

## Parent/Carer Handbook



A practical guide to supporting  
your child's education at  
Key Stage 5



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## Introduction

This is a vibrant and successful school with a growing reputation for academic excellence and extra-curricular opportunities.

We have high expectations of those who join us; we expect students to work hard and insist on the strictest standards of behaviour and conduct. In return we offer the highest standards of support, encouragement and teaching that our staff can provide.

In short, we want all of our students to flourish and our aim is to bring out the best in everyone. Our School motto is simple:

“Excellence for All”

Kate Smith  
Headteacher

## Communication at Monk’s Walk School

We hope this handbook will serve as a useful reference guide to support you and your family as your child thrives and succeeds at Monk’s Walk school sixth form. Whilst we have included a number of sections that we feel are relevant to parents and carers, our website serves as a more extensive resource with links for students, parents and carers, and can be accessed via <http://www.monkswalk.herts.sch.uk/>

Parental involvement and support is important to us; as a school we place significant emphasis on clear communication and collaboration. We work hard to ensure parents and carers are able to keep in touch with the school and feel effectively informed about their child’s progress and the opportunities that exist for them. Whilst we inform parents through letters and are always available in person and via the telephone, we also now use a number of other methods to communicate.

- Monk’s Walk Facebook page (accessed via the website) <https://www.facebook.com/pages/Monks-Walk-School-Official/419327224821266>
- ParentMail® (an email messaging system for parents) <http://www.parentmail.co.uk/>

## USEFUL NUMBERS

Name of Centre	Telephone	Head of Sixth Form
Bishop’s Hatfield Girls’ School	01707 275 331	Mrs E James
Monk’s Walk School	01707 322 846	Mrs P Furness
Onslow St Audrey’s School	01707 264 228	Ms J Flint
Ridgeway Academy	0844 477 2515	Mrs S Merrigan
Stanborough School	01707 321 755	Mr W Maidment

## **Expectations in lessons**

**Your child will experience a number of different types of lessons throughout their school life. How different teachers deliver lessons will vary. However there are certain aspects of learning that your child should experience in every lesson.**

In order to make your child's learning experience varied and exciting we encourage teachers to be creative in how they deliver lessons. In order to achieve this we expect certain things from our teachers and students so that they can have a positive learning experience.

### **Every teacher must:**

- Ensure that your child achieves their potential.
- Set clear learning objectives so the student understands the purpose of the lesson.
- Provide challenge to your child so they find the lesson difficult but are able to access it.
- Be approachable so your child is prepared to ask for help and support.
- Set personalised targets that allow your child to progress.
- Link skills in their lessons to the skills your child has learnt in other subject areas.
- Use assessment to measure the progress that your child has made in the lesson.
- Help your child catch up with any work they have missed.

### **Your child must:**

- Make as much progress as they can.
- Work together with other students and the teacher to achieve their potential.
- Ask for help if they do not understand anything in the lesson.
- Show determination to learn when faced with difficult concepts.
- Ask for and act on any advice or feedback the teacher gives.
- Use skills they have learnt in their other subjects in every lesson where appropriate.
- Organise themselves for every lesson so they make the most of the learning available in every lesson.
- Be independent by tackling learning and building on what has been done before.
- Catch up all missed work.

### **Teachers and our students will work together to achieve lessons that are:**

- Engaging.
- Creative.
- Reflective and give students an understanding of how to improve.
- Build on prior learning.
- Innovative.
- Positive in developing a learning atmosphere.
- Respectful.
- Enjoyable.

**Most importantly lessons should allow the students to make PROGRESS.**

### **How you can help**

- Discuss with your child what their lessons are like in different subjects. Ensure they are having a positive learning experience.
- Contact the department if you have any queries about the lessons your child has in any particular subject area.
- All students are given an overview of their course and this should be placed in the front of the students folder. Review this with your child.

## The importance of attendance

We are passionate about every student achieving their full potential. Students who are not in school are not learning, they are not able to access the resources and support that we strive to provide. Good attendance is reflected in the on-going improvement in student achievement at Monk's Walk School.

**Each student's attendance rate (published every four weeks) is classified as either green, amber or red:**

	We expect all students at Monk's Walk to maintain an attendance rate of 95% or above.
	If your child's attendance drops below 95% then their education is at risk and evidence has shown that they are likely to underachieve unless steps are taken to improve.
	If your child's attendance drops below 90% then their education is being seriously affected and urgent action is needed.

**Good attendance will have a big influence on your child's prospects in adult life.**

**Fact:** If a student misses an average of just two days of school a month their attendance will have dropped into the danger zone of 90%. Attendance figures are published on leavers' references. *Would an employer accept a day's absence every fortnight?*

**Fact:** If a student takes a two week holiday their attendance will not rise above 94% for that year. Further absences due to normal illness will take that child's attendance down into the danger zone. This is why the school will not authorise holidays in term time.

### How you can help

- Stress to your child the importance of good attendance.
- Know your child's attendance rate. It is published on every school report and in your child's planner.
- Do not take holidays during term time.
- Insist that your child attends school unless they are clearly too ill to do so.
- If your child needs to visit a doctor they should arrange this where possible in their own time.

### Attendance each day

Your child will need to attend all lessons all week. In September they will have to attend each morning at 8.40am, unless they have a morning lesson at another school in which case they go directly there. After four weeks your child will only need to attend one mentoring session with their tutor each week at 8.40 the rest of time the students will need to be in for lessons or by 10am that morning.

Students will have to complete 32 hours of study per week. This will be monitored through electronic registration. The students will have to sign in each morning and sign out when they leave. In order to ensure they meet these hours the 6<sup>th</sup> form area will be supervised from 8 am to 5pm each day.

Your son/daughter must arrive on time for every lesson.

The schools have activities during the academic year that may mean students requiring permission to be absent from a lesson. In such an event, students should inform their subject teachers at the earliest opportunity and request permission to be absent.

ID cards must be worn at all times on all sites for safety reasons. If your son/daughter attends a lesson without their ID badge they will have to pay £1 at reception on any site for a temporary badge.

## Absence procedures and first aid

### Absence will be authorised for:

- Illness
- Day set aside for religious observance by the religious body to which the student's parent/carer belongs
- Participation at an approved public performance
- Family bereavement
- Approved off-site educational activity
- Exceptional special occasion

### Your child must not be kept away from school for:

- Family holidays
- Looking after brothers or sisters
- Unexceptional special occasions (e.g. a birthday)
- Minding the house
- Visiting relatives
- Long weekends
- Shopping trips

**By law students in the sixth form form are expected to complete a specific number of hours per year.**

### Holidays during term time

Recent changes to legislation make clear that headteachers may not grant any leave of absence during term time and no longer have the discretion to allow absence for a family holiday or to agree to extended leave for parents/carers to visit their country of origin. Therefore, the school will **not** authorise absences for holidays.

The legal position is that if a student is taken out of school without permission, this is classified as an unauthorised absence and parents/carers have broken the law. The local authority is prepared to impose Fixed Penalty Notices for absences resulting from holidays.

### Absence Procedure

If your child is unable to attend school through illness, please email [SixthSupport@monkswalk.herts.sch.uk](mailto:SixthSupport@monkswalk.herts.sch.uk) or, if this is not possible, telephone the school on the morning of each absence using the school's twenty-four hour absence hotline, to explain the reason. (Call 01707 322846 and select option 1). This is in line with our attendance policy, and it reassures us that you are aware that your child is not in school.

Your child will also be expected to email the teacher of the lessons that they have missed to explain their absence and to find out what work they have missed and need to complete. Their Prep will be available on Show my Homework.

### First Aid

If your child is ill they should report to the first aid room at break or lunchtime. Students are not permitted to attend during lessons (unless emergency treatment is required). Qualified staff will assess and provide any necessary treatment.

**Please Note: If a student needs to go home, staff will telephone a parent/carer to collect the student. Students are not permitted to make such calls themselves or leave the site for sickness without having been to the first aid office and it has been agreed with parents that the student is able to go home.**

*If your child is required to take medication, your child will be able to administer this medication themselves, however we would ask that we are made aware of this for safety reasons. This must be in the original packaging and include the information leaflet. Where a student requires an epipen please ensure that a spare one of these is with the first aid officer.*

*If a student has an ongoing medical condition which may require emergency first aid, you will be asked to complete a Care Plan, a copy of which will be provided to ambulance staff in the event of an emergency. Your child's medication will be stored in a locked cupboard in a named envelope or sealable box.*

*If you have any further questions about medication or need to discuss any health concerns please contact the school.*

## **The curriculum and subjects studied**

At Key Stage 5 students can select a variety of subjects and courses available within the Welwyn Hatfield Consortium.

We offer mainly A Level courses here at Monk's Walk and the range of subjects that are offered across the consortium can be seen below.

Students normally study 3 subjects over two years. Each subject occupies two half-day sessions.

### **Welwyn Hatfield 14-19 Consortium**

#### **A-Level options:**

Art	Biology	Business Studies	Chemistry
Computing	Economics	English Literature	English Language
Film Studies	French	Geography	Core Maths
Philosophy	History	Music	Music Technology
Further Mathematics	Media Studies	Politics & Government	Fashion and Textiles
Photography	Physics	Product Design	PE
Psychology	Religious Studies	Theatre Studies	Sociology
Spanish	Mathematics	Law	

#### **BTEC options:**

Health and Social Care

Sport

Business Studies

IT

Dance

Financial Studies

Food, Science and Nutrition

The Consortium consists of 5 schools in Welwyn Garden City and Hatfield, namely Bishop's Hatfield Girls', Onslow St Audreys, Ridgeway Academy and Stanborough in addition to Monk's Walk.

The Consortium collaborates in the provision of Level 3 and Level 2 courses in KS5. The collaboration is supported by common processes for recruitment, timetabling, assessment, parent consultation and progression guidance.

The management of the Consortium is carried out by members of SLT across the different schools with one administrative assistant. Overall direction is in the hands of the five Head teachers, and there are various working groups including Curriculum Development, Quality Assurance, KS5 Managers and ICT Development.

## **Preparation for Learning (Prep)**

**Each week your child will receive 'preparation for learning' (prep) tasks. It will be expected that these tasks will be completed in the students' own time in preparation for the next lesson. We have found that this approach enhances student motivation, engagement and progress.**

**The purpose of preparation for learning is to provide the students with:**

- The skills for learning.
- Greater opportunities to develop independent thinking.
- A greater responsibility for their own learning.
- Enhanced levels of progress in each lesson and across series of lessons.

### **How will preparation for learning work?**

- Your child will be set a preparation for learning task in each subject at least once a week. This can be viewed where appropriate on the website Show My Homework: <https://monkswalk.showmyhomework.co.uk/>
- This task will need to be completed by the date set.
- The teacher will give your child a time limit that the task is to be completed in.
- Try to ensure that your child sticks to these timings so they spend the appropriate amount of time on the task.
- In all research tasks your child must use the **PLUS Model**. For further information on the PLUS model please refer to your child's planner.
- The learning that your child does in the preparation for learning task will be used in the next lesson. Your child will need to ensure it is completed by the deadline given and bring that work with them to the appropriate lesson.
- A standing item of Prep for all students is to review and reflect on the work in the day's lesson by consolidating notes and extending their understanding.
- In the lesson your child will use the piece of work as part of their learning.

### **How much preparation for learning should your child get in each subject each week?**

Your child should receive at least 4 hours of set Prep a week as well as work set during independent study time. This is a minimum amount and students should also be consolidating their learning and reviewing their learning each day.

### **How you can help**

- Please try to take time to discuss with your child what preparation for learning tasks they have and when these are due.
- Where possible, encourage your child to complete the work on the night it is set – you can use the website Show My Homework to help to keep track of your child's Prep.
- Provide a quiet place and a set time when your child can complete the task to a high standard.
- Look through your child's work so they can show you what they have done and check their learning on the topic.
- If your child is unclear as to the task then encourage them to speak to the teacher to get further guidance.
- Discuss with your child how they used their preparation in lessons each day.
- Please feel free to contact the relevant department if you have any queries about the tasks set or any aspect of preparation for learning.

## **Making use of the study planner**

**It is important that your child organises themselves both in the prep they receive and meeting deadlines but also in the way they organise their independent learning time to complete the number of allocated hours they have to each week.**

**In Year 12 your child will receive a study planner at the start of the year to help them organise their studies. The following outlines how you can use the planner to monitor and support your child.**

**It is a personal organiser which allows your child to:**

- Record deadline dates for Prep, and to tick when it is completed.
- Enter important events such as the dates of exams and tests, as well as birthdays and holidays of course.
- Record targets set on the Academic Review Days.
- Record and monitor their attendance.

**How can parents use the planner to monitor and support their child's learning?**

- Check their planner each evening for prep and encourage your child to complete it as soon as possible rather than waiting until the deadline date. Contact us if there appears to be little or no prep written in.
- Monitor your child's attendance. If it drops below 95% it is below average for students at Monk's Walk School.
- Discuss with them what work they are setting for themselves in their independent sessions. Are they consolidating work as well as reading around the subject and ahead each week.

## **Show My Homework**

This year a new system will be used to set work for students using Show My Homework. This is an electronic system that allows students and parents to access the work that has been set and when this work is due. This can be accessed by the pin you have received or on the open calendar through the link on the school website.

## **Marking of students' work**

**Your child will receive regular written feedback which will be used to help them improve their work. This basic guide explains how your child's work will be marked.**

**What will the teacher do in marking the work?**

- Books/folders will be marked at least once every 3 weeks.
- At least one piece of work assessed in the 3 week period will be done in depth and provide a target to improve.
- Teachers will only use comments when marking unless the work is formally assessed where a grade may be given.
- One substantial paragraph or section of work will be marked for literacy using the literacy codes.
- It will be clear to the student what the target is to improve the work as these are set on yellow stickers.
- There will be no more than three subject specific spellings identified on any one page.
- Your child will receive at least one piece of formally assessed work each term. This will be marked in depth to help assess the progress of the student and provide a target that is specific to improving your child's progress.
- All targets will be SMART.

**S** – Specific  
**M** – Measurable  
**A** – Achievable  
**R** – Realistic  
**T** – Time related

Teachers will use yellow stickers or yellow paper when writing comments and targets to improve. It can be helpful to look for these throughout your child's books and folders.

**What should my child do when they receive feedback from marked work?**

- Reflect on feedback given. They should spend time thinking about how they can achieve the targets set.
- Respond to the written target in green pen under or near the yellow target sticker.
- Your child should know their current level in the subject and what they need to do to improve in that subject.
- Act on the feedback from the teacher to show that they have used the feedback and made progress in the subject area.

**What can I do to help my child when they have received feedback from marked work?**

- Please take time to have a look at the feedback the teacher has given and discuss with your child how they could achieve the targets.
- Look through your child's work so they can show you how they have achieved the target that was set.
- If your child is unclear as to how to achieve the target then encourage them to speak to the teacher to get further guidance.
- Please feel free to contact the department if you have any queries about the marking of the student's work or the feedback they have been given.

## Presentation of work guidelines

At Monk's Walk we require students to present their work according to the guidelines below. This is to enable students to present their work more neatly and coherently, enabling them to have an effective learning record from which they can revise easily. Students need to have a basic set of equipment in order to meet the required standard of presentation:

- Pens, blue or black ink only to be used to present work and a green pen to respond to feedback
- Pencil
- Ruler
- Rubber
- Pencil case

**Monk's Walk School**

**Guidelines for the presentation of work**

C/W (Classwork) or P (Prep) written on the left and underlined with a ruler.

Title and sub-titles written neatly and underlined with a ruler and in pencil.

Date written on the right hand side and underlined with a ruler and in pencil.

Monday 30th January 2012

C/W

How are Coastal Landforms created by deposition?

What is Deposition?

When the sea loses energy, it drops the sand, rocks and pebbles it has been carrying.

How and why do constructive waves build up beaches?

Constructive waves have a large and strong swash which pushes sand and pebbles onto the beach. They also have a weak wash, so less sand is taken away than is deposited.

A neat line to indicate the end of a section of work or a lesson.

Written work in blue or black ink only

Monday 30th January 2012

P

Long Shore Drift

Land

Beach

Prevailing winds

Direction of Movement

Swash

Next piece of work starts immediately after the previous one so that no space is wasted

Mistake indicated by a single neat line through it. Ideally also enclosed in a bracket.

Double line to indicate that the teacher has asked you to start the next work on a new page.

Diagrams drawn neatly in pencil and labelled in ink.

Destructive waves are associated with coastal erosion, because they have a strong backwash which drags sand backwards. Constructive waves cause coastal deposition by having such a strong swash. The swash on a constructive wave pushes sand forward depositing sand onto the beach.

This is important throughout their school but particularly important at A level in order for students to have created detailed notes which they can access and revise from.

Their notes should be ordered in a ring binder. Please check these are well ordered and accessible.

## **Making good progress at KS5**

### **A student's starting point**

At Key Stage 5 we set targets based upon their GCSE grade in that subject, where appropriate. This gives very challenging targets to the students to aspire to in the sixth form form. The idea behind the target setting is to set targets students can push themselves to achieve and work hard to reach these as they have already excelled in their chosen subjects and will want to build on these in their A level studies, we do want students to feel challenged but also supported.

Students will also begin to focus on their own targets as they move through the course with many in Year 13 getting University, apprenticeship or employment offers which will require specific grades.

### **What is 'Good' progress**

All students will find demonstrating the skills and understanding needed for their subjects challenging and the level of work and understanding required at 'A' level is significantly higher than that at GCSE.

There are 3 assessment points across Year 12, and students may start with predicted grades below target but be deemed to making good progress on their reports. This will be due to their attitude to learning, their work ethic and also their potential to meet target grades in the future. As the student progresses through the course we would expect them to move towards predictions that match their targets.

## Understanding the reporting system at Monk's Walk School

You will receive three reports on your child's progress during each academic year. There are two main types of report, both of which contain information about pupils 'Attitude to Learning' (ATL), attendance, commendations, pledges achieved and progress in all their assessed curriculum subjects. Further year group specific details about aspects of your child's report are included on the guidance letter that accompanies this report.

Every year one of the reports will include extended, written, subject specific targets for improvement. The following table outlines for each year group which of the two types of report are to be provided and when.

	Year 12	Year 13
<b>November before ARD 1</b>	Report - ATL, Predicted Grade, progress and subject targets	Report - ATL, Predicted Grade, progress and subject targets
<b>February</b>	<b>Internal assessment and predicted grade</b>	<b>Trial Exam grade and predicted grade released Parent teacher consultation</b>
<b>March</b>	<b>Parent Teacher consultation</b>	-
<b>March before ARD 2</b>	Report - ATL, Predicted Grade, progress and subject targets	Report - ATL, Predicted Grade, progress and subject targets
<b>July</b>	<b>End of year Exam grade and Predicted grade</b>	-

**There are several opportunities during the year for you to meet your child's teachers and form tutor. The Academic Review Days (ARD) and parent-teacher consultations will help you to Monitor and support your child's learning.**

You are welcome to meet with your child's teachers at any point during the year by simply telephoning or emailing us to arrange an appointment. In addition, there are two types of formal parent-teacher consultation which we will invite you and your child to:

### Academic Review Day (ARD)

On Academic Review Day, students and their parents attend the school at allocated times that are pre-booked using our online booking system. This is an opportunity for discussion with your child's form tutor, identifying the key messages from your child's report and for them to give you an overview of your child's progress in school. This 'big picture' overview of attitude, effort, organisation, attendance is very important. The approach to learning which a student adopts in one lesson is usually similar to that adopted in other lessons. It is an opportunity to look at patterns which the report highlights, to discuss inconsistencies and to formulate an action plan to raise performance. There are two academic review days a year; each ARD follows a report being issued to parents.

- November ARD 1
- March ARD 2

### Subject teacher consultation

These consultations are an opportunity to discuss your child's progress with their individual subject teachers if a concern is highlighted at the Academic Review Day or if you simply want more subject specific feedback. There are three subject teacher consultations a year available for Year 12 and 13.

- |  |                        |
|--|------------------------|
| • November ARD 1 follow up (subject teachers)                | <b>ALL YEAR GROUPS</b> |
| • 13 <sup>th</sup> February Parent Teacher Consultation      | <b>Year 13 ONLY</b>    |
| • April ARD 2 follow up (subject teachers)                   | <b>ALL YEAR GROUPS</b> |
| • 21 <sup>st</sup> March Year 12 Parent Teacher Consultation | <b>Year 12 ONLY</b>    |

## Using the School's online booking system for Academic Review Day and subject teacher consultation

Monk's Walk School uses an online booking system for making all appointments to see your child's teachers and form tutor. Before any parent consultation event, a letter will be sent home with your child and information will also be posted through Parent mail and placed on the website.

### Guide to using the Parents' Booking System

From the school website home page [www.monkswalk.herts.sch.uk](http://www.monkswalk.herts.sch.uk), please click on **Quick Links** and select **Parents' Evening System**. This will take you to the Parents' Event Booking System login page. Enter your details and those of the child you want to make bookings for. *Please note that all details must match those held currently on the school database.*

The screenshot shows the login page for the Parents' Evening System. At the top is a blue header with the text 'Monk's Walk School'. Below this is the title 'Parents' Evening System' in blue. A welcome message follows: 'Welcome to the Monk's Walk School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.' The page is divided into two main sections: 'Your Details' and 'Child's Details'. The 'Your Details' section includes a dropdown menu for 'Title', text boxes for 'First Name' and 'Surname', and two text boxes for 'Email Address' and 'Confirm Email Address'. The 'Child's Details' section includes text boxes for 'First Name', 'Surname', and 'DoB (dd/mm/yyyy)'. At the bottom of the form area is a 'Login & Continue' button with a green checkmark icon. Below the button are two links: 'Administrator Login' and 'Teacher Login', each with a small person icon.

### Making your appointments

Once logged in you will be able to see the Parents' Event for that child.

Click on the link to open the booking table which shows the class subjects available or just the name of your child's form tutor if it is for the booking of Academic Review Day.

Click on the subject to show the class teacher then click on the available time slot you would like. (The system will ask you for any comments. These will be sent to the teacher prior to the meeting. You do not need to make a comment to complete a booking; however, this can be useful for teachers and tutor if you would like some feedback about a specific issue), then click 'Make Booking'.

Repeat the above two steps for all of the teachers that you wish to make appointments with.

### Editing/Cancelling appointments

You can click on your booked appointments at any time and edit the comments or delete the bookings if needed. As you make appointments these will appear at the top of the screen and are shown on the booking slots so that you do not double book.

### Printing Appointments

Your appointments can be printed out, or emailed to the email address that we have on record, by using the **Print My Appointments** or **Email My Appointments** buttons at the top of the page. If you have any queries about this system there is a help tab in the system, or simply contact the school office who will be able to help.

## **STUDENT MONITORING and PROGRESSION to Year 13**

A student's academic progress will be monitored at Monk's Walk.

There is a programme of monitoring and review for all post 16 students, which includes progress checks, review days, parents' consultation evenings and reports.

The initial review, January and July assessments and reports will keep us informed of a student's progress and concerns raised from these will inform further conversations with students and parents.

Progression to Year 13 is not automatic and students will need to have demonstrated their commitment to a further year of study through a variety of criteria. The main criterion for progression within a subject area will be achievement. However, other factors will be taken into account to determine whether a student continues in a particular subject or if there are any concerns over a student's ability to cope with continued advanced level study. If there is cause for concern regarding progression, each case will be treated individually by the school/consortium.

<b>Criteria</b>	<b>Measures</b>	<b>Achieve</b>
<b>Achievement</b>	<ul style="list-style-type: none"> <li>• <b>Our focus is on ensuring students are progressing, so if the current courses are not appropriate for your child or if exam grades are not strong enough, we will advise them to pursue other options: the worst scenario is when a student continues with a course they are going to fail. Generally, a minimum of a D grade would be required for a student to successfully continue with a course.</b></li> </ul>	<b>As an outline, two D grades</b>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• <b>A student's attendance is a strong indicator of their commitment to a subject and their overall programme.</b></li> <li>• <b>An attendance of at least 95% in their first year would be expected of any student wishing to progress to Year 13. Punctuality to school and lessons will also be taken into account.</b></li> </ul>	<b>Minimum 95% attendance</b>
<b>Coursework/ Prep</b>	<ul style="list-style-type: none"> <li>• <b>The ability to meet deadlines for the completion of work is a vital attribute for students on advanced programmes.</b></li> <li>• <b>Any student progressing to year 13 will need to have a positive record of meeting required deadlines.</b></li> </ul>	<b>Evidence from Year 12</b>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• <b>All students should expect to be able to benefit from a learning environment and all individuals should contribute to this.</b></li> <li>• <b>All students in the consortium are expected to show commitment towards their studies.</b></li> </ul>	<b>Evidence from Year 12</b>
<b>Staff</b>	<ul style="list-style-type: none"> <li>• <b>Subject staff can raise concerns they may have about any student's progression to Year 13.</b></li> <li>• <b>Heads of Sixth will consult with subject staff about students for whom they have concerns.</b></li> </ul>	<b>Evidence from Year 12</b>

## **Break and lunchtime arrangements**

Below is a brief explanation of how we use our space at Monk's Walk School during break and lunchtime to ensure our students are both safe and happy.

### **Morning Break (11.10 – 11.30)**

During this time students have a chance to stretch their legs, get some fresh air and have something to eat. They can bring in a snack for break or buy something from our canteen. Students may use the B block canteen and the A block dining area.

### **Lunchtime 12.30 – 1.10**

A wide selection of food, including hot cooked meals, is available in the canteen. We operate a cashless catering service and students will need to have an account set up and scan their finger to pay for food and beverages. This is explained on page 25.

Students are permitted to remain in the 6<sup>th</sup> form area throughout lunchtime. They can eat in this space but need to ensure that all litter is in the bins and the area is returned to a place of study by the end of lunchtime.

### **Are students allowed off site at lunchtime?**

Students in the sixth form are allowed offsite at lunch but they must sign out using the electronic registration system. They must be back on site for the start of their lessons.

### **Monk's Walk Sixth Form Dress Code**

There is no formal dress code for Monk's Walk Students. Appearance, however, is an important element for students working within the consortium, and they are expected to dress appropriately for an educational working environment.

The following must be taken into account:

- Suitable footwear
- No bare midriffs, visible underwear, low cut or strappy tops, t-shirts with offensive slogans or images, shorts or short skirts, hats or caps. Jeans with tears and rips are not appropriate
- Leggings may only be worn with a top of a reasonable length (at least to the top of the thigh)
- Jewellery and body piercing to be kept to a minimum and suitable for a business workplace environment

As a guide, clothes should be clean and suitable for students in the sixth form, who set standards for the rest of the school. The sixth form pastoral staff are happy to advise and will give the final decision on dress if necessary.

Students have been told that from now on if they contravene our dress code they will need to return home to change into clothes suitable for a place of study.

### **PAID EMPLOYMENT**

- Students must ensure a balance is struck between the time devoted to study, recreation and employment.
- We advise spending no more than 12 hours per week in employment, as an absolute maximum.

## **The next steps – Help and guidance available for future pathways**

We run a series of PSCE sessions or dedicated days which cover all of the main aspects of life after sixth form. Students will receive specialist careers advice, whether from Mrs Furness, Mr Haseler, the Head of Careers or outside agencies.

This will include interview skills, with all of our students receiving a one to one mock interview with a guest professional. Follow-up feedback is also secured here, so all students know exactly how to improve!

We have a clear focus on apprenticeships with our students, who are increasingly aware of this route as a valid and often rewarding alternative to university or employment. Guest speakers will discuss how a placement can be sought and won and ex-students who have taken this path will also be available for advice and support.

For the final week of year 12, we give all of our students dedicated time to secure a purposeful and valuable work opportunity. Most students independently arrange to have three days working in an environment which appeals to them and help is given for any students who need this. Furthermore, if more time is required for this, the sixth form team are happy to be supportive and flexible! As mentioned earlier, most students use the Monday to Wednesday of the final week for this opportunity, but other parts of the year can work and many students find it more appropriate to dedicate a whole week (sometimes in the summer, sometimes in a half term break) to this.

In addition to this work opportunity, students are consistently offered the chance to attend taster days for specific universities or university courses, as well as more demanding residential university experiences. For example, students may attend a 10 day course at Eton School, where they specialise in a subject and prepare for applying to the more elite universities. Or, students may attend Villiers Park and focus on an aspect of their subject for 5 days with other like-minded students. These tend to become especially useful (and available!) in the second and third terms of year 12, as students need to experience a few different subjects to ascertain their desired course. Normally about once a week Mr Haseler will email all students regarding the latest taster courses, open days or enrichment events available and tutors will discuss these with their tutees.

Producing an effective CV is another key session and we run this activity simultaneously with one of our first university 'events': producing dynamic, personal and inspirational Personal Statements for university applications (UCAS)! This can be a daunting challenge and Mrs Furness and Mr Haseler always ensure students get plenty of support, advice and time to ensure these CVs and university applications are as strong as possible!

As year 12 concludes, students are advised to attend plenty of open days at universities and our first step with this is to attend a university fair, where students talk to university representatives, pick up prospectuses and start to hone down the universities and courses which may appeal to them. Students are allowed to miss school to attend some open days, as long as this is broached with tutors and missed work is caught up with! Again, the sixth form team are keen to help with all aspects of this and students and parents should always feel they can talk to us about specifics of universities, towns or the application process itself!

Finally, if interviews are required, normally for the more demanding universities or specific courses e.g. medicine, art foundation courses, the sixth form team arranges for mock interview support to advance the skills addressed at the end of year 12. Guest academics or subject specialists are often used at this stage to ensure students have as critical and neutral a preparation as possible.

Overall, we are very proud of the support we offer regarding 'the next steps!' and know just how daunting this time can be... for students and parents!

## **Safe to Learn: keeping children safe at school**

**Our number one priority is to keep your child safe at school. It is a responsibility we take very seriously, and we expect the adults at school to be vigilant in safeguarding your child. Every year we conduct a confidential 'Safe to Learn' survey with students so they can tell us how safe they feel at school. These are some of the things students have told us and what we have done about it.**

***'How often, if at all, have you been bullied during your time at Monk's Walk School?'***

### **What students told us**

- The vast majority reported that they had been bullied very rarely or not at all during their time at Monk's Walk.
- It was felt that the school's anti bullying policy should have a higher profile so that all students know exactly what the school does to stop bullying.
- When bullying does happen it is usually verbal. However, students also told us there is an increased use of electronic media and social networking sites (Facebook, Twitter, Snapchat, Instagram etc.) to send inappropriate messages to other students.

### **What we have done**

- We have introduced 'Stay Safe' anti-bullying boxes where your child can leave confidential messages if they want to tell us about bullying. The boxes are checked daily, and we respond quickly to the messages.
- We have created a dedicated email address where your child can send us a confidential message to tell us about any bullying matters. ([staysafe@monkswalk.herts.sch.uk](mailto:staysafe@monkswalk.herts.sch.uk)). We check these messages daily.
- We have produced written guidance for every student about what to do if they experience or witness bullying. It is displayed all around the school and printed in every student's planner.
- We have doubled the number of staff on duty during breaks, when incidents are most likely to occur.
- We have developed a programme of assemblies and PSHE lessons to educate students about the implications and consequences of on-line bullying.
- We organise evenings to advise parents about how to keep their children safe online.

***'How safe from being hurt do you feel during break or lunchtime?'***

### **What students told us**

- Most students feel safe and secure at break and lunchtimes.
- However, some younger students told us they feel uneasy when there are lots of bigger students running around.
- Students told us that they felt safer when there are adult supervisors around.

### **What we have done**

- The number of staff on duty each lunch time has been increased from four to nine.
- Teams of adult supervisors are now based permanently in each outside area.
- Separate, fenced ball playing and non-ball areas have been created.
- More picnic tables and benches have been installed for your child in the play areas.
- Covered, sheltered areas have been built for students to sit and socialise in friendship groups.
- A dedicated 'quiet area' has been opened exclusively for the use of Year 7 students.
- We have installed outside table tennis tables to channel students' energies.
- A Year 11 common room has been opened in the youth wing, so there are less 'big children' on the playgrounds.

### **What you can do to keep your child safe**

- Drive this message home: 'The key to stopping bullying is to tell an adult about it'. Dispel the myth that talking about it makes it worse.
- Go through the anti-bullying pages in the student planner with your child and make sure they understand it.
- Contact your child's form tutor or head of year immediately if your child has witnessed or is suffering from bullying, or feels unsafe for any other reason.
- Please attend the parent briefings on keeping your child safe online.

## eSafety: online risks and helping to avoid them

As your child grows up and becomes more independent, they will take this independence online. There are many opportunities through technology for children to express themselves, explore, be creative and communicate. Our aim is to ensure that we provide the opportunities for our students and parents/carers to learn how to do this in a safe way.

### What are the risks?

- Sexting
- Cyberbullying
- Grooming
- Use of inappropriate websites
- Losing control of pictures and video
- Overuse/addiction
- Online reputation
- Viruses, hacking and security

### What is the school doing about it?

We aim to raise the profile and increase student understanding of eSafety issues as much as possible. Throughout the academic year students take part in a series of eSafety lessons to help promote and develop their understanding of a range of different internet uses. Through these lessons and our PSCHE programme we look at the potential use of the internet, how some of these areas could cause risk and what can be done to prevent putting ourselves (the students) at risk online. Topics covered include, cyberbullying, social networking, chat rooms, information security, personal safety and digital footprints.

To further educate our students and raise the profile of eSafety there are two assembly weeks in the year that have a specific eSafety message. One of these is in line with an International 'Safer Internet Day' (SID) in February.

All students must also adhere to an Acceptable Use Agreement which is in their student planner; this is taken from the school's robust eSafety Policy (available via the school website). Any breaches to the Acceptable Use Policy, or any online issues that the school deems unacceptable, are dealt with quickly and in line with the relevant school policy.

### How you can help

- Talk to your child and ask them questions about their online activity.
- Discuss and set boundaries with your child, these may include a limit on the amount of time that they spend online, not sharing pictures that you would not be happy to see, not giving out personal details.
- Ensure that your child knows who they can go to for support.
- Understand how you can report issues online if you are concerned.

For more information about the issues covered here and more, look on the school website for further information/links to useful websites for parents. We talk to parents about eSafety at many of our parent briefings throughout the year. Information about these events will be sent home via a letter well in advance of the event. Information will also be available via ParentMail and through our website.



Further information regarding eSafety can be found at the websites below:

<a href="http://www.thinkuknow.co.uk">www.thinkuknow.co.uk</a>	The latest information websites, mobiles new technology and risk
<a href="http://www.ceop.police.uk/safety-centre/">http://www.ceop.police.uk/safety-centre/</a>	Child Exploitation and Online Protection
<a href="http://www.childnet-int.org">www.childnet-int.org</a>	Resources to support education about online risks

## Maintaining excellent standards of behaviour

**In the 6<sup>th</sup> form we have students we have high expectations of students and maintain these from further down the school. We believe that students work best when they have clear structures and guidelines which are consistent, fair and transparent.**

The 6<sup>th</sup> form follow Monk's Walk Behaviour for Learning policy which is based on:

- Clearly defined expectations for all students.
- An emphasis on recognising, celebrating and rewarding progress and achievement.
- Clearly defined consequences for not meeting the school's expectations.

We have high standards of behaviour and the vast majority of students never fail to meet them. Visitors to the school (including Ofsted inspectors) regularly tell us how impressed they are with the behaviour of our students and the quality of the working relationships between adults and students.

### **Consequences:**

For those few students who fail to meet our behaviour standards, our sanctions are simple and transparent. They are displayed on the walls of every classroom and your child will be familiar with them. It is important that students know our expectations and the consequences of not meeting them. We take a measured, consistent, step-by-step approach to behaviour management, deploying a range of different responses such as:

**Teacher warnings:** A friendly chat in the lesson. This is all that most students need in order to get back on track.

**Detentions:** There are different levels of detention, ranging from a teacher detention in order to complete work to a 6<sup>th</sup> form detention run on Friday mornings at 9.00. We also have FOCUS on a Monday evening which can be used to ensure students have completed work they are behind in.

**The ACE Room (internal school exclusion):** Sometimes we place a student in ACE during their study periods where they are supported by a behaviour manager. This may include a student in the ACE room having supervised breaks at different times to other students so there is no opportunity to meet their friends.

**Exclusion from school:** For very significant behaviour concerns we will exclude a student from school for a fixed number of days. For the most serious incidents, or for ongoing disruption, the school may impose a permanent exclusion.

### **How you can help**

- Ensure your child is prepared for the following day of school, making sure they have had enough sleep, they have all the equipment they need and have completed all required prep. Incomplete prep is the main reason for detentions being given.
- Support the school when it has to deal with a behaviour issue relating to your child. We are much more effective when home and school are working together to address a problem.
- Take every opportunity to emphasise to your child your high expectations in terms of attitude to learning, behaviour, use of language and respect for others.

## Paying for school meals and payments to the school

During your child's time at Monk's Walk you may need to make payments to the school, for example for trips, revision guides or possibly music tuition. If your child uses the school's meal service you will need to pay for lunches and snacks.

### School Meals

The school 'Kitchen' operates a '*no cash at the tills*' policy. When students join Monk's Walk School they are each allocated a catering account. This is accessed via the bio-metric numbering system that was detailed in the pack you received when your child joined the school. Money can be paid into your child's account by using one of the following methods:

- **'WisePay'**  
An online payment system for parents that is accessed through Quick-Links on the school's website: [www.monkswalk.herts.sch.uk](http://www.monkswalk.herts.sch.uk).
- **Cash**  
Notes and coins over 50p can be paid in by your child at a 'validator' machine sited on the landing in B block. Please take note that this machine does not give change.
- **Cheques**  
Made payable to Hertfordshire Catering Ltd can be paid in at the tills between 8.15 and 8.30am.



### Paying for other items

The preferred method of payment to the school is via 'WisePay'. You will have received log in details, or if you are a new parent you will receive them in July or August before your child starts school in September. If you need any assistance or for any reason you need to access your log in details please contact us we will be happy to help.

Our contact details are: [finance@monkswalk.herts.sch.uk](mailto:finance@monkswalk.herts.sch.uk) or 01707 322846 and ask for Finance.

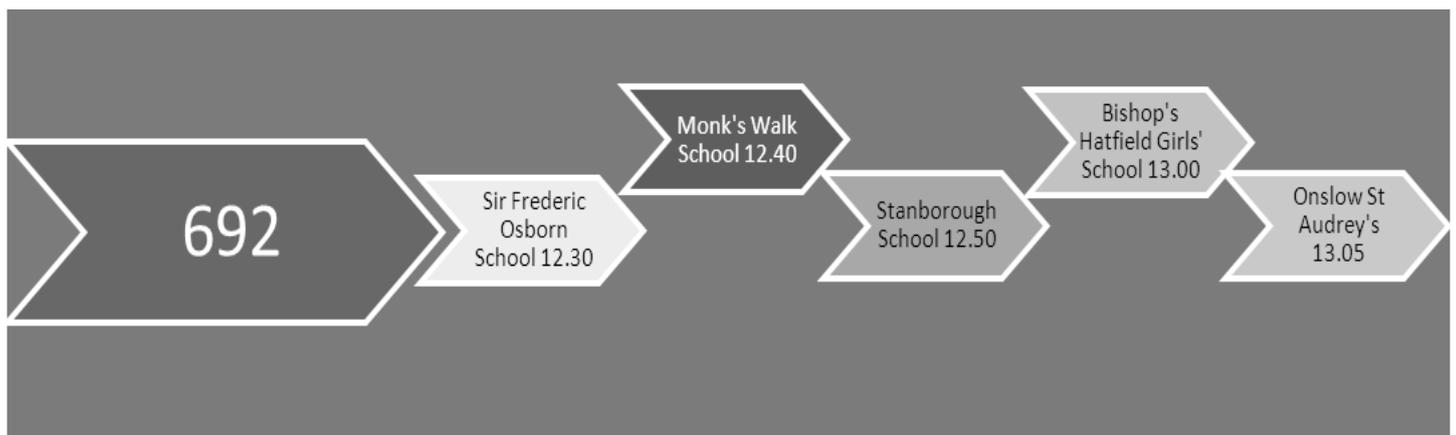
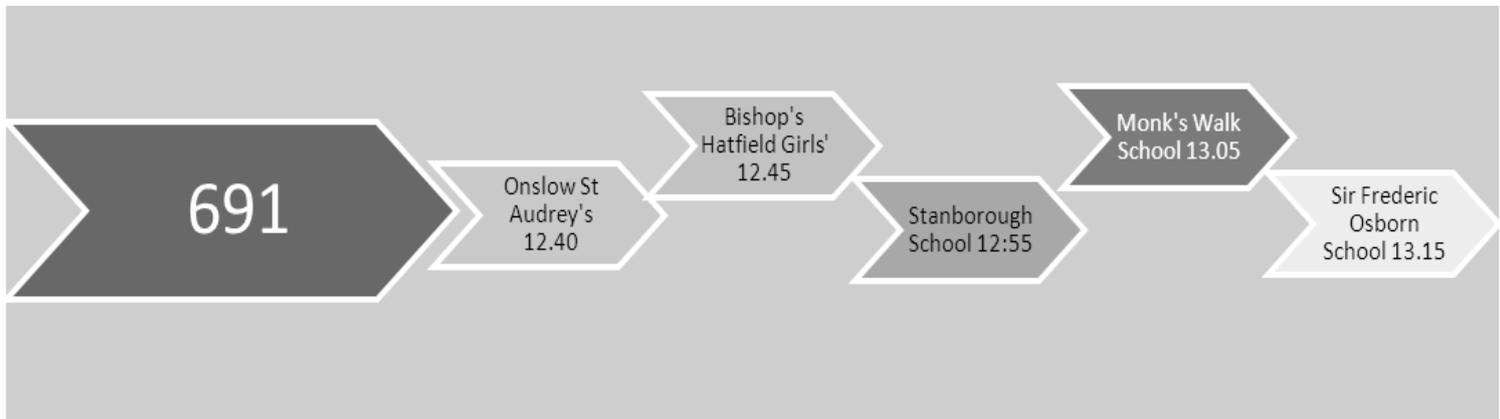
If you are unable or unwilling to use an online payment system we still accept cheques payable to the school and clearly marked on the back with your child's name and what the cheque is for. We do not encourage students to bring cash to school.

However, if you need to send a payment by cash, please put the correct sum in a clearly labelled envelope and ask your child to hand it in to a member of the finance staff as soon as they arrive at school in the morning. Please explain that the envelope must not be left in an unattended office.

## Transport

If your son/daughter is travelling to another establishment they are expected to make their own way there first thing in the morning, and to make their own way home at the end of the day.

At lunchtime, free transport will be provided. If they are travelling between Welwyn and Hatfield Schools, they will need to take the appropriate consortium bus which is free. Buses will leave each establishment at the following times:



**Any failure of normal service should be reported directly to the Duty Inspector at University Bus (Tel: 01707 255766)**

## Contacting the school to talk about your child

There will be times when you will want to speak to someone at school about your child.

### TELEPHONE

If you have anything you wish to discuss concerning your child at school, telephone us and the school receptionist will know who to forward your message to. If the matter is urgent and the person you need to speak to is unavailable, someone will get back to you as quickly as possible. In the first instance please contact your child's tutor.

For routine queries or concerns we have a policy of getting back to you within twenty four hours. We will either resolve the issue over the phone or invite you in to school to discuss the matter. The school telephone number is 01707 322846.

### EMAIL

Alternatively, an effective way of getting in touch with us is via email. By using one of the email addresses below you will get straight through to the person you most need to talk to.

#### The school office

For general enquiries, or if you're not sure who to speak to, please contact the school office:  
[admin@monkswalk.herts.sch.uk](mailto:admin@monkswalk.herts.sch.uk)

#### Heads of Subject

For subject specific matters please email the school office marked for the attention of the relevant Head of Department.

#### Heads of Year

To discuss matters such as learning, progress, welfare, bullying, health, attendance etc, contact your child's Head of Year:

[year11@monkswalk.herts.sch.uk](mailto:year11@monkswalk.herts.sch.uk)

[6thform@monkswalk.herts.sch.uk](mailto:6thform@monkswalk.herts.sch.uk)

#### Other useful email addresses:

##### Chair of Governors

[chair@monkswalk.herts.sch.uk](mailto:chair@monkswalk.herts.sch.uk)

##### Deputy Headteacher

[toeager@monkswalk.herts.sch.uk](mailto:toeager@monkswalk.herts.sch.uk)

[magriny@monkswalk.herts.sch.uk](mailto:magriny@monkswalk.herts.sch.uk)

##### School Library

[library@monkswalk.herts.sch.uk](mailto:library@monkswalk.herts.sch.uk)

##### Careers Guidance

[careers@monkswalk.herts.sch.uk](mailto:careers@monkswalk.herts.sch.uk)

##### Headteacher

[head@monkswalk.herts.sch.uk](mailto:head@monkswalk.herts.sch.uk)

##### ACE Room

[ACE@monkswalk.herts.sch.uk](mailto:ACE@monkswalk.herts.sch.uk)

##### Finance Office (incl Catering)

[finance@monkswalk.herts.sch.uk](mailto:finance@monkswalk.herts.sch.uk)

##### Student Support Centre

[SSC@monkswalk.herts.sch.uk](mailto:SSC@monkswalk.herts.sch.uk)

Please make sure we have your email address as part of your contact details, and remember to inform us if it changes.

## Whole School Frequently asked questions (FAQs)

On the following pages we have collated responses to some of the questions we are most frequently asked by parents. Some of the issues are explained in more detail on other pages in this handbook.

Question	Answer
How do I get a message to my child during the school day?	The school office will endeavour to get emergency messages to students at the start or end of a lesson. Alternatively, if your child has a mobile, you could send a text. Please be aware that students can only use their phones at break and lunchtime.
My child has lost their PE kit/coat/bag. What should he/she do?	Items often come into the school office. If items are named, we will return them to the student. Students should re-trace their steps, look in the PE area/form room/racks in B block or ask at student reception. Please ensure that all items are named.
My child's forgotten their equipment/PE kit. Can I bring it into school?	You may bring items into school and we will endeavour to deliver them to the student at the start or end of a lesson. Please note that this will not be possible during break or lunchtimes.
Will the school make telephone calls on behalf of students?	The school office is unable to make telephone calls on behalf of students. Students are permitted to use their mobiles during break and lunch.
I don't want my child carrying his/her musical instrument around all day. Is there storage available?	We have a designated locked room for musical instruments. Students are required to sign the instruments in and out at student reception.
My contact details have changed	Please email new details to the school on: <a href="mailto:admin@monkswalk.herts.sch.uk">admin@monkswalk.herts.sch.uk</a> or contact the school office by telephone/letter
How do I contact my child's form tutor/subject teacher/head of year?	See page 26 in this handbook about contacting school.
Why is attendance so important?	Because students who are not in school are not learning.
What do I need to do if I want to take my child out of school for a holiday?	Don't. The school will not authorise absences due to holidays in school time because absence from school is so damaging to students' education
How do I find out about uniform rules and where do I get the uniform from?	Information is available on the school website <a href="http://www.monkswalk.herts.sch.uk">www.monkswalk.herts.sch.uk</a> under the Parents tab/Uniform/Dress Code/PE kit.
How can I find out which clubs are available for my child to attend?	On the school website under the Parents tab/Enrichment/Extra-curricular activities.
You ask me to sign my child's planner every week. Why is that?	See the page in this handbook about study planners.
How can I see what my child is doing in different subjects?	Subject overviews are available for all year groups on the school website under Parents/Subject Overviews. These are a term-by-term breakdown of what your child will be studying in each subject during the year, and suggesting ways in which you can support your child's learning in each subject.

How has academy status affected my child?	Your child should have seen no impact at all. The school made no major curriculum or other changes.
My child has forgotten their packed lunch what can I do?	If you can get the lunch here before 11am we will endeavour to deliver this to them. Alternatively you could pay some money into their lunch account via Wisepay and the money will be available for them to spend immediately.
I need to pay for something. Can I still pay with cash?	We discourage as much as possible the need for students to carry cash to school, but if you do need to pay with cash, please make sure they have the right money. We take so little cash that we often do not have change.
My child is ill. What do I need to do?	Please ring the school on 01707 322846 and choose option 1, state your child's name and their form. This service is available 24 hours a day. If the illness is more serious and you need to discuss this with a member of staff, please contact their form tutor in the first instance.
How do I find out about term dates?	Term dates are published on the school's website under the Parents tab/Term Dates.
What should students do if they lose/mislay their bus pass?	Students should come to student reception where staff will issue them with a temporary bus pass (valid for a week), and a replacement ticket application form, which should be completed and sent off with a cheque for £10.00.
My child has to leave school for a doctor/dental/hospital appointment or is coming in late following an appointment	We ask parents to write a note in the student's planner or contact the school by telephone, or email. Students must sign out at student reception (and sign in if they return/are late to school).
How do I make an appointment to see my child's form tutor/subject teacher?	Please contact the school office. Admin staff will pass on your details to the relevant staff member who will contact you directly.
My child needs to take regular medication during the school day. Are arrangements in place for this?	Any medication must be in the original packaging and include the information leaflet. Students are not allowed to carry any medication with them; this should be handed in to either the school office or the first aid room. Parents should provide and sign written, clear instructions as to dosage and frequency. School staff do not administer medication. If your child has an ongoing medical condition which may require emergency first aid, you will be asked to complete a Care Plan. Your child's medication will be stored in a locked cupboard in a named, sealable box.
What happens if my child is ill during the school day?	Students should attend the first aid room during break or lunch (during lesson time only in the event of an emergency), where they will be assessed and treated, if necessary, by one of the school's qualified first aiders. If the student needs to go home, staff will telephone a parent/carer to collect the student. Students are not permitted to make such calls themselves.

My child is entitled to free school meals. How do I apply?	Please apply online at: <a href="http://www.hertsdirect.org/freeschoolmeals">www.hertsdirect.org/freeschoolmeals</a> If your child qualifies, the FSM team at County will advise us and the school's system will be updated allowing your child to receive free school meals.
I've forgotten to put money on Wisepay. Can my child still have lunch?	Yes, no student will be refused food. The total amount of money spent will be deducted from your Wisepay account once it is in credit.
On occasions the bus is delayed but I don't want my child getting a late mark	On the odd occasion that a bus is running late students are not marked as late. However, students must still sign in at student reception.
Can I collect my child's exam results/certificates?	Exam results/certificates are the property of the student. They can be collected by a third party only if the school is in receipt of a signed letter of permission from the student. Alternatively they can be sent by recorded delivery and £3.50 needs to be provided to cover the cost of postage.
Can my child telephone the school for exam results?	The school is unable to provide exam results over the telephone or via email.
Due to holiday my child will be unable to collect their exam results. What can he/she do?	If you wish the school's exams officer to post exam results, you will need to provide a first class stamp or a SAE.
How do I find out dates of the public (GCSE/AS/A2) examinations?	Your child will be given an individual timetable. All dates are published on the school's website under the Parents tab/Exam Information at the beginning of the summer term. Please do not consider booking a holiday during May and June. Year 11 students wishing to go into sixth form are required to attend the sixth form induction day which takes place during the first week of July.
What happens if my child is ill on the day of a public exam?	Please telephone the school to report your child absent and ask for a message to be passed to the exams officer. The exams officer will subsequently telephone you. You may be asked to provide a doctor's letter.
How do I find out the examination boards for each of my child's subjects?	You can find this information on the school website under the Parents tab/Subject Overviews.