content to ensure students can access everything they need for their school work.

Chromebook Features:

- Less than 8 seconds to boot up
- Long battery life
- Simple technology
- Easy student teacher workflow
- Large numbers of computers can be managed centrally
- Excellent collaboration tools
- Works seamlessly with Google Workspace for Education and other cloud based applications which all of our students and teachers already use extensively

What technical support will there be for students ?

The School IT Support Service will be able to help resolve many technical issues but one of the major advantages of the chromebook is that it rarely goes wrong. Devices which fail under the 'Chromebook for Learning Scheme' will be immediately substituted with a temporary replacement, whilst the original device is being repaired.

Are there any chromebook guides available ?

We will make sure all of our students receive the teaching input to get them up and running with their new chromebooks when they are issued.

Will my child be able to install apps / download their own content onto the chromebook ?

For school work and during school time your child will log in to the chromebook with their Vyners login. As per the schools Acceptable use policy, students cannot use their school domain to store personal data, music videos etc.

After hours when not doing school work then your child is free to login with a personal Google account and can then install Apps. These Apps would only be available on the personal account. Students will not be allowed to login to chromebooks with their own account during school hours.

The school advises parents to make sure they have systems in place at home to monitor their child's digital activity.

Who owns the chromebook ?

The 'Chromebooks for Learning' Scheme is designed to give students uninterrupted access to a device. It does not offer parents ownership of the device itself.

Could we buy a cheaper chromebook and opt out of the Vyners Scheme?

Yes. Parents who wish to buy their own chromebook may do so. We only ask that we are advised of the model before purchase to ensure that the chromebook has Google support. An additional charge will be levied to install the necessary access licence on the device (without which, the device will not connect to the school IT network). Parents who purchase their own chromebook are solely liable for any damage or loss to the device. The current price for the Google licence is £33.84.



Why can't the school provide these devices for free ?

With ever tightening budgets the school has a limited amount of funding for ICT in school and this primarily pays for the maintenance of our school network. It is also logistically impossible to store and manage enough chromebooks to cover our entire school community (1300+ students).

What happens if the chromebook is lost stolen or damaged ?

Students need to look after their chromebook as if it were their own property. Whilst the scheme covers repair in the event of accidental damage, cover is not provided in the event of wilful damage or deliberate negligence. In such cases, the device will not be replaced but parents will still need to complete paying for the device (if they have not done so already). Should a parent / child suffer loss or damage to a device through reasons outside their control (e.g. third party theft or damage by another student), please contact the school to discuss a replacement device.

What about safety to and from school ?

Since starting the scheme last year we have had no reports of any issues with students carrying chromebooks to and from home, however it is sensible to reduce the risk of theft through some common sense measures; students should keep their chromebook in their bag on the way to and from school, both for road safety and crime prevention reasons. This is advisable if travelling by bus or on foot.

How will inappropriate use of the chromebook at school be dealt with ?

Students, with the support of their parents, will be required to sign up to a set of 'Chromebook Rules' which set out some simple rules to make things go smoothly. Some of the rules concern management (e.g. "I will bring the chromebook to school every day, charged") and some will be about classroom behaviour (e.g. "I will stop using the chromebook when my teacher asks me to"), with the overall intention of creating a way of operating that all students, parents and staff understand and agree with. Any child that misuses the device in school will have increased restrictions applied to their device.

What is Vyners doing to reduce e-safety problems with the chromebooks ?

Vyners' School has a very effective web filtering system and all devices attached to our network go through this web filter. Vyners School will be actively monitoring students' chromebooks while in school. We will be able to look at web filter logs should an issue become apparent. Students are already taught the importance of e-Safety through PSHE, IT lessons and assemblies. This will be continually reinforced.

The Smoothwall Cloud platform will only monitor whilst your child is logged into their school account. It will be your own responsibility to ensure appropriate use whilst using personal accounts.

Where will my child store the chromebooks when not required in lessons ?

Students will place the chromebook in their bag during break/lunch. Every student will have access to a locker which can also be used to store the chromebook when not in use.

What is the cost of the device via the scheme ?

Full cost upfront - £387

Cost payable over 12 months £402 (i.e. £33.50 per month)

Cost payable over 30 Months £438 (i.e. £14.60 per month):

What happens at the end of the scheme ?

Parents will be given an opportunity to enter into a fresh agreement for a new device.



My child is eligible for free school meals, and I cannot afford to participate in the scheme

Families in this situation are encouraged to contact the school, in confidence, to discuss their needs. Funding is available to support families in this situation. Please contact our senior leader with responsibility for Pupil Premium - Mrs Alison Foster.

Will my child be denied access to a device if I do not provide them with a chromebook ?

No. The school has chromebook devices on site and will issue one to any child that does not have their own device. This device is issued to the child for that lesson only, and will not be theirs to take home. Parents are advised, under these circumstances, to ensure that their son or daughter has Google Classroom access at home via an alternative device (e.g. standard PC or laptop).

What are the pros and cons of each of the choices open to me?

| Option | Participate in the scheme | Purchase your child's own chromebook outright | Use a school provided device |
|--------|--|---|---|
| Pros | <p>Guaranteed access to a chromebook throughout the duration of the scheme, including at home and during holidays</p> <p>Ongoing IT support is available</p> <p>Coverage for accidental loss and damage, and equipment failure</p> | <p>Lower overall cost</p> | <p>No cost to parents</p> |
| Cons | <p>Parents do not own the device</p> | <p>Parents are wholly liable for any loss or damage to the device</p> <p>No ongoing IT support is available</p> | <p>Student has no access to a device outside of timetabled lessons.</p> |



UNIFORM POLICY

OUR SCHOOL AIMS

MISSION STATEMENT

At Vyners we aspire to be an outstanding school in every sense of the word and our aim is that we can be confident that hand on heart 100% of our students get a better deal here than they would in any other school. We believe in a relentless focus on high achievement and high expectations in all areas of the life of the school.

At our core is an understanding that every individual has the opportunity and responsibility to impact positively on the lives of others; that every individual in our community is unique and has gifts and talents that should be celebrated at every opportunity.

VALUES

Our community begins with its set of values because they say, "This is what is important to us and this is what we want to see and feel in our school". Our values shape our policies and can be summarised as **CARE**.

- Community
- Aspiration
- Respect
- Endeavour

THE VYNERS 10

The Vyners 10 reminds us of what our community expectations are:

1. I am proud of who I am and what I have achieved today.
2. I actively participate in lessons and school activities.
3. I can, if I think I can, and I strive to do my best even when learning is difficult.
4. I value others and understand that our individuality makes our community stronger.
5. I share in and celebrate everyone's success.
6. I do as I'm asked, the first time I'm asked.
7. I am always in the right place at the right time, doing the right thing.
8. I understand that school is a formal environment; I dress and behave accordingly.
9. I attend regularly and arrive on time with the correct equipment.
10. I am proud of our school, helping to look after it and create a positive learning environment.



UNIFORM POLICY STATEMENT

It is our policy that all children should wear the Vyners School uniform with pride when attending school, on their way to and from school or when participating in school-organised events outside normal school hours.

UNIFORM POLICY AIMS

Our policy is based on the notion that a school uniform:

- promotes a sense of pride in the school
- engenders a feeling of community and belonging
- is practical and smart
- identifies the students with the school
- ensures students feel equal to their peers in terms of appearance
- is regarded as suitable, and good value for money, by most parents
- has been designed with health and safety in mind
- is inclusive at all levels – socially, culturally and religiously

CLOTHING LIST

STUDENTS IN YEARS 7-11

A range of uniform items is available from the following suppliers:

Beat School Uniforms

Unit 1
Paramount Industrial Estate
Sandown Road
Watford
WD24 7XZ

Tel: 0844 879 7288

www.beatschooluniforms.co.uk

Pullens

50 High Street
Northwood
Middlesex
HA6 1BL

Tel: 01923 840050

www.uniform4kids.com

Parents are advised **not** to buy items from other, non-approved, suppliers. The school will continue to issue consequences to students who are wearing the wrong uniform, even if those items were purchased in good faith from other suppliers.

The school has paid careful regard to the recently issued statutory guidance from the Department for Education on school uniform provision. Clarity has been provided on where items are compulsory/ optional and where items can be purchased from non-specialist suppliers.

If, for any reason, it is felt necessary for a student to wear anything other than specified uniform, he/she should bring a note asking permission to do so before it is worn.

All clothing and belongings should be clearly marked with the student's name. This enables mislaid items to be quickly returned to their owner. The school regularly disposes of unclaimed and unnamed lost property items.



1. OUTDOOR CLOTHING

- a. The school blazer must be worn by students at all times including journeys to and from school.
- b. The school tie should be worn at all times, including to and from school.
- c. Other outdoor clothing should be restricted to a plain raincoat, overcoat or anorak. For road safety, detachable fluorescent bands or strips are strongly encouraged on dark mornings and evenings. Hoodies or coats with logos are not permitted.
- d. If a scarf is required, it should be in the school colours of plain bottle green or black.
- e. It is recommended that parents of cyclists insist that students use fluorescent arm bands and helmets.

2. INDOOR CLOTHING

| ALL STUDENTS | | Compulsory item? | To be purchased from official stockists? |
|--------------|---|------------------|--|
| a | The school blazer must be worn in school by all students | Y | Y |
| b | The school tie must be worn by all students. The design of the tie will vary depending on which tutorial/house students belong. When tied, the school logo should be clearly visible beneath the knot. Parents of transferring Year 6-7 students will be informed of their child's tutorial at the New Parents' Meeting in July. For mid-term admissions, parents will be informed on confirmation of accepting a place in the school. | Y | Y |
| c | Plain white shirt or blouse with a collar suitable for a tie in non-transparent fabric (not Aertex, cheesecloth, etc.). Shirts must be tucked into the waistband of the skirt/trousers and all buttons should be done up, including the top button. They should have either long sleeves or short sleeves, but must not be sleeveless, and there should be no trimmings. Vests or T-shirts worn under shirts/blouses should be plain white. A clean shirt/blouse should be available for any official school function. | Y | N |
| d | Pullovers are not essential as the buildings are always well heated. If worn, they should be purchased from one of our uniform suppliers and carry the school logo. | N | Y |
| e | Shoes should be plain black, flat or lace-up styles, with closed toes and heels. Canvas plimsolls, ankle boots, 'Kicker' style boots, Vans style leather plimsolls or black leather trainers are not allowed. Training shoes may only be worn during PE or games activities, or when a Year Leader has agreed their use for special medical reasons when a doctor's note will be required. Boots may be worn to and from school in the winter, but not around the school buildings and such boots should not have hardened toe-caps or studded soles. Shoe soles may not exceed 1cm and heel height may not exceed 5cms when measured at the back of the heel. Because of slippery staircases and the particular danger of accidents in practical rooms and laboratories, all sandals, open front or sling-back style shoes are not permitted. Stiletto heels are never acceptable. | Y | N |



| EITHER: | | | |
|----------------|--|---|---|
| f. | Plain black trousers of worsted or Terylene or similar fabric. Trousers should be smart, suit-style and have a waistband. They must be worn around the waist and not any lower. Extremes of style must not be worn. They should not be tight-fitting around the legs. Similarly, they should not be 'drain-pipe', flared or 'boot-cut' in style. Jeans must never be worn. | Y | N |
| OR: | | | |
| | Pleated school skirt of approximately knee length in plain dark bottle green to match the blazer. The skirt must be of the agreed style and should not be folded or rolled over at the top. | Y | Y |
| g. | Tights or socks should be worn. Tights should be of a plain style in black. If socks are worn, they should be plain white ankle socks (not trainer socks). If trousers are worn, socks should be plain black or dark grey. | Y | N |

3. PHYSICAL EDUCATION CLOTHING

| | | Compulsory item ? | To be purchased from official stockists? |
|----|--|---------------------------------|--|
| a. | Rugby shirt – bottle green/scarlet/white panels (compulsory for students taught Rugby) * | Y (if taught Rugby) | Y |
| b. | Hooded top – bottle green/scarlet/white panels, embroidered with school logo * | N (but highly recommended) | Y |
| c. | Sports trousers OR leggings | N | Y |
| d. | Sports Top – bottle green/scarlet/white panels, embroidered with school logo * | Y | Y |
| e. | Shorts OR Skort– bottle green/scarlet/white panels | Y | Y |
| f. | Socks – bottle green with red VYNERS text | Y | Y |
| g. | Trainers | Y | N |
| h. | Football boots | Y (if taught football or rugby) | N |
| i) | Shinpads and mouth guard | Y | N |

* Option to have initials printed on right breast in white

All PE clothing, including boots and trainers, should be clearly named both on the inside and outside of the garments (initials not sufficient) in order to enable the PE staff to identify misplaced kit easily.



PE kit must be kept in an appropriate sports bag and labelled clearly. All kit must be taken home regularly to be washed.

4. OTHER ITEMS OF CLOTHING AND EQUIPMENT

Jewellery. This may not be worn apart from a wristwatch. If ears are pierced, then only one small plain gold or silver coloured stud may be worn in either one or each ear lobe. No sparkles or coloured studs are allowed. No other piercings are allowed, including, but not limited to, piercings in the nose, eyebrow, tongue, lips etc. Earrings and watches must be removed for PE or covered with tape. The school can accept no responsibility for losses of jewellery. Students will be asked to remove any unacceptable jewellery immediately or be placed into a C4 internal exclusion until such time as it can be removed.

Every student will require a sturdy carrying bag or rucksack to ensure that books, which are the property of the school, are not damaged when taken home for homework. (Students will be held responsible for the good order and care of schoolbooks and will be required to replace any books which may be lost or damaged). Cyclists should ensure that they have a safe and adequate place to carry their bags whilst riding.

Those students who rent a school locker are strongly advised to have a sturdy key ring on which to store the key. Locker keys are, by their nature, small and can be easily lost. Lost keys must be replaced at a cost of £5 per key.

5. HAIR STYLES

Extremes of hairstyle are not acceptable. These include unnatural hair dye, shaved heads, Mohicans or shaven patterns or lines, including those made in partings. Hair must be one natural colour and a “grade 2” haircut is the shortest allowed. No lines or shapes are permitted to be shaved into eyebrows. Any decision regarding ‘extreme’ haircuts will be left to the discretion of the Headteacher.

6. MAKE-UP AND NAILS

Make-up, false eyelashes and nail varnish (including shellac, gel and nail extensions) should not be worn. Students found to be wearing artificial nails / nail varnish will be asked to immediately remove ordinary nail varnish and/or cut nails to an acceptable length. Where nails need specialist removal, this will need to be done by the following day and the student will be placed into an immediate C4 internal exclusion until such time as they are removed.

7. LOST PROPERTY

This is located in Student Services. Please ensure that all items are clearly labelled. Students will be notified when named items are in lost property. It is their responsibility to collect items. Items not collected, or not named, will be disposed of every half term.

House Colours

| | | |
|------------|---|------------|
| Cheshire | - | Gold |
| Fry | - | Blue |
| Gell | - | White |
| Huxley | - | Purple |
| John Miles | - | Green |
| Windsor | - | Yellow |
| Jaggard | - | Silver |
| Parks | - | Royal blue |



ASTHMA POLICY AND GUIDELINES

The school:

- Welcomes all students with asthma.
- Will encourage students with asthma to participate fully in all aspects of school life.
- Recognises that asthma is an important condition affecting many school children.
- Aims to allow all students to take responsibility for their own medication.
- Has a clear understanding of what to do in the event of a student having an asthma attack.
- Will hold annual whole asthma training which includes a practical supervised session on the administration of salbutamol inhalers with a spacer.
- Will help all parents, students and staff to be well informed about asthma and adopt a responsible attitude in its treatment.

1. Use of Inhalers in School

- 1.1 All students must have their own inhaler with them at all times. They should also take their inhaler with them to PE and on any school journey or trip.
- 1.2 It is vital that all students also have a **spare** inhaler at school. This should be clearly labelled with the student's name and kept in Student Services for use in an emergencies.
- 1.3 In the case of an emergency if a student's inhaler is unavailable, the school will provide a spare inhaler for use. There are also spare inhalers in all first aid bags in PE, Art, Science and DT and Student Services.

2. Spacer

- 2.1 A spacer is available in Student Services and all first aid bags which are kept in the following locations – PE, Science, Art and DT.
- 2.2 A spacer can help a child to take their inhaler more effectively (especially during a severe attack).
- 2.3 If you would like your child to have their own spacer in Student Services, please ensure it is clearly labelled.

3. What the school will do in the event of a severe attack

- 3.1 Arrange for the student to be taken to A&E at Hillingdon Hospital. The parent/carer will be contacted in order for them to accompany the student in the ambulance. If the parent/carer is uncontactable or unable to arrive before the ambulance leaves, a member of staff will accompany the child to hospital and wait/meet the parent/carer at A&E.
- 3.2 While waiting for Paramedics, the students will be instructed to continue with the blue relief inhaler 10 puffs every 15 minutes until medical help arrives.