



SIXTH FORM ADMISSIONS INFORMATION

Academic Year September 2023 - 2024

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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**:

- **C**ommunity
- **A**spiration
- **R**espect
- **E**ndeavour

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. The main methods of communication between the school/students/parents/carers are email, the Sixth Form area on our website and the fortnightly Sixth Form Bulletin.
2. Parents will receive regular reports on the academic progress of their child. Reports will contain information on each student's targets for the subjects they study and updates as to their progress. UCAS predicted grades and references will be reported home in the autumn term of Year 13.
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. 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 up to date phone number (preferably both home and mobile) for the student's primary contact at all times.
4. Information evenings for parents take place in the autumn term. 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 evenings are now held remotely and you will need to make appointments online prior to the evening. We aim to have 100% parental attendance. There is an additional Year 12 Parents' Evening at the end of the year for students who are underachieving or at risk of failing their courses.
5. The Sixth Form Bulletin is emailed fortnightly to all parents on a Friday afternoon. This is a brief document which summarises important dates, student information and achievements as well as providing contact details for key Sixth Form staff.
6. Should you wish to speak to your child's tutor or subject teachers before then, please phone 01895 234342 x 4244 or email the school on office@vynersschool.org.uk or send an email via the website.
7. School Reception is open from 8.00am – 4.15pm daily, Monday to Friday. Parents / carers who come to the school site during the school day must always report to Reception which is clearly signposted. 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 vehicle 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 parent / carer 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
Doors open	08:20
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 9.15am)
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
Period 6	15:05 - 16:05 (only certain subjects)

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.



TERM DATES 2023 – 2024

Autumn Term 2023

Staff Development Day	Monday 4th September 2023
First Day for Year 12 (pm only)	Tuesday 5th September 2023 External students should arrive at 12noon Returning students should arrive at 1pm
Normal Lessons start for Year 12 and Year 13	Wednesday 6th September 2023
HALF TERM	Monday 23rd October – Friday 27th October 2023
Staff Development Days	Thursday 23rd November and Friday 24th November 2023
Term Ends	Thursday 21st December 2023

Spring Term 2024

Staff Development Day	Friday 5th January 2024
Term Starts	Monday 8th January 2024
HALF TERM	Monday 12th February – Friday 16th February 2024
Term Ends	Thursday 28th March 2024 (Easter Weekend – 29 th March – 1 st April)

Summer Term 2024

Term Starts	Monday 15th April 2024
May Day	Monday 6th May 2024
HALF TERM	Monday 27th May- Friday 31st May 2024
Staff Development Day	Friday 28 th June 2024
Term Ends	Friday 19th July 2024



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%. Please support the school in emphasising the importance of good attendance.

All student absence must be reported by a PARENT/CARER 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 parent/carer if students are not in school. This system is in place to safeguard students and to pick up any truancy. The system will automatically call if a student is not marked in at 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 with letter, email, phone call or note to confirm such from parent/carer. Failure to provide evidence of the appointment will result in the student being marked as having taken 'Unauthorised Absence'. 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, addressed 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. It is expected that Sixth Form students sign out in the study room 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 be asked to show evidence of this, either by an appointment letter/card or a letter from a parent. On their return they must sign back into school via the Sixth Form study room.

Permission to leave site will be granted for educational or work experience visits and students should complete a student absence request form, held by the Sixth Form team, for approval. Students may be given permission to leave site for a driving test (if evidence is provided) but please be aware that driving lessons are not permitted during school hours.

Students coming into school late should go directly to the Sixth Form study room to sign in with a letter/appointment card to confirm where they have been. Failure to provide this will result in the student being marked as having taken 'Unauthorised Absence'. Those without a valid reason for lateness will be required to attend a ½ hour same day lunchtime detention in the Sixth Form study room.

All Sixth Form students should register for their lesson in the Sixth Form study room if their teacher is absent. If permission is granted to leave the school site by a member of the Sixth Form Team, they must ensure that they sign their name and the time they have left on the sign out sheet. This is of utmost importance to ensure that we know who is on site in the event of an emergency.



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 is now giving students the choice as to which system they prefer. Students that prefer the 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 canteens 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 to ensure a balanced diet is being consumed.
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 either school canteen. 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.

6th Form students are additionally allowed to pay for canteen purchases via a standard bank contactless card. Such purchases will NOT however be visible via the cashless catering system.

Students are not obliged to be biometrically registered and, in line with the 'Protection of Freedoms Act 2012', we require both your written consent, and that of the student, to hold and 'process' their biometric information. Please complete the consent form in the separate signature booklet. Once consent is given, a Biometric ID will be taken. If you do not wish to give your consent to this aspect of the system, a swipe card can be issued to enable your child to make purchases.

Returning Year 11 students will continue to use the sQuid account they were issued with when they first joined the school.

New students will be issued with a unique sQuid registration letter as part of the enrolment process. Please do not register an account until you have this letter.

Vyners School



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

Sixth Form students are provided with a limited number of key operated lockers, situated in various parts of the school building.

Lockers are reserved on a 'first come, first served' basis at a cost of £20. This covers rental of the locker for a student's full time in 6th Form. Students should take care to keep their key safe as replacements are charged at £5 per key.

Any possessions left in Year 13 lockers at the end of the academic year will be disposed of by the school over the summer holiday.



SPECIAL EDUCATIONAL NEEDS (INCLUSION)


Vyners School pays due regard to the Code of Practice when carrying out its duties towards all students with special education 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.

If your son/daughter is new to the Sixth Form and has additional needs, it is essential that you complete the relevant page in the Sixth Form Signature Booklet that is returned to school.

We welcome any relevant information from parents relating to the educational needs of their child and can be contacted via the school office or via email to nharvey@vynersschool.org.uk.



	<h1>VYNER'S SCHOOL</h1> <h2>16-19 BURSARY FUND</h2> <h3>GUIDANCE FOR ACADEMIC YEAR 2023-2024</h3>
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This fund has been given by the EFSA to schools and higher education institutions to enable students to overcome individual financial barriers to their participation in education. The Fund is aimed at 6th Form students only.

For eligible students, the fund can help towards the cost of essential course related costs such as travel to school, equipment, books, essential trips, specialist school clothing and attending university/job interviews. The fund will not meet the cost of participating in optional extra-curricular activities. **Please note that bursary awards are paid entirely on the basis of financial need, not on a 'flat fee' basis.** Students must therefore specify as part of their application what costs they need support with. Bursary payments are not intended to meet normal household costs such as rent or non-specialist clothing. The scheme will also not meet the costs of extra-curricular activities or extra support such as counselling or mentoring.

GENERAL ELIGIBILITY

Students must be aged **over 16 years and under 19 years on 31st August 2023** (students who turn 19 during the 2023-2024 academic year will continue to receive payments until the end of the academic year).

AND

Students must have a legal right of residency in the UK.

AND

Students must demonstrate regular attendance at school. Attendance will be monitored regularly and students failing to meet this standard will be asked to explain the reasons for their poor attendance.

AND

Students must continue to make good progress in their studies and demonstrate an acceptable standard of conduct. If there are concerns over a student's attendance, progress or conduct, this will be discussed with them by the 6th Form Team in the first instance.

Unaccompanied asylum seekers are treated as 'looked after children' by the local authority and may therefore apply for a bursary as a member of a 'vulnerable group'. Accompanied asylum seekers are not eligible under this scheme to receive a cash payment, but are encouraged to speak, in confidence, to the school about their needs as we may be able to provide 'in kind' support such as books or equipment.

Students who are aged 19 or over at 31 August 2023 will only qualify for an award under the scheme if:



- They have an Education, Health and Care Plan (EHCP) in place and are attending eligible education provision;
- Are a 19+ continuer i.e. they are an eligible student continuing a course they began age 16-18

Students aged 19 or over are not eligible for bursaries for vulnerable groups.

AWARDS TO 'VULNERABLE GROUPS'

The following students are defined as being in a 'vulnerable group':

- Young people who are currently in care, or who are care leavers; **OR**
- Young people who are unaccompanied asylum seekers and students in Local Authority provided foster care; **OR**
- Young people who are claiming Income Support/Universal Credit in their own name; **OR**.
- Young people who are 16-19 and in receipt of both Employment and Support Allowance/Universal Credit and Disability Living Allowance/Personal Independence Payment.

Applicants will be asked in all cases to provide written evidence of their personal circumstances (e.g. a letter from the Local Authority or benefit statement)

Applications that fall into this group are the highest priority group and may apply for a bursary of up to £1200 per academic year. Award of a bursary is, however, strictly dependent on proof of financial need and the School reserves the right to determine the appropriate financial amount of an award, dependent on the individual circumstances of the student.

If a student is deemed to not be in financial need, the school has discretion to not make any kind of award under this scheme

The School may exceptionally choose to make an award of over £1200 per annum, if a student needs additional help to remain in education.

DISCRETIONARY AWARDS

Students who are suffering financial barriers to their participation in post-16 education but who do not qualify as part of a vulnerable group, may apply for a discretionary award.

Discretionary awards are made purely on the basis of proven financial need, and will therefore vary from student to student. They may take the form of a small one-off award (e.g. to meet the cost of a particular field trip) or, where the financial need is ongoing (e.g. travel costs, attendance at university open days / interviews), costs may be reimbursed during course of the academic year.

Students whose financial circumstances change during the course of the academic year (e.g. there may be a sudden change in circumstances such as redundancy or a sudden drop in household income) are encouraged to apply whenever their need arises. Such an application may cover specific one of costs. A covering letter should be included with this application form, outlining the particular circumstances and providing supporting evidence.



The School is instructed by the DfE to directly purchase materials and equipment for students, in order to support their course of study. Support may take the form of the purchase of textbooks, educational materials (e.g. art materials for those studying A level Art, or a scientific calculator for those studying Maths or Physics) or funding to enable a student to participate in curriculum compulsory field trips or activities.

The School is only able to reimburse students via BACS for costs which have been unavoidably incurred by them. Such costs may include the UCAS application fee, fees to support an application to Oxbridge or to study medicine, and travel costs to University interviews and open days. In those cases where the school has advanced money to an eligible student, receipts must be provided to support the expenditure.

Where costs are reimbursed, payment will be made to the student (not the parent). Students applying for assistance under the scheme are therefore required to have their own bank account.

The School is unable to fund students to attend counselling or mentoring sessions held in school, to cover the costs of online revision tools or to meet basic purchases such as stationary and uniform costs.

If a laptop, Chromebook or digital camera is requested, this will be purchased directly by the school and will be to a specification set by the school.

The school reserves the right to ask for certain items to be returned at the end of the course of student. This includes laptops, chromebooks, digital cameras and textbooks. The return of such items enables the school to reissue them to another student in need.

Discretionary awards are aimed at those students who do not meet the criteria for a vulnerable group's bursary, but the student's household is on a low income (i.e. below £16,190). Students with a proven household income below this level will also be eligible for Free School Meals.

Should funds remain, the school will extend the payment of bursaries to households with an income **up to £30,000 pa**. Should there be more demand for bursaries than funds available, awards will be prioritised according to total household income, with the lowest incomes receiving an award first.

Household income may be low as a result of individual(s) being in receipt of an income-based benefit such as Income Support, Income based Job Seeker's Allowance, Working Tax Credit/Child Tax Credit, Income-based Employment and Support Allowance or the guaranteed element of State Pension Benefit. Where this is the case, please state this clearly on the application form.

All claims for the discretionary award require evidence of household income such as P60, copies of last 3 months of payslips, proof of self-employment income or proof of receipt of benefits. Letters supplied should be for the last financial year (if it is an annual return such as a P60) or dated within the last 3 months. A copy of an online Universal Credit statement for the last 3 months may also be submitted as evidence.

OTHER INFORMATION

Previous eligibility for Free School Meals is not an automatic entitlement for the 16-19 Bursary, but will be taken into account as part of assessing an applicant's request for funding.

This is a cash-limited fund. The deadline for applications for payment in October is **Friday 22nd September 2023**.



The amount of discretionary bursary paid each year may vary dependent on the number of applicants and the level of funding received. The school will review the operation of the scheme annually and may make changes to its operation.

Entitlement to a bursary in one academic year does not give an automatic entitlement in any subsequent academic years. Students must make a fresh application at the beginning of each academic year.

THE APPLICATION PROCESS

If you wish to apply for a bursary you should:

- Check that you meet both the general and specific eligibility criteria detailed above.
- Complete a Vyners School 16-19 Bursary Fund Application Form, answering all questions in full to avoid delay when processing your application.
- Attach copies of the required evidence as indicated on the form.

The School will assess all applications immediately after the closing date. All applicants for support will receive a letter informing them of the outcome of their application.

All information provided to the school in connection with an application will be held in strict confidence.

Where it is deemed appropriate to reimburse students for expenses directly incurred, such reimbursement will be made directly to students (not their parents). Eligible students should therefore ensure that they have a bank account into which payments can be transferred. Payments will be made in arrears, on proof of the expense being incurred and continued payment will be dependent on good attendance, academic progress and conduct.

COMPLAINTS AND CONCERNS

Any student or parent who is unhappy with how an application has been assessed is encouraged to contact the Business Manager in the first instance. If they remain unsatisfied, they may raise their concern more formally through the school's complaints procedure (details of which are on the school website).

July 2023



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 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
- 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.



UNIFORM POLICY

Sixth Form Uniform Policy Statement

It is our policy that all Sixth Form students should wear business style clothing when attending school, on their way to and from school or when participating in school-organised events outside normal school hours.

All students must wear a suit or jacket and plain trousers or skirt, a shirt and tie or blouse/plain top. No sweatshirts, hoodies, denim or trainers are permitted. Lanyards must be visible at all times when walking around school and in all lessons unless a practical lesson warrants removal.

Hair Styles

Extremes of hair style are not acceptable. These include unnatural hair dye, shaved heads, Mohicans or shaven patterns or lines. Hair must be one colour and a "grade 2" haircut is the shortest allowed. No lines or shapes are permitted to be shaved into eyebrows. Students failing to follow these guidelines may receive a C4 internal exclusion and subsequent infringements will lead to an external exclusion for gross disobedience.

Lost Property

This is located in Student Services. We recommend that all items are clearly labelled as this enables us to notify students when 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.

Outdoor Coats - These should be plain with no designs or logos. Outdoor coats must be removed in the school buildings.

ID Badges and Lanyards - These must be worn at all times

All students:

- Hooded tops are not to be worn, with the exception of official school PE / Performing Arts clothing.
- Facial piercings are not allowed (other than in ears with the exception of ear bars).
- No visible tattoos.
- An official Vyners practical uniform can be worn for relevant subjects. This comprises a Vyners hoodie, plain black tracksuit bottoms and plain black trainers. A lanyard must be visible at all times when moving round the building.

Any Sixth Form student who breaches the school dress code can expect to be sent home to change.



ASTHMA POLICY AND GUIDELINES

The school:

- Welcomes all students with asthma.
- Will encourage children 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 child having an asthma attack.
- Will hold an annual whole staff asthma training session, 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 (if subject taken) 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 in case of emergencies.
- 1.3 In the case of an emergency if a student's inhaler is lost, a spare inhaler is available to use. There are also spare inhalers in all first aid bags in PE, Art, Science, DT and Student Services

2. Spacer

- 2.1 A spacer is available in Student Services and all first aid bags in PE, Science, Art and DT.
- 2.2 A spacer can help a child to take their inhaler more effectively (especially of importance 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, for reassurance. 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, students will be instructed to continue with blue relief inhaler 10 puffs every 15 minutes until medical help arrives or symptoms improve.



STUDENTS WITH SEVERE ALLERGIES (Anaphylaxis) **POLICY**

1. It is the parents' responsibility to inform Student Services about a student's condition before commencement of school.
2. The school will arrange a meeting with the parent and school nurse, if necessary. Action plans and protocols will be drawn up.
3. The Parent/Carer will send in a copy of the student's Care Plan from the hospital specialist. It is the parent's responsibility to update medical instructions and provide consent for the administration of medication.
4. It is the responsibility of the parents to provide at least 1 Epipen, oral antihistamine and inhaler (if prescribed) which will be kept in Student Services for emergency use.
5. It is the responsibility of the student to carry an Epipen, oral antihistamine and inhaler (if prescribed) at all times, including all school activities within or outside school grounds.
6. It is the school's responsibility to check the expiry date of medication and notify parent/carers when a replacement is required. It is parental responsibility to replace medication immediately, which is due to expire or has been used.
7. The school will ensure that all first aiders and other staff volunteers have received recognised training and updates.
8. All staff will have attended the annual Anaphylaxis training, this will include practical supervised sessions on the administration of adrenaline injection (Epipen/Anapen) and will have access to a student's condition by the Care Plans which are displayed in the Staff Room, in the Green Folder in Student Services and on the IT network.
9. The school will hold all appropriate medications, accessible during the day, under secure conditions and ensure they are locked up at night.
10. Parents will provide a snack/packed lunch as required. Where a parent wishes a student to purchase food at school, the parent must supply written consent in advance, see attached form.
11. Prior discussion will take place between school and parents regarding provision of food and medicine when school outings are planned.
12. When planned curriculum involves contact with food items (e.g. cookery), prior discussion will take place between the school and parents/carers to agree on suitable ingredients.



SIXTH FORM BEHAVIOUR POLICY

Behaviour in the Sixth Form

The Sixth Form are subject to C4 and C5 sanctions as set out in the Vyners School Behaviour Policy; Rewards and Consequences. Sanctions given to Sixth Form students in addition to this are found below. Please be aware that students in the Sixth Form remain subject to the jurisdiction of the school and the Exclusion Policy is as applicable to them as it is to all students. Sanctions given to Sixth Form students are recorded on SIMS and, where applicable, letters are sent home to inform parents.

Failure to complete work

When a student has not completed their work and it has been ascertained that this is a failure to meet expectations rather than a case for Learning Support intervention, this leads to a department sanction and then a Compulsory Study Session (CSS) on a Wednesday after school, using the following procedure:

Strike 1: Classroom teacher gives a warning, records an SI on SIMS and gives an opportunity for the student to complete the work.

Strike 2: If the student continues to fail to meet the expectation for completing work the Teacher or Subject Leader gives a sanction and contacts home.

Strike 3: Should the student continue to fail to meet task completion expectations they will be required to complete a CSS set by the Subject Leader using the SIMs code and verified by Year Lead or Head of Sixth Form.

Sixth Form behaviour sanctions for failure to comply with school rules

Where students in the Sixth Form engage in behaviour that does not comply with rules set out in the Rewards and Consequences Policy, they are sanctioned in a similar way to students in Key Stages 3 and 4 and a record is kept of this.

S1: First Warning / lateness / no lanyard

S2: Second Warning

S3: Department Sanction / intervention & parental contact

CSS: Compulsory Study Session & parental contact

C4: as per main school

C5: as per main school

The Sixth Form Team will issue detentions for S2 and S3 offences. Students will make up any study time missed after school.

Persistent breach of Sixth Form sanctions / more serious behaviour concerns

As a graduated response, students for whom the above sanctions have not worked will be subject to a more formal process and this can be seen below:

- Stage 1: Signed Contract for 2 weeks and parent/carer notified
- Stage 2: Parental meeting, 2 weeks off site when not in lessons and first formal written warning



- Stage 3: Parental meeting, 2 weeks respite served at Ruislip High School and second formal written warning.
- Stage 4: Parental meeting with Headteacher, 2 day exclusion and third formal written warning.
- Stage 5: Permanent exclusion The 5 stage process described above is cumulative and students will not return to stage 1 if they re-offend.