

# YEAR 7 TRANSITION PARENT INFORMATION BOOKLET



# CONTACT INFORMATION

**Penair School, St Clement, Truro, TR1 1TN**

Tel: 01872 274737

Website: [www.penair.cornwall.sch.uk](http://www.penair.cornwall.sch.uk)

Follow us:  @penairschooltruro  @penair\_school  @PenairSchool

Email queries can be directed to the relevant staff (see p.13 of this booklet for details).

## KEY STAFF

<b>Headteacher:</b>	Mr J Davidson
<b>Deputy Headteacher:</b>	Mr R Sharpe
<b>Deputy Headteacher:</b>	Mrs M Eastburn-Cutts
<b>KS3 Pastoral Leader:</b>	Miss B Dawson
<b>KS3 Progress Leader:</b>	Mrs H Logan
<b>Student Welfare Officers (SWO):</b>	Mrs A Toms, Mrs D Beames
<b>Assistant KS3 Pastoral Leader:</b>	Mr L Trivett
<b>Designated Safeguarding Lead:</b>	Mrs N Hosking (Assistant Headteacher)
<b>SENDCo:</b>	Kate Finlay (Assistant Headteacher)



# TERM DATES 2020-21

**Autumn Term: Tuesday 1<sup>st</sup> September – Friday 18<sup>th</sup> December**

Half Term 26<sup>th</sup> – 30<sup>th</sup> October

**Spring Term: Mon 4<sup>th</sup> January 2021 – Thursday 1<sup>st</sup> April**

Half Term 15<sup>th</sup> - 19<sup>th</sup> February

**Summer Term: Monday 19<sup>th</sup> April – Friday 16<sup>th</sup> July**

Half Term 31<sup>st</sup> May – 4<sup>th</sup> June

**CEW (Curriculum Enrichment Week)**

12<sup>th</sup> – 16<sup>th</sup> July 2021

## PROVISIONAL DATES FOR YOUR DIARY

Thursday 10<sup>th</sup> September – Year 7 Information Evening for Parents

Monday 9<sup>th</sup> November – Year 7 Tutor Information Evening

December – Christmas Carol Concert (All Year 7 involved)

Monday 22<sup>nd</sup> March - Year 7 Parents' Evening

July - Prize Day

**Please note: All dates will be finalised and published in the school calendar.**



# INFORMATION

## **SCHOOL MEALS:**

Pupils can buy a school lunch in the canteen for £2.30 or they may bring a packed lunch. Food can be eaten in the canteen or designated seating outside. Packed lunches can also be eaten in a large indoor space or in designated classrooms when the weather is inclement. Students are expected to treat these areas with respect and clear up any litter or mess.

Breakfast is available every morning from 8:00 until 8:25 in the canteen with a range of hot and cold drinks, cereals and toast on offer.

## **FREE SCHOOL MEAL APPLICATIONS AND PUPIL PREMIUM**

We would recommend that you check your child's eligibility for free school meals by looking at the Cornwall Council website. <https://www.cornwall.gov.uk/schoolmeals>

The website details the eligibility criteria and has a link to an online application form, which is the quickest and easiest way to apply for free school meals.

Any child in receipt of free-school meals brings extra money into school; this money is used to support the student's education and progress at whilst they are at Penair.

Free school meal entitlement can secure extra-funding in school for 6 years.

If your application is successful, your child's/children's entitlement will continue until the end of their school life or until you cease to be eligible – whichever is first. There is no longer a need for claims to be renewed annually. Children currently entitled to Free School Meals at Junior School will automatically have their entitlement transferred to Secondary School.

Full details of Penair's Pupil Premium policy and whole school strategy can be found on the school website.

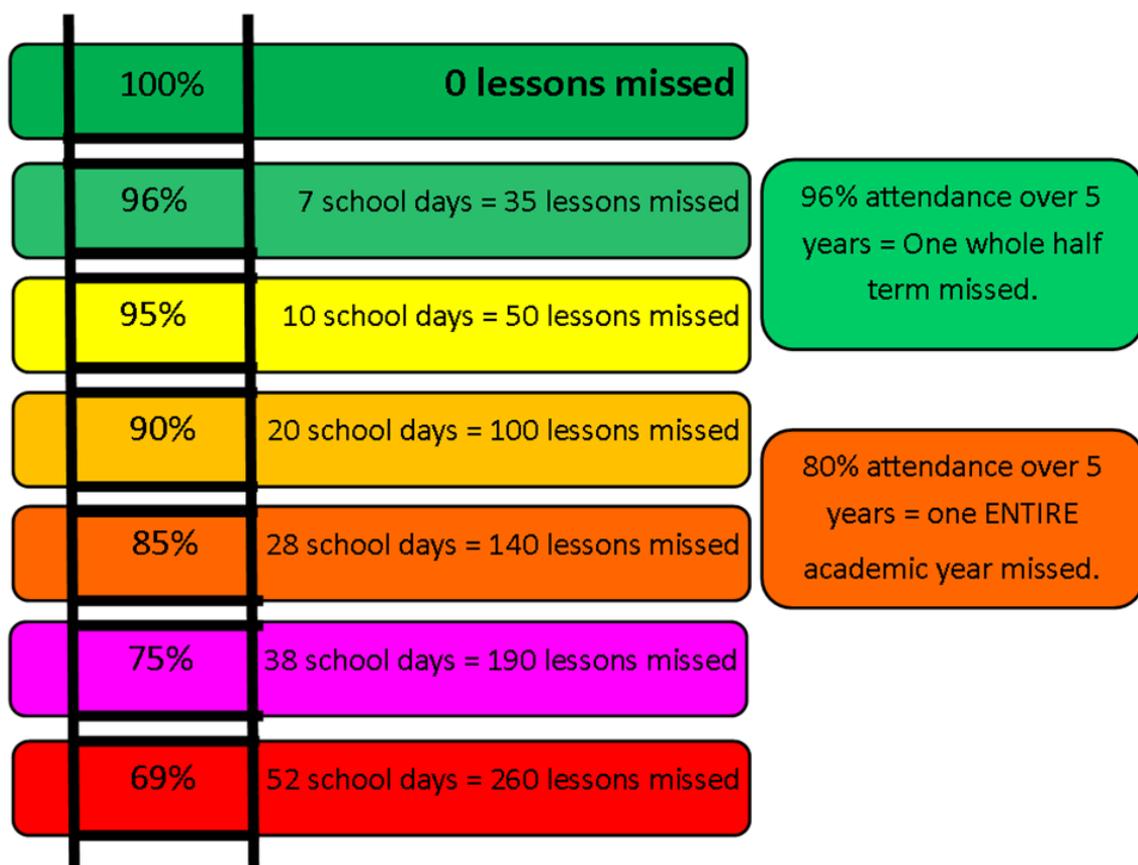
# ATTENDANCE

Our school target is a **minimum of 96% attendance**. The information below is shared with students and displayed in tutor rooms.

**There is a clear link between poor attendance at school and lower academic achievement.**

Attendance below 90% is described as *persistently absent* by the government.

- If attendance is 90-95.9%, a student is at risk of under-achieving.
- 85-89.9% = PERSISTENT ABSENTEE
  - SCHOOL WILL: Offer appropriate support
  - Discuss concerns with Parents/ Carers
  - Invite parents to attendance clinic
  - No longer automatically authorise absences
- 70-84.9% = School will closely monitor and set targets for immediate and sustained improvement.
- Below 70%. School will closely monitor attendance and will refer to the Local Authority if there is no immediate and sustained improvement.



# ABSENCES

If your child is ill, please inform the school by telephoning **01872 274737**.

Contact can also be made via the Student Welfare Officers (see page 13).

Please provide a note explaining the absence, which your child will show to their form tutor on their return to school.

As part of our safeguarding responsibility, if your child is not present during morning registration, an automated 'Keep Kids Safe' text will be sent to the main mobile phone contact that you have provided. Please ensure contact information is up to date.

## **AUTHORISED ABSENCES:**

We are only rarely able to authorise absences in exceptional circumstances, when we have been notified and absence has been approved by the Headteacher. For example, days of religious observance and bereavement. Absence request forms can be accessed on the school website.

## **UNAUTHORISED ABSENCES:**

Apart from the reasons mentioned above, absences are most likely to be unauthorised. This includes holidays, shopping, looking after family members, birthdays or similar events.

## **APPROVED EDUCATIONAL ACTIVITY:**

Sporting activities, educational visits with school, work experience, courses in other establishments are all authorised and do not affect your child's attendance percentage. Your child will be marked as being 'present'.

# UNIFORM

At Penair we believe our uniform should instil a sense of identity, pride and belonging. We want our students to be comfortable in school as well as ensuring high standards and consistency

## ***Compulsory Items***

Penair Aspire Blazer  
Matching navy trousers or pleated skirt  
Atlantic blue shirt  
Penair school tie  
Black, navy or white socks  
Black leather formal shoes  
  
(Trainers, Vans-style shoes or canvas shoes are NOT acceptable).

## ***Optional items:***

Penair v-neck jumper  
Black or navy tights.



Uniform can be purchased at Keywear in Truro: <http://www.keywearuniforms.co.uk/>

School shoes, shirts, tights and socks are widely available at a number of retailers

We allow pupils to wear **one small stud in each ear lobe** and a watch. No other jewellery should be worn as it is unsuitable and unsafe in school. **Facial piercings are not allowed.**

Hair should be of a natural colour and worn in a conventional style. Nail varnish is not permitted. Light and natural make up may be worn.

**We ask for parents' co-operation in ensuring our consistently high standards.**

# ADDITIONAL KIT REQUIREMENTS

Drama & Dance: Plain black t-shirt & black leggings, shorts or jogging bottoms

No shoes or socks to be worn in Drama and Dance lessons.

Outdoor Clothing: A waterproof / warm coat is recommended,



All PE kit can be ordered online from AGame.

[www.agamesports.co.uk/section/510/0/penair-school](http://www.agamesports.co.uk/section/510/0/penair-school)

Other optional items can be ordered, such as PE hoodies and drill tops.

**All items of uniform and kit should be carefully marked with the student's name.**

All possessions are brought to or left at Penair School at your own risk; they are not covered by insurance and we would advise that home contents insurance policies cover all items.

Please note that mobile phones / electronic devices are not allowed to be used in the school building during the day. If a student is seen using any device, it will be confiscated and must be collected from the Headteacher.

# LEARNING AND PROGRESS

Every term you will receive an assessment report which will provide information regarding the progress that your child is making across their subjects.

The assessment report will show your child's progress, stating whether they are on, above or below target. It will also show their homework and commitment to learning grades.

There will also be a parents' evening where you can discuss your child's progress with their subject teachers.

If you are concerned or have questions following these assessment reports, please don't wait to get in touch, but contact Mrs Logan who will answer your queries. If you have any concerns about a specific subject, please contact the relevant teacher and they will be happy to answer your queries.

After the assessment report is sent home, all pupils will complete a 'monitoring reflection sheet' during morning registration where they will be required to think about their learning and identify areas for improvement. The pupils are asked to 'learn from their learning'. For example:

- **My learning successes this term were...**

*What went well? Where did you try really hard and find success?*

- **The bits I don't get YET are...**

*Which subjects did you struggle in? What did you find hard?*

- **Where do I want to improve next term?**

*What subjects do you want to improve? Do you need to concentrate more?*

*Do you need to improve your homework?*

- **How will I do this?**

*Who can help? Is there any support you need?*

Any learning conversation you have at home is beneficial to their progress. When they bring home their assessment reports, please take the opportunity to discuss with them their grades and what their targets are going to be for the next term.



# CLASSCHARTS



You will be able to use **Class Charts** to keep track of your child's achievements, access behaviour reports, view assigned homework tasks and track scheduled detentions.

If you have more than one child at the school, you can use the same parent account to view achievement data for all your children.

Class Charts for parents can be accessed via the website, or on any device through the iOS and Android apps.

<https://www.classcharts.com/parent/login>

In September, you will receive a parent access code from school; this code is used to set up your parent account.

Students at Penair School are rewarded for good attendance and progress and achievement. Rewards range from certificates, letters of praise and prizes to 'tea and cake' with the Headteacher and recognition in assemblies.

# HOUSES

Everyone at Penair is a member of one of four 'Houses': Fistral, Crantock, Gyllyngvase and Sennen. All achievement points contribute to house point totals.

In the summer term, Sports Day is always a hotly contested event between the four houses.

# BULLYING

Bullying is an issue which concerns many parents and children, especially when moving from one school to another. We are committed to preventing and challenging bullying in all forms at Penair.

As part of their morning tutorial and PSHE sessions your child will be engaged in talking about these issues.

Mrs Toms runs 'CELTs', a scheme whereby your child can talk to a trained older pupil if they feel they cannot talk to their form tutor or Student Welfare Officers.

Should you be concerned about this issue, please do not hesitate to contact your child's form tutor in the first instance, or the Student Welfare Officer, or the Pastoral Leader.

Bullying incidents are always investigated thoroughly, and we employ a range of strategies to support and educate those concerned.

**We expect everyone at Penair School to treat others with respect and kindness.**

## READY, RESPECTFUL, SAFE

You will see this message displayed around Penair School. We encourage all members of our school community to be READY, RESPECTFUL and SAFE at all times.

This underpins everything we do.



# INTERNET AND SOCIAL MEDIA

Many young people have accounts on sites like INSTAGRAM, FACEBOOK and SNAPCHAT or use WHATSAPP or other messaging apps.

**Please be aware: It is against the law for a child under the age of 13 to have such accounts and WhatsApp have raised their age limit to 16.**

Social networking sites are not allowed in school, in line with our acceptable use policy.

Use of social media can cause upset when disagreements are brought into Penair. We therefore encourage you to monitor usage regularly at home and report online abuse to CEOP. [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)

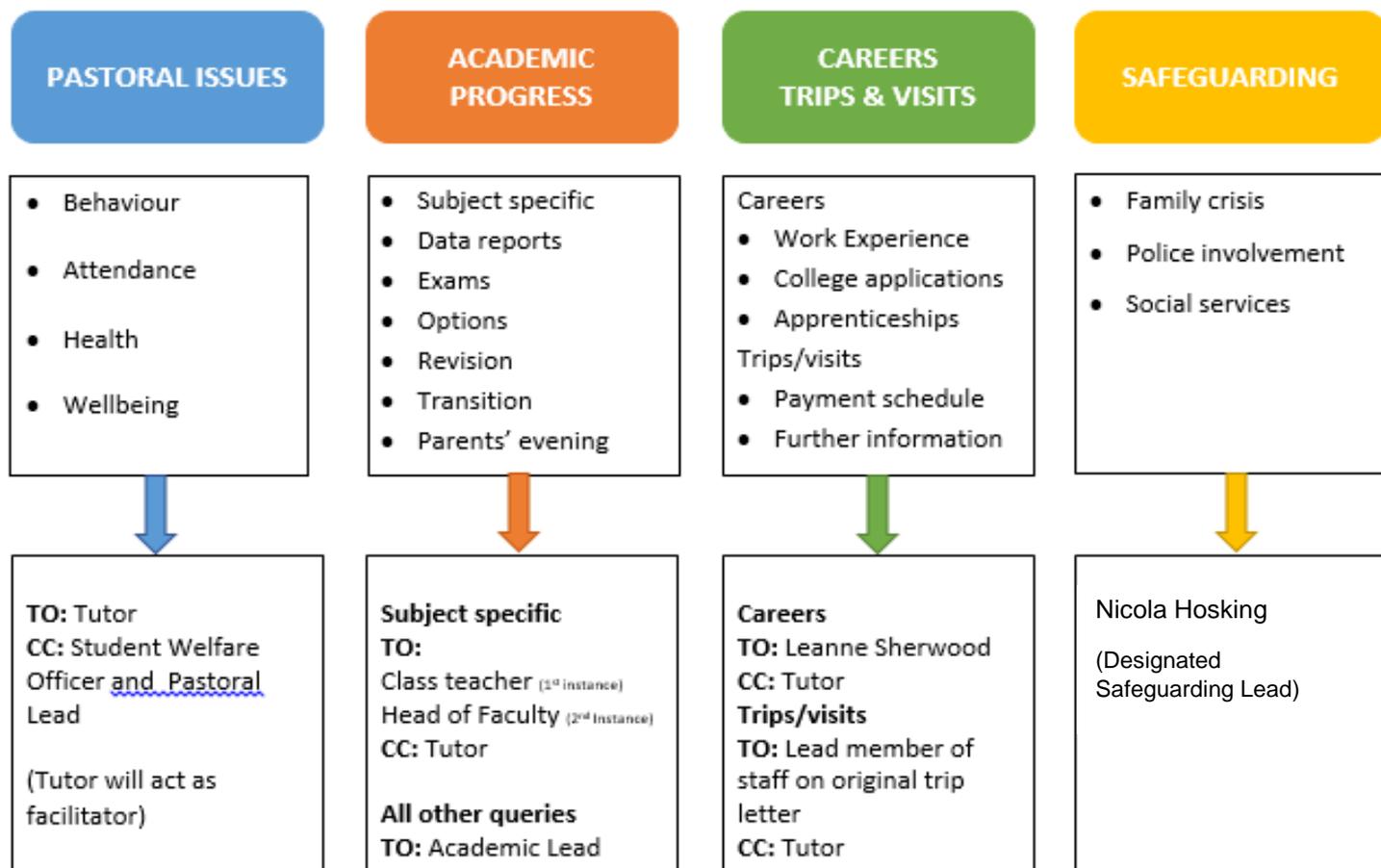
We accept that the internet is a useful tool for researching news and information and communicating. Children need to be encouraged to use this tool wisely.

The 'Thinkuknow' website has lots of useful information for parents as well as young people: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

## TIMINGS OF THE SCHOOL DAY

Session	Times
Registration	08.30 - 08.35
Assembly/Tutorial	08.35 - 08.50
Period 1	08.50 - 09.50
Period 2	09.50 - 10.50
Morning Break	10.50 - 11.10
Period 3	11.10 - 12.10
Period 4	12.10 - 1.10
Lunch	1.10 - 1.55
Period 5	2.00 - 3.05

# WHO TO CONTACT AT SCHOOL



Refer to the school website for personnel information

school email addresses have the following format. First initial Surname@penair.cornwall.sch.uk

**Miss Bryony Dawson: Pastoral Leader Key Stage 3**

[bdawson@penair.cornwall.sch.uk](mailto:bdawson@penair.cornwall.sch.uk) / 01872 245160

**Mrs Helen Logan: Academic Leader Key Stage 3**

[hlogan@penair.cornwall.sch.uk](mailto:hlogan@penair.cornwall.sch.uk) / 01872 245161

**Mrs Alison Toms: Student Welfare Officer**

[atoms@penair.cornwall.sch.uk](mailto:atoms@penair.cornwall.sch.uk) / 01872 274737 extension 275

**Mrs Deborah Beames : Student Welfare Officer**

[dbeames@penair.cornwall.sch.uk](mailto:dbeames@penair.cornwall.sch.uk) / 01872 274737 extension 246

**Mrs Nicola Hosking: Designated Safeguarding Lead / Assistant Headteacher**

[nhosking@penair.cornwall.sch.uk](mailto:nhosking@penair.cornwall.sch.uk) / 01872 274737 extension 221

**Kate Finlay : SENDCo / Assistant Headteacher**

[kfinlay@penair.cornwall.sch.uk](mailto:kfinlay@penair.cornwall.sch.uk) / 01872 274737

## SAFEGUARDING YOUNG PEOPLE

Our school is committed to safeguarding all of our children and young people. If anyone has a concern about their own or their friends' personal safety, or feel that they are at risk of harm in any way, they should talk to the Designated Safeguarding Lead Mrs Hosking.

Your child can also report concerns online by using the Impero 'Confide' button on any computer workstation in school.

## FINALLY

We look forward to working closely with you, whether this is your first time with a child at Penair School or whether you have children who have passed through our doors before.

For **most** situations, your child's form tutor will be the first point of contact and you will have opportunities to get to know them both during the transition process and early on in your child's journey in Year 7.

Children are happiest and make the best progress when we all work closely together and the triangle of support is strong. We are always happy to talk to you about any questions or concerns you may have.

