

Steypning Grammar School



Key Stage 4

Information for parents/carers

2017-18

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The Leadership Team

**Headteacher:
Mr Nick Wergan**



Deputy Headteacher:



Mrs N Nicol

Business Manager:



Mrs J Burroughs

Assistant Headteachers:



Ms D Browne



Miss S Pilling



Mrs S Randall



Mrs V Thorn



Mr A Wood

Daily Timetable

(We have a 2-week timetable)

08.50—09.05	Registration/Assembly
09.05—10.05	Lesson 1
10.05—11.05	Lesson 2
11.05—11.30	<i>Break</i>
11.30—12.30	Lesson 3
12.30—13.30	Lesson 4
13.30—14.15	<i>Lunch</i>
14.15—15.15	Lesson 5

Term Dates

Autumn Term 2017

Term Starts	Wednesday 6 th September 2017 (years 7&9 only)
Half Term	Monday 23 rd - Friday 27 th October 2017 (incl)
Term Ends	Wednesday 20 th December 2017

Inset Day: Monday 4th September

Closure Day: Tuesday 5th September

Spring Term 2018

Term Starts	Thursday 4 th January 2018
Half Term	Monday 12 th – Friday 16 th February 2018 (incl)
Term Ends	Thursday 29 th March 2018

Summer Term 2018

Term Starts	Monday 16 th April 2018
Half Term	Monday 28 th May – Friday 1 st June 2018 (incl)
Term Ends	Tuesday 24 July 2018

Year 9 Tutor Team

Head of Year



Mr K Mason

kmason@sgs.uk.net

The role of the Head of Year is to monitor and support the academic progress and personal development of students within their year group.

Form Tutors

MP	MXP	JK	MKW	SO	HA	CAN	REL	SJM	CML	CMG	HW	PPO
Miss M Pratt	Mr M Pope	Mr J Kearns	Miss M Wilkinson	Mr S Ogborne	Mrs H Armstrong	Miss C Nobbs	Mrs R Le Mare	Mr S Mees	Miss C Ludlow	Ms C Gannaway	Miss H Wakelin	Mr P O'Kang
← X Band →							← Y Band →					

Miss M Pratt mpratt@sgs.uk.net

Mr M Pope mpope@sgs.uk.net

Mr J Kearns jkearns@sgs.uk.net

Miss M Wilkinson mwilkinson@sgs.uk.net

Mr S Ogborne sogborne@sgs.uk.net

Mrs H Armstrong harmstrong@sgs.uk.net

Miss C Nobbs cnobbs@sgs.uk.net

Mrs R Le Mare rlemare@sgs.uk.net

Mr S Mees smees@sgs.uk.net

Miss C Ludlow cludlow@sgs.uk.net

Ms C Gannaway cgannaway@sgs.uk.net

Miss H Wakelin hwakelin@sgs.uk.net

Mr P O'Kang pokang@sgs.uk.net

The form tutor will be the most important link and the first point of contact for you and your child. The form tutor meets with their tutees on a daily basis to set the scene for the day, complete registration and check uniform and equipment. The tutor will see the tutor group more often than anyone else in the school and will therefore build up a clear picture of their tutees' strengths and areas for development. The tutor also acts as a learning mentor, so that any areas of underachievement can easily be identified and quickly resolved.

The Tutor team is supported by:

The Inclusion Manager: **Mr Ben King** bking@sgs.uk.net

Pastoral Manager: **Mrs A Burfiend** aburfiend@sgs.uk.net

KS4 Learning & Development Manager: **Mrs S Clements** sclements@sgs.uk.net

Key Stage 4 Administration team: **Mrs K Muir and Mrs C Healy** ks4admin@sgs.uk.net

Medical welfare officer: **Mrs A Templeman** atempleman@sgs.uk.net

Learning Characteristics

At Steyning Grammar School we want 'Every Person To Be The Best They Can Be'. Student results - although important - are not the only area in which we want students to be their best. We believe the development of character strengths is equally important if our students are to flourish both at school and in their ongoing lives. A considerable amount of worldwide research proves this to be the case.

Our model focuses on the eight character strengths that most strongly underpin progression towards happy, engaged, meaningful and successful lives. These are: Curiosity, Zest, Gratitude, Grit, Growth Mindset, Self-Control with Learning, Understanding Others and Self Control with Others.



FLOURISH @ SGS



Grit means being committed to goals and keeping going even if you experience difficulties.

Growth Mindset is a belief that intelligence and skills improve with practice.

Self-Control with Learning means controlling behaviour so that it supports learning.

Self-Control with Others means controlling behaviour so that it supports relationships.

Gratitude is recognising and showing appreciation for what other people do for you.

Understanding Others means thinking about other people's feelings so that we act considerately.

Curiosity is a strong desire to learn or know something.

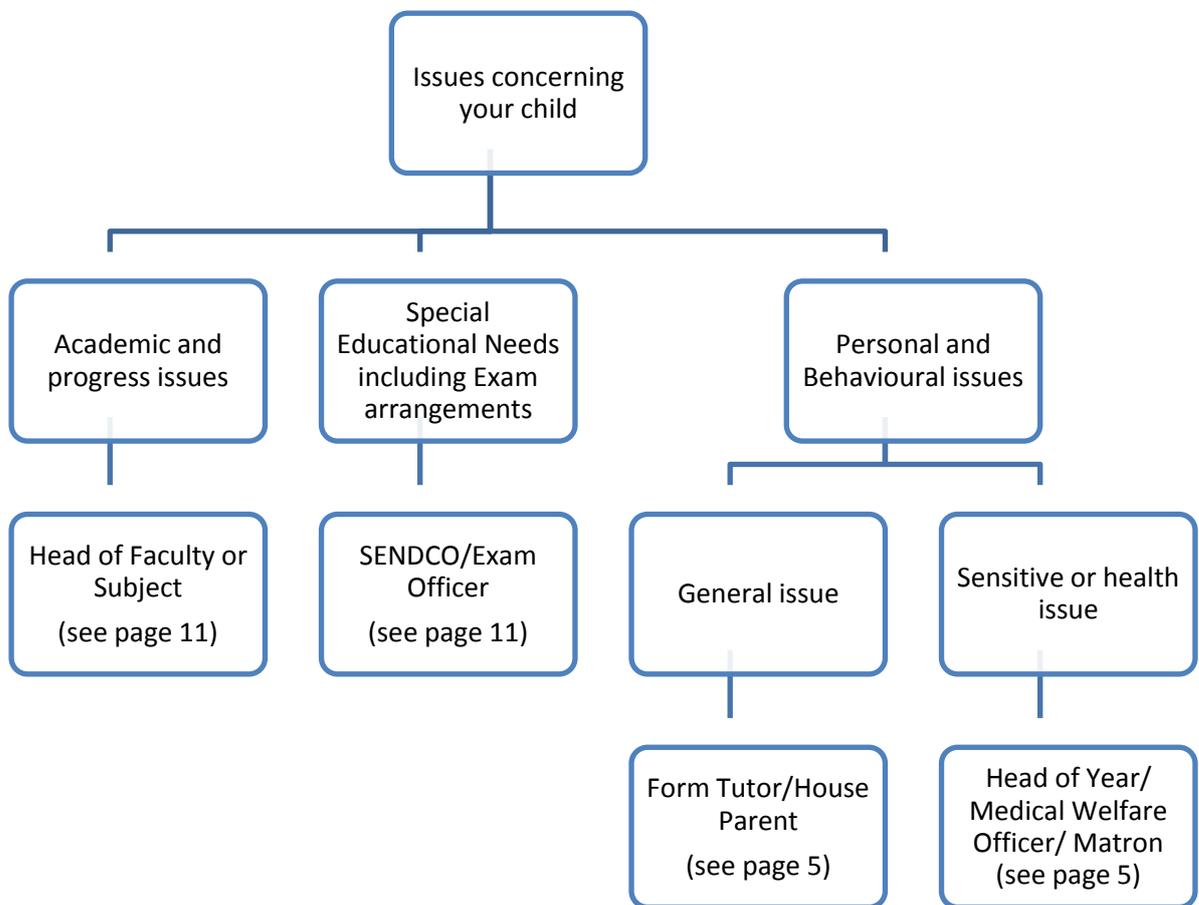
Zest is an approach to life filled with excitement and energy.

How to contact us

Steyping Grammar School
Shooting Field
Steyping
West Sussex
BN44 3RX
(SF 01903 814555)
ks4admin@sgs.uk.net

Or contact your child's tutor (Email addresses on page 5)

It would be helpful if you were able to include your child's name and form in the subject line of any email to the school.



Parent/Carer– School Contact Protocol

The headteacher and governors are not prepared for any member of school staff to be treated in a rude, aggressive or confrontational manner by any parent/carers, visitor or third party. In return, we would not expect a parent or other adult visitor to be treated like this by a member of school staff.

We expect all conversations to be conducted in a civilised manner, so that all meetings and interactions are productive and any issues are resolved.

Please ensure that you are emailing the appropriate member of staff with your concerns; keeping information concise with clear details and required actions. Please also allow a reasonable period for staff to respond, due to teaching and other commitments.

School Uniform

A high standard of personal appearance is expected of all students.

We believe a good school uniform presents an image of the highest standards and expectations. School uniform also has a long and honourable record of preventing arguments about what should or should not be worn for school. Our policy continues that tradition. Its main aim is not to stifle the self-expression of youth; it is simply to ensure that your child comes to school in safe, practical, smart clothes, ready to do their best. Our guiding principles for the uniform are value for money, durability and smartness and comfort, whilst retaining the Steyning Grammar School identity.

Boys Uniform

Blazer	Navy blue school blazer with school logo on pocket*
Trousers	Plain navy school trousers*
Shirt	Plain white shirt with collar
Tie	School tie*
Jumper	Navy blue school V-neck with red stripe* (optional)
Socks	Plain navy blue, black or white ankle length socks
Belt	Plain black (optional)

PE Kit

- Navy blue polo shirt with school logo*
- Navy blue shorts
- Red football socks
- Trainers
- Football boots
- Navy blue/black track suit or jogging trousers (optional)

Girls Uniform

Blazer	Navy blue school blazer with school logo on pocket*
Skirt	School skirt* (the skirt should be long enough to rest on the knee)
Trousers	Plain school navy trousers*
Shirt	Plain white shirt with collar
Tie	School tie*
Jumper	Navy blue school V-neck with red stripe* (optional)
Socks	Plain navy blue, black or white ankle length socks, navy blue knee length socks or navy blue tights.

PE Kit

- Navy blue polo shirt with school logo*
- Navy blue shorts / skirt
- Red football socks
- Trainers
- Football boots
- Navy blue/black track suit or jogging trousers (optional)

*Available from Uniform Suppliers

Uniform suppliers:

Broadwater Sports, 37 Broadwater Street West, Broadwater, Worthing, BN14 9BY. (01903 234589)

www.schooljumpers.co.uk

First4Uniform, 32 North Road, Lancing, BN15 9AB. (01903 751181) www.first4uniform.com



Other Uniform Guidance

Shoes should be plain black and be able to raise a shine. For girls, heels should be of a safe and sensible height. Canvas shoes and trainers are **not** permitted.

Hairstyle: Hair colours should be natural. Extreme styles of hair are unacceptable. If you are unsure, please contact the school in advance of the haircut or colour.

Jewellery: Students may wear a watch and are permitted to wear a single stud in each ear. Other facial piercings must be removed or replaced with transparent studs. Under Health and Safety regulations, these must be removed for PE, technology and any other practical subjects.

Mobile phones: Should not be seen or heard around the school. They may be used for educational purposes in lessons with the permission of the teacher. Music players should not be used in school.

Aerosols: When used in a confined environment, aerosols can be a serious health hazard to some people; for this reason, **they are not prohibited in school**. Aerosols include spray deodorant, perfume, body sprays and hairspray – these items will be confiscated and kept in the Medical Room where they can only be collected by parents/carers.

Equipment

It is imperative for our students to be fully equipped for the school day. We require students to have a school bag large enough to hold books and a pencil case containing:-

- 2 x black or blue ballpoint pens
- Pencil
- Coloured pencils
- Pencil sharpener
- Eraser
- Ruler
- Protractor
- Set of compasses
- Scientific Calculator (ideally Casio fx85/fx83)



Show My Homework

We place high value on learning outside the classroom; we are keen that as parents and carers you have every opportunity to support and encourage your children's progress in school. As part of this, home learning and independent study can:

- Consolidate, reinforce, support or extend classroom based learning.
- Encourage independent learning and study skills practice essential for great learning.
- Foster curiosity, zest, enjoyment and a deep interest in learning.

'Show My Homework' can be accessed via the school website and will help parents and carers know what home learning has been set for their children. If your child is new to the school a PIN number will be shared with you so that you can access the site; if you already have a child in the school you will not need a new PIN.

Attendance

At Steyning Grammar School we aim for all of our students to have 100% attendance and celebrate with those students that manage to do so. However, if your child is unable to attend school due to illness or some other unavoidable reason, please telephone the school on 01903 810501 as early as possible on each day of the absence, alternatively please email sfoffice@sgs.uk.net. If you have not made contact with us prior to registration, our office staff will contact you during the morning to check the absence. If your child is away for more than one day, in addition to making contact, please send a letter explaining the absence with your child when they return to school. This will assist us in entering the correct codes into our registers; failure to send in explanations of absence can lead to absence being recorded as unauthorised. For four or more consecutive days off illness, medical evidence may be required and a return to school interview may follow.

If your child has a dentist or doctor's appointment during school time, please inform us by letter. We will not let them leave the site without your written permission. They will need to sign out at the Office before they leave and sign in again when they return.

Holidays in Term Time

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday/leave of absence will be educational but your child will still miss out on learning that other students receive. Children returning from a term time absence are also unprepared for the lessons which build on the learning they have missed.

The Department of Education (DfE) allows a Headteacher the discretion to consider authorising an absence during term time only in 'exceptional circumstances'.

If you consider your request falls into the 'exceptional circumstances' category, please complete the electronic form on our website, or collect a hard copy from the school office. A response will be sent to you as soon as possible. If the absence is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised in line with DfE guidance.

In the case of an unauthorised absence, the Local Education Authority may be notified of the absence and a Fixed Penalty Notice may be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. A penalty notice is a fine of £60 which increases to £120 if not paid within the first 21 days. Thereafter, if the penalty remains unpaid this may result in legal action.

All requests must be completed on an Absence Form; letters will not be accepted. This should be returned to school at least 14 days before the absence is due to commence.

Who's Who – Curriculum

Faculty	Head of Faculty	Learning Leader with responsibility for:-
English	Mrs N Hursthouse nhursthouse@sgs.uk.net	KS4 - Ms E Middleton - emiddleton@sgs.uk.net
Maths	Mr D Dryer ddryer@sgs.uk.net	KS4 –Mr B Ryan - bryan@sgs.uk.net 2IC –Miss B Gomeze bgomeze@sgs.uk.net
Science	Mrs C Monahan cmonahan@sgs.uk.net	Biology – Mr D Shephard - dshephard@sgs.uk.net Chemistry – Miss M Wilkinson - mwilkinson@sgs.uk.net Physics – Miss H Bloomer - hbloomer@sgs.uk.net H&S Care / PSHE – Mrs D McKail - dmckail@sgs.uk.net Psychology – Mrs S White - swhite@sgs.uk.net
Humanities	Mr D Newman dnewman@sgs.uk.net	Geography – Mr D Newman - dnewman@sgs.uk.net History – Mrs K Walker - kwalker@sgs.uk.net RE – Miss K Hutchinson - khutchinson@sgs.uk.net Miss G Austick gausticks@sgs.uk.net
Languages	Mr G Mitchell gmitchell@sgs.uk.net	German & French – Mrs K Brownings – kbrownings@sgs.uk.net Spanish – Mrs A Davidson – adavidson@sgs.uk.net
Creative & Performing Arts & Technology	Miss C Vilday cvilday@sgs.uk.net	Drama – Miss C Ludlow – cludlow@sgs.uk.net Music – Mr J Reeves – jreeves@sgs.uk.net Art – Mrs H Albrow – halbrow@sgs.uk.net Photography – Mr J Huffman - jhuffman@sgs.uk.net Design Technology -Mr J Kearns - jkearns@sgs.uk.net
Business Studies & ICT	Mrs H Armstrong - harmstrong@sgs.uk.net	Business Studies & Economics – Mrs H Armstrong - harmstrong@sgs.uk.net Computer Science & Digital Applications – Mr D Hartley dhartley@sgs.uk.net Vocational Courses - Mrs R Le Mare - rlemare@sgs.uk.net
PE	Mr L Talbot ltalbot@sgs.uk.net	PE – Mr D Hegarty - dhegarty@sgs.uk.net Dance – Mrs A Morris - amorris@sgs.uk.net Food Technology - Mrs L Lamb - llamb@sgs.uk.net
Curriculum Support		Mrs S Quagliari – SENDCO - squagliari@sgs.uk.net
Exams		Mrs P Cobley- Exams Officer pcobley@sgs.uk.net

Notes