



# **Welcome Pack**

## **2018 – 2019**

### **Information for**

### **Parents/Carers**

**Aim high. Work hard. Be kind.**





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## Welcome to Marriotts School and the Marriotts Family

We are delighted that you will be joining us in September 2018 and look forward to working with you at this exciting time in the school's development. We are over-subscribed and are thrilled to have over 240 new Year 7's joining us on our journey to be the best possible school for our students. We have a wonderful team of staff, fantastic students and our modern school building has the space, equipment and facilities needed for 21<sup>st</sup> Century learning. Marriotts School: why go anywhere else?

Over the last five years we have made significant improvements in academic performance and other areas of school life. We will continue to see achievement increase at a pace thanks to our great teaching, outstanding pastoral care and rigorous tracking systems.

In October 2016 Ofsted rated us as a 'Good' School with Outstanding Leadership and Management and Outstanding Pastoral Care and we are confident that we are well on the way to being outstanding in all areas.

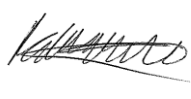
The school is recognised by both the community and official bodies for the excellent education we provide and we expect further improvements year on year.

We are a comprehensive community school committed to delivering a broad, balanced and appropriate curriculum of the highest quality to our students. In the area of PE, Performing Arts and Community Sport we innovate, lead and provide resources and training for the whole county and beyond as part of our specialist status. Our partnership with Stevenage FC is adding to our specialism and many of Stevenage FC's elite players are educated here.

**We know that as students and parents you will become positive and active members of our school community. As students, you will make new friends and learn new subjects and skills. We want you to feel safe, secure and happy and importantly, to make the most of the opportunities that the school provides.** We want every student to achieve their full potential and to understand that our key focus is learning. You must be proud of your school and work to make it better. Your individual commitment in terms of energy, enthusiasm and engagement is vital to the success of the school as a whole.

As parents there will be a number of opportunities to become involved with your child's education and the school. We look forward to getting to know you all and welcome your thoughts and ideas about how we can move forward. If we all work together, we will be able to give students a great education, wonderful opportunities and the best examination results to open doors in the future.


Our students have so much to offer and deserve the best possible education to help them to achieve their goals and to develop the skills they need to live good, successful lives. We wish you the best of luck as you start your learning journey and we look forward to working with you over the next 7 years. **Aim high. Work hard. Be kind.**



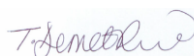
Ms B Honnor  
Headteacher



Miss J Hearn  
Year Leader  
Year 7



Mrs L Chapman  
Asst. Year Leader  
Year 7



Ms T Demetriou  
Assistant Head  
Raising Standards  
Leader Year 7



Mrs A Taylor  
Assistant Head  
Transition

# School Vision

**Our Vision** is to ensure that every single student reaches and exceeds their potential and leaves us with the qualifications, skills and attitudes that they need to move on to the next stage of their lives.

## Student Mission Statement

Aim high. Work hard. Be kind.

## Wildly Important Goals

Education changes everything: your horizon, your enjoyment and your economic situation. Everyone has a right to an education that will allow them to succeed and to live a good and successful life. To help us ensure we deliver the right education for your child we have four wildly important goals that are at the heart of everything we do.

### 1. **100% of students achieve their personal best.**

Every student needs to make progress according to their starting point, their individual ability and their particular strengths. It is our job as a school to challenge and support students to be the best that they can be, to track their progress carefully and to intervene when it is not good enough.

### 2. **Every lesson, every day, good or better.**

In order for students to make good progress and achieve well, they need good teaching every lesson, every day. At Marriotts we work closely with all of our teachers tracking their performance, sharing good practice and providing the training needed to ensure teaching is always good.

### 3. **High quality professional development for all staff.**

It all starts with a good teacher. We work hard to attract the best possible teachers and to ensure that they, and all members of our staff teams, receive the training that they need to excel in their roles.

### 4. **360° of care, support and challenge for our students and their families.**

We are committed to pastoral care, personal, social, moral, health and spiritual education and to removing barriers to students' learning. We have a strong team of pastoral and inclusion staff whose role it is to ensure that all students and families at Marriotts are supported.

## Our School Improvement Priorities

1. The Marriotts Way
2. Every Minute Matters
3. The Learning Journey
4. Everybody Reads and Writes well

## **Holiday Term Dates 2018 - 2019**

Year 7 students start on **Tuesday 4<sup>th</sup> September** at 9.30am until 3.00pm.

### **Autumn Term 2018**

Tuesday 4<sup>th</sup> September to Friday 21<sup>st</sup> December 2018

### **Half Term**

Monday 29<sup>th</sup> October to Friday 2<sup>n</sup> November 2018

### **Christmas Holiday**

Monday 24<sup>th</sup> December 2018 to Friday 4<sup>th</sup> January 2019

### **Spring Term 2019**

Tuesday 8<sup>th</sup> January to Friday 5<sup>th</sup> April 2019

### **Half Term**

Monday 18<sup>th</sup> February to Friday 22<sup>nd</sup> February 2019

### **Easter Holiday**

Monday 8<sup>th</sup> April to Monday 22<sup>nd</sup> April 2019

### **Summer Term 2019**

Tuesday 23<sup>rd</sup> April to Wednesday 24<sup>th</sup> July 2019

### **Summer Half Term**

Monday 27<sup>th</sup> to Friday 31<sup>st</sup> May 2019

**Inset Day 1:** Monday 3<sup>rd</sup> September 2018  
**Inset Day 2:** Tuesday 4<sup>th</sup> September 2018 - **Year 7 students in school at 9.30am**  
**Occasional Day:** Friday 30<sup>th</sup> November 2018  
**Inset Day 3:** Monday 7<sup>th</sup> January 2019

Please note: further Inset days have yet to be published. We will inform you of these days via the School Comms Communication system and our school website.

All school dates will be announced in the Marriotts Weekly News.  
Please also see our website for more details.

[www.marriotts.herts.sch.uk](http://www.marriotts.herts.sch.uk)

## Pastoral Care at Marriotts

The Pastoral Team provides 360° of care, support and guidance to each student and their wider family. They are responsible for providing pastoral care and support to all students. They track attainment, behaviour, attendance and punctuality closely to identify what is going well and what needs to improve for individual students and across the whole school. Each year group has a Year Leader who will be responsible for the day-to-day care of your child along with their team of tutors. They are supported by a member of the Senior Leadership Team who acts as a Raising Standards Leader to ensure students have a good Approach to Learning and that they make the necessary progress.

<b>Title</b>	<b>Teacher</b>	<b>Email address</b>
Assistant Headteacher: Director of Personal Development and SEND	Mrs Tether	<a href="mailto:l.tether@marriotts.herts.sch.uk">l.tether@marriotts.herts.sch.uk</a>
Assistant Headteacher: Student Behaviour and Conduct	Miss Slade	<a href="mailto:n.slade@marriotts.herts.sch.uk">n.slade@marriotts.herts.sch.uk</a>
Assistant Headteacher: Pastoral Care and Transition	Mrs Taylor	<a href="mailto:a.taylor@marriotts.herts.sch.uk">a.taylor@marriotts.herts.sch.uk</a>
Assistant Headteacher: Attendance, Punctuality, Partnerships and Alternative Provision	Ms Collins	<a href="mailto:k.collins@marriotts.herts.sch.uk">k.collins@marriotts.herts.sch.uk</a>
Assistant Headteacher: Approach to Learning	Mr Bannister	<a href="mailto:s.bannister@marriotts.herts.sch.uk">s.bannister@marriotts.herts.sch.uk</a>
Learning Improvement Base Leader	Mr Coughlin	<a href="mailto:k.coughlin@marriotts.herts.sch.uk">k.coughlin@marriotts.herts.sch.uk</a>
Attendance Officer	Mrs Smith	<a href="mailto:k.smith@marriotts.herts.sch.uk">k.smith@marriotts.herts.sch.uk</a>
Pastoral Leader	Mrs Scott	<a href="mailto:c.scott@marriotts.herts.sch.uk">c.scott@marriotts.herts.sch.uk</a>
Behaviour for Learning Coordinator	Mr Gaskin	<a href="mailto:c.gaskin@marriotts.herts.sch.uk">c.gaskin@marriotts.herts.sch.uk</a>
Family and Student Support Worker	Mrs Amstutz	<a href="mailto:s.amstutz@marriotts.herts.sch.uk">s.amstutz@marriotts.herts.sch.uk</a>
Secretaries for Pastoral Care and Behaviour	Mrs White Mrs Edwards	<a href="mailto:k.white@marriotts.herts.sch.uk">k.white@marriotts.herts.sch.uk</a> <a href="mailto:s.edwards@marriotts.herts.sch.uk">s.edwards@marriotts.herts.sch.uk</a>
Safeguarding Team:	Mrs Tether (DSP) Mrs Taylor Mrs Amstutz Ms Slade Mrs Ratcliffe Mr Illingworth Miss Coben Ms Collins	<a href="mailto:l.tether@marriotts.herts.sch.uk">l.tether@marriotts.herts.sch.uk</a> <a href="mailto:a.taylor@marriotts.herts.sch.uk">a.taylor@marriotts.herts.sch.uk</a> <a href="mailto:s.amstutz@marriotts.herts.sch.uk">s.amstutz@marriotts.herts.sch.uk</a> <a href="mailto:n.slade@marriotts.herts.sch.uk">n.slade@marriotts.herts.sch.uk</a> <a href="mailto:m.ratcliffe@marriotts.herts.sch.uk">m.ratcliffe@marriotts.herts.sch.uk</a> <a href="mailto:a.illingworth@marriotts.herts.sch.uk">a.illingworth@marriotts.herts.sch.uk</a> <a href="mailto:j.coben@marriotts.herts.sch.uk">j.coben@marriotts.herts.sch.uk</a> <a href="mailto:k.collins@marriotts.herts.sch.uk">k.collins@marriotts.herts.sch.uk</a>
Counselling Manager	Mrs Ratcliffe	<a href="mailto:m.ratcliffe@marriotts.herts.sch.uk">m.ratcliffe@marriotts.herts.sch.uk</a>
Year Leader Year 7	Miss Hearn	<a href="mailto:j.hearn@marriotts.herts.sch.uk">j.hearn@marriotts.herts.sch.uk</a>
Asst. Year Leader Year 7	Mrs Chapman	<a href="mailto:l.chapman@marriotts.herts.sch.uk">l.chapman@marriotts.herts.sch.uk</a>
Raising Standards Leader/ Assistant Headteacher	Ms Demetriou	<a href="mailto:t.demetriou@marriotts.herts.sch.uk">t.demetriou@marriotts.herts.sch.uk</a>
Year Leader Year 8	Mr Whittle	<a href="mailto:a.whittle@marriotts.herts.sch.uk">a.whittle@marriotts.herts.sch.uk</a>
Asst Headteacher: RSL Year 8	Mrs Taylor	<a href="mailto:a.taylor@marriotts.herts.sch.uk">a.taylor@marriotts.herts.sch.uk</a>
Year Leader Year 9	Mr Whittaker	<a href="mailto:m.whittaker@marriotts.herts.sch.uk">m.whittaker@marriotts.herts.sch.uk</a>
Asst Headteacher: RSL Year 9	Miss Sweeney	<a href="mailto:a.sweeney@marriotts.herts.sch.uk">a.sweeney@marriotts.herts.sch.uk</a>
Year Leader Year 10	Miss Coben	<a href="mailto:j.coben@marriotts.herts.sch.uk">j.coben@marriotts.herts.sch.uk</a>
Year Leader Year 11	Miss Cooper	<a href="mailto:n.cooper@marriotts.herts.sch.uk">n.cooper@marriotts.herts.sch.uk</a>

## Tutor System

At Marriotts School we have a horizontal tutorial system. Miss Hearn is Year Leader for Year 7 and will lead the Year 7 Tutor Team. She will be supported by Mrs Chapman, Assistant Year Leader Year 7. Each tutor group will have designated Form Tutors who will provide support and a tailored learning programme through tutor time.

The role of the Form Tutor is key to providing support and guidance for students at Marriotts School. Some of the key features of this system are:

- Structured tutor time activities with a focus on literacy, numeracy and social skills development.
- Key person to provide a point of contact for both students and parents/carers.

Miss Hearn, supported by her Assistant Year Leader and Mrs Taylor takes responsibility for liaison with partner primary schools and ensures that your child's transition to secondary school is as smooth as possible.

Ms Demetriou is the senior link teacher for Year 7. Any questions or concerns that you have about your child should be addressed to the form tutor in the first instance, preferably by writing via email to:

### Form Tutors – Year 7

7A	Mr McQueen	<a href="mailto:r.mcqueen@marriotts.herts.sch.uk">r.mcqueen@marriotts.herts.sch.uk</a>
7B	Mr Johnstone/Mrs Martin	<a href="mailto:r.johnstone@marriotts.herts.sch.uk">r.johnstone@marriotts.herts.sch.uk</a> <a href="mailto:j.martin@marriotts.herts.sch.uk">j.martin@marriotts.herts.sch.uk</a>
7C	Miss Smith/Miss Endersbee	<a href="mailto:l.smith@marriotts.herts.sch.uk">l.smith@marriotts.herts.sch.uk</a> <a href="mailto:s.endersbee@marriotts.herts.sch.uk">s.endersbee@marriotts.herts.sch.uk</a>
7D	Mr Etienne	<a href="mailto:r.etienne@marriotts.herts.sch.uk">r.etienne@marriotts.herts.sch.uk</a>
7E	Mr Presland	<a href="mailto:a.presland@marriotts.herts.sch.uk">a.presland@marriotts.herts.sch.uk</a>
7F	Mr Hake	<a href="mailto:m.hake@marriotts.herts.sch.uk">m.hake@marriotts.herts.sch.uk</a>
7G	Miss Fallows	<a href="mailto:r.fallows@marriotts.herts.sch.uk">r.fallows@marriotts.herts.sch.uk</a>
7H	Miss Everett/Mrs J Lyttle	<a href="mailto:h.everett@marriotts.herts.sch.uk">h.everett@marriotts.herts.sch.uk</a> <a href="mailto:j.lyttle@marriotts.herts.sch.uk">j.lyttle@marriotts.herts.sch.uk</a>
	Year Leader Miss Hearn	<a href="mailto:j.hearn@marriotts.herts.sch.uk">j.hearn@marriotts.herts.sch.uk</a>

Please always copy in your Year Leader to any emails you send to the Form Tutor.



## The School Day

Registration / Assembly	8.30am – 8.50am
Movement time	8.50am – 8.55am
Lesson 1	8.55am – 9.55am
Movement time	9.55am – 10.00am
Lesson 2	10.00am – 11.00am
Break	11.00am – 11.15am
Movement time - bell at 11.15am	11.15am – 11.20am
Lesson 3	11.20am – 12.20pm
Movement time	12.20pm – 12.25pm
Lesson 4	12.25pm – 1.25pm
Lunch	1.25pm – 1.55pm
Movement time	1.55pm – 2.00pm
Lesson 5	2.00pm – 3.00pm

## Transport to School

The majority of our students walk to school with a friend or a sibling, some are driven which does cause some congestion, others cycle. Students' bicycles must be roadworthy; they must use a lock to secure the bike or scooter in the bike sheds during the day and we encourage students to wear helmets. The school cannot accept responsibility for bicycles or scooters left on school premises.

Motorcycles must not be brought into school.

## Attendance and Punctuality

Progress and achievement depends upon good attendance. Yearly analysis of our student's exam results reflect the importance of attendance which is above National Average and at our school target of 100% for each student. The school works vigorously to ensure that high levels of attendance are maintained and an excellent standard of punctuality is modelled by all of our students. We act swiftly to identify and address unauthorised absence or low attendance and will seek an immediate resolution to this issue.

The monitoring of attendance is supported by our tracker which enables every student to have an understanding of their attendance on a weekly basis. Our attendance diamond, in each classroom, is a visual reminder to students of how important it is to keep their attendance and progress at 100%.

Every student should aim for 100% attendance and punctuality. Parents do have a legal responsibility to ensure their child attends school. Your child will only reach their potential if high levels of attendance are maintained.

The attendance and punctuality of students is monitored daily by Form Tutors, Year Leaders, and the Attendance Team. We work closely with the Local Authority who support us if we need to issue a fixed penalty notice for students who are persistently absent from school. The Local Authority is also responsible for pursuing court action if poor attendance continues.

We encourage and reward excellent attendance and punctuality with achievement points being awarded at the end of each term to students. These achievement points contribute towards whole school rewards and are regularly celebrated through our assemblies and communication with home.

Reminders regarding the occasional absence from school:

- Marriotts School requires daily communication to cover absence from school and late arrival.
- Any requests for leave of absence should be in writing to the Headteacher. It will be the decision of the Headteacher if this constitutes exceptional circumstances. However, as a matter of policy, Marriotts will not authorise leave of absence for Holidays in term time. Should you wish to take your child out of school for a leave of absence, you will be invited in to meet with the Headteacher and Assistant Head- Attendance, to discuss this further.
- Students who arrive to school after 9.00am will have an unauthorised attendance mark for the morning session, unless they have attended and can provide evidence of a medical/dental appointment. Arriving after 9.00am will impact your child's attendance and create missed learning opportunities.

Our school day ends at 3.00pm. **We encourage you to arrange routine dentist, opticians, doctors and orthodontist appointments out of school hours or during school holidays please.** If your child is ill or if there is an urgent reason for non-attendance, **please contact the school by 8.30am on each morning of absence on 01438 726999** (option 4 for Marriotts School and then option 1). Please expect to receive a call if your child is absent even if you have notified reception or the Attendance Improvement Officer of the reason.

If your child needs to leave school during the day, please inform their Form Tutor beforehand. Before your child leaves the school site they must obtain a signature from their Form Tutor or Year Leader confirming approval to leave school during the day. Students then need to sign out at reception as they leave school.

# School Uniform

## School Uniform

At Marriotts we believe that all students should wear the correct school uniform with pride. Wearing school uniform shows your commitment to being part of the Marriotts family.

School reserves the right to decide what constitutes 'exaggerated', 'extreme' or 'discrete'.

Students' uniform is checked on a daily basis by the form tutor. Students in incorrect uniform are sent to their Year Leader who will decide on the next course of action. This may involve students being asked to return home to rectify their uniform or to students being isolated in the Reflection Room until the uniform issue is resolved. Persistent uniform breaches will always lead to isolation.

## Ready for School, Ready for Work

Wearing school uniform helps foster a serious approach to learning and helps prepare the student for their future career.

We have high standards and high expectations for all our students and wearing school uniform smartly and with pride reflects this.

## Removing distractions

Wearing a uniform removes distractions that invariably arise as a result of students comparing clothing and at times making life difficult for less fortunate classmates that cannot afford the latest, and often expensive, fashions.

## Low cost and availability

The school does not make a profit on school uniform and any surplus is put back into the rewards programme. The majority of the uniform can be sourced from most major stores. Only the blazer with embroidered logo, jumper and school tie must be purchased from our supplier (please see page 22 for further information).

## Safety

School uniform allows students to be easily recognised. During off-site visits or simply outside the school community, students from a school can quickly and easily be brought together, picked out or recognised. Often this means that their safety can, more easily be ensured. It also allows students to demonstrate to our community their pride in their school.

## Uniform Details

Marriotts School Blazers, tie and V-neck jumpers, are only available online from the following provider: Sportswear International – [www.swi.co.uk](http://www.swi.co.uk). Please contact the supplier for prices. Weekly deliveries to school are free of charge. Items can be delivered direct to your home at a small charge. Other items of school dress can be purchased from any supplier. Additional, optional items of PE clothing are available from our on-line supplier.

### Boys

Black school blazer with Marriotts logo

Grey V-neck jumper with red trim

White collared school shirt

Grey and Red striped school tie

Plain black trousers with no markings

Plain dark socks with trousers

Black shoes with an upper that fully encloses the foot including the heel. No kind of plimsolls, flip flops, sliders, training shoes, “trainers” or boots should be worn at any time. Shoes should not have coloured logos or stripes or patterns

Outdoor coat to protect against bad weather. This should not be worn inside the school building.

### Girls

Black school blazer with Marriotts logo

Grey V-neck jumper with red trim

White collared school shirt

Grey and Red striped school tie

Plain black trousers or knee length skirt with no markings.

No leggings or tight fitting trousers are permitted. Plain white socks are to be worn below the knee alternatively plain black tights with no patterns if worn with a skirt. No leggings or footless tights.

Black shoes with low heels and an upper that fully encloses the foot including the heel. No kind of plimsolls, flip flops, sliders, training shoes, “trainers” or boots should be worn at any time. Shoes should not have coloured logos or stripes or patterns

Outdoor coat to protect against bad weather. This should not be worn inside the school building.

### Everyone

No jean/denim fabrics or jersey (this includes tracksuit materials or black denim trousers).

No ‘hoodies’.

No coloured or studded belts.



### **Hair, make up, nails**

No exaggerated or extreme hair styles or colour including patterns or parts of the head being closely shaven. No shaven or cuts in eyebrows.

No hair colour other than natural colours that blend in.

Adornments – discrete hair bands only.

No visible make up is allowed – students will be asked to remove any that is obviously visible.

Nail varnish or false nails/extensions are not allowed, students will be asked to remove them.

### **Jewellery**

Jewellery should be kept to a minimum.

If you have pierced ears: one gold/silver small sleeper ring or one plain small stud in each ear.

No multiple piercings or stretcher piercings.

No other visible body piercing (including nose piercing) is allowed. Covering piercing with plasters or 'clear' studs is not acceptable.

### **PE Kit**

#### **Girls / Boys**

Black polo shirt.

Black sweatshirt.

Black shorts.

Training shoes

Plain black football socks.

Football boots.

Gum shield.

### **Participation in PE lessons**

#### **Appearance**

All students should have - black shorts, football socks and a PE top. Optional extras include PE tracksuit bottoms and black sweatshirt. No jewellery or long nails, long hair must be tied back at all times throughout lessons.

#### **Equipment**

All sporting equipment is provided for lessons. However students will need football (moulded) boots, shin pads, suitable sports trainers and a gum shield each year. Students are encouraged to bring black tracksuit bottoms for winter PE lessons when directed by PE staff.

#### **Lost Kit**

Students must bring an alternative replacement from home to wear in lessons until the PE kit can be purchased again. Students' must have a note from their parent/carer to confirm loss of kit. Staff will agree with parent/carer a realistic time frame for replacing the Marriotts PE kit.

#### **No Kit**

A 'No kit' sanction policy is in place. 1 kit mark is given to a student who does not have their PE kit with them. If a student has been given 1 kit mark they will be given a 20 minute detention. If they receive 2 kit marks they will be given a 40 minute detention and if they have 3 kit marks they will serve a one hour detention (after a conversation with parent/carer has taken place).

### **Non-Participants**

All students must be in kit during a PE lesson. If a student is injured or recovering from illness they also need to be in PE kit. They will participate as a coach or complete a lesson analysis worksheet. They will need a note from home. If they do not have a note or kit then the “No Kit” sanction policy will apply. Non-participants can wear extra clothing underneath their PE kit or a Marriotts tracksuit/sweatshirt to keep warm.

### **Valuables**

All jewellery (no jewellery permitted to be worn for sport for Health and Safety reasons), electronic devices e.g. mobile phones, keys and monies to be handed in to the PE Teacher at the start of the lesson.

**This is the responsibility of the student as PE cannot take responsibility for any valuables not handed in.** Electronic devices must be identifiable to the student when handed in e.g. photo as screen-saver or a name on the device.

## **Helpful Tips!**

**Write name in all clothing in permanent marker.**

Practise changing from uniform into PE kit in 3 minutes.

Buy moulded football boots one or two sizes up to ensure they last into the next year.

Wear extra layers underneath PE kit in cold conditions or buy the sweatshirt and tracksuit.

Have a separate PE bag to school bag.

### **Special Clothing**

All students must have an apron for Technology/Art/Food lessons which should be purchased from school. These aprons are flame retardant, made from PVC proofed nylon and considered safe by the Fire Protection Officer.

### **Marking of Clothing**

Please ensure that all uniform and PE kit is permanently marked with your child's name. If possible use labels, especially on the PE kit and expensive items like coats and jackets.

## Behaviour (Respect) and Approach to Learning (Attitude)

We have high expectations for students at Marriotts and expect that students engage in the learning in lessons and complete all homework set by their teachers to achieve their personal best. We believe that in lessons every minute matters and have a clear system in place for students who disrupt the learning of others.

All staff are trained in de-escalation procedures to ensure that learning is uninterrupted. We have clear rules and routines for behaviour in classrooms and take responsibility for promoting courteous behaviour in accordance with the school's behaviour policy. As a staff we maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

We believe students need to take pride in their learning during their time at Marriotts. Students are required to maintain good presentation in their books so that they are able to demonstrate their learning journey across the year.

The 'Be Kind' element of our school ethos is central to our positive community and learning environment. We expect students to be kind at all times, modelling the qualities needed to be a good citizen and represent Marriotts at all times when wearing the school uniform.

We have three foci for maintaining excellent conduct and behaviour in lessons and around the building, which we call the Marriotts' Way

1. **Respect:** *For all members of our community, for our rules and routines demonstrated through actions*
2. **Attitude:** *Good behaviour for learning, high expectations of effort, of behaviour, of progress, students who are equipped, confident and ready to learn.*
3. **Ownership:** *Students, who are responsible, self-motivated for and invested in their own success.*

To achieve safety outside of lessons, we expect all students to follow the Community Code.

- Walk, don't run.
- Talk, don't shout.
- Sit down or go outside.
- Use the bins provided.
- Food and drink in the Dining Hall or Café area.
- No electronic devices.
- Keep to the left on stairs and along corridors, during transition times use the outside stairwells for going down and the inside stairwells for going up.

In all lessons across the school there are clear expectations and routines. Students in Year 7 are trained in these routines in Year 7 Boot Camp and throughout the year.

To ensure the success of students is recognised and celebrated, we use a system of rewards and praise in the following ways:

- Names on the board
- Achievement points
- Green slips and Yellow slips
- Postcards home
- Positive phone calls

To ensure disruption is kept to a minimum, the following procedures are consistently used with all staff:

- De-escalation strategies
- Non-verbal discreet warning system
- Clear verbal warning system
- Teacher level sanction
- Faculty support
- On-call
- Logging via behaviour points on SIMS

To ensure any issues are quickly resolved, we believe the students and staff need to have a conversation after an incident to rebuild the relationship and minimise potential issues in the future. If a student has been placed in detention, students and staff will have a 3R's conversation, focussing on the principle of reflect, resolve and reconcile. A member of the pastoral team will be able to help guide the conversations if needed.

1. **Reflect** – what happened, how could this have worked out differently?
2. **Resolve** – How can this be put right/strategy for improvement?
3. **Reconcile** – Apology, re-establish expectations.

## **Bullying**

Marriotts school is committed to working with staff, pupils and parents and carers to create and maintain a school community where bullying is not tolerated. The school anti-bullying policy has been developed with due regard for our duties and obligations under existing legislation and public sector duties for the safeguarding and wellbeing of all our pupils and we will take all steps to ensure their safety. We acknowledge that:

- All members of the school community have the right to feel safe in school.
- All members of the school community have the right not to experience prejudice and hurtful behaviour at school, whether or not it is directed at them.
- All reported and witnessed bullying incidents should be treated seriously and responded to consistently.
- Intervention should support and empower pupils who have experienced bullying rather than encouraging a view of them as victims.

*Pupils who have been bullied will be supported by:*

- Offering an immediate opportunity to discuss the experience with a member of the pastoral team or a member of staff of their choice.
- Pupils will be reassured and continuous support will be offered. This may involve restoring self-esteem and confidence, working with our Intervention Co-ordinator, offered mentoring or counselling.



*Pupils who have bullied will be helped by:*

- Discussing what happened
- Discovering why the pupil or pupils became involved
- Establishing the wrong doing and the need to change
- Informing parents or guardians to help change the attitude and behaviour of the child

*The following disciplinary steps may be taken:*

- Official warning to cease the offending
- Detention
- Exclusion from certain areas of the school premises
- Removal of break and lunch times, spending those in internal seclusion
- Internal seclusion
- Minor fixed-term exclusion
- Major fixed-term exclusion
- Permanent exclusion
- Police involvement

## Approach to Learning (Attitude)

We track students' attitude towards their learning by using our Approach to Learning grading system (see table below). This is aimed to motivate and highlight intervention opportunities for each student within each subject area to ensure progress is continuous each term. We believe that students' who display high levels of organisation, engagement and a hard working ethic will attain and achieve across their subjects and is a key focal point of our Every Minute Matters ethos.

These ATL scores will be reported home throughout our 3 termly data entry points and be accumulated to give an ATL average score which will be used to track students' whole school performance through our Marriotts Way Learning Zone and trigger teacher and year team recognition, rewards and interventions.

Grading	General	Criteria for guidance
5 – OUTSTANDING	Approach to learning is exemplary in lessons	<ul style="list-style-type: none"> <li>Excellent class contribution and organisation.</li> <li>Drives own learning working towards their target grade.</li> <li>Always tries their best, rises to the challenge.</li> <li>Demonstrates enthusiasm with attitude to reading, CTG and everybody writes.</li> <li>Takes pride in work.</li> <li>Always on time, with equipment.</li> </ul>
4 – GOOD	Approach to learning almost always good in lessons	<ul style="list-style-type: none"> <li>Fully engaged in class through questioning and during lesson activities.</li> <li>Consistently engaged with learning, working towards target level.</li> <li>Tries hard, can need some support with new and difficult tasks.</li> <li>Demonstrates a good attitude to reading, CTG and everybody writes.</li> <li>Rarely disorganised with books and equipment.</li> </ul>
3 – COASTING	Coasts in lessons	<ul style="list-style-type: none"> <li>Sometimes engages independently with tasks and questioning in lessons.</li> <li>Does not always engage with learning at target level.</li> <li>Does not always try their best and can seek to work below their potential.</li> <li>Has to be prompted with reading, CTG and everybody writes.</li> </ul>
2 – DISENGAGED	Does not take ownership of learning	<ul style="list-style-type: none"> <li>Often needs re-focusing from teacher through warnings or prompts.</li> <li>Does not engage with learning at target level.</li> <li>Has been removed from subject lesson during the Module.</li> <li>Does not try their best on tasks, reading CTG and everybody writes.</li> <li></li> </ul>
1 – UNSATISFACTORY	Persistently disrupts flow of lesson	<ul style="list-style-type: none"> <li>Often receives warnings and detentions as a result of own behaviour.</li> <li>Is often removed from subject lessons for disruption.</li> <li>Little engagement with learning.</li> <li>Does not try their best on tasks.</li> <li></li> </ul>

## The Marriotts Way Learning Zone

As a way of tracking our students' success and progress we will be using our Marriotts Way Learning Zone to highlight and monitor where we believe students are meeting the expectations of the school and its motto of Aim high, Work hard, Be kind. These zones will encompass the following key areas we are confident will bring all round success here at Marriotts:

- ATL subject grades
- Attendance
- Behaviour, Respect and Conduct – The Marriotts Way
- Homework scores
- Subject Progress
- English reading reports

There will be clear communication regarding students' zone through each termly report with the first report home to parents anticipated to be at the end of October. Each Zone will have specific triggers for rewards, recognition and interventions respectively. The Zone colour and their basic descriptions are as follows:

Zone	General
5 - Outstanding	Examples to others in the year group
4 - Good	Well engaged with learning and school life
3 - Coasting	Needs to improve learning engagement across the school day
2 - Limits Learning	Needs to improve approach and engagement with school
1 - Unsatisfactory	Must make significant changes to approach

# Student Charter

**In my lessons I will always:**

## **AIM HIGH**

- Take pride in the quality and presentation of my work.
- Complete all tasks to a high standard.
- Respect my learning environment and equipment.

## **WORK HARD**

- Complete my homework to the best of my ability and on time.
- Listen carefully to the teacher at all times.
- Expect to be challenged for any off task behaviour I display.

## **BE KIND**

- Respect my peers.
- Respect all members of staff.
- Respect my learning environment

## **PAUSE**

**P** - Punctuality: arrive on time.

**A** - Attitude: enter the class quietly, engage in starter activity.

**U** - Uniform: is correct and my equipment is ready.

**S** - Sit in correct seating plan.

**E** - End of lesson: pack away and tidy area. Stand behind chairs and leave when dismissed.

## Teaching and Learning

We strive for excellence in all teaching and learning across the school. We believe that every student should receive a positive learning experience every lesson. To achieve this we have five key focus areas:

1. Clear lesson routines.
2. Excellent use of questioning using '*Everybody answers*' to track progress in the lessons, engage the learners and extend their thinking
3. Focus on Literacy through '*Everybody reads*', and '*Everybody writes*' within lessons
4. '*Excellence for all*' ensuring that students are stretched and challenged within the classroom
5. Homework that is focused on key knowledge and retention

Therefore, throughout the year staff receive regular training and monitoring in order to maintain excellent standards in this area.

## Extra-Curricular Activities

Marriotts School offers:

- A breakfast club where students can enjoy a snack or hot breakfast before school.
- A range of clubs and activities after school. These include a range of subject based clubs, for example Science and Drama.
- Specific PE activities that include a varied lunchtime club timetable offering a wide selection of sports. Students are able to use the high specification facilities including the Multi Use Games Areas (MUGA's), Sports Hall, Gymnastic Centre, Olympic trampolines, 3G astro-turf and Fitness Suite.
- There are also after school team training opportunities as the school enter teams into District competitions for Football, Basketball, Netball, Cross-Country, Rugby, Cricket, Rounders and Athletics.

At Marriotts we fully understand that it is what we can offer outside of the curriculum that is crucial to the development of a young person. We strongly encourage our students to take part in as many extra-curricular activities as they can. It is often through team sports and club activities that students learn to be mindful of others, and to appreciate the importance of fair play, honest competition, and good sporting behaviour. Taking part in subject based clubs allows them to extend their interests and their learning beyond what is possible in a normal classroom lesson.

## School Trips

Typical standard trips for Year 7:

<b>Trip</b>	<b>Term</b>	<b>Faculty</b>
Team Building	Autumn	Pastoral
Theatre visit	Spring	English
Kew Gardens	Summer	Science
Residential visit	Summer	Pastoral

There is a wide portfolio of optional trips and visits over the school year which will be shared with parents.

## Mobile Phones and Electronic Devices

The school is a workplace and a place of learning. Making calls, texting and using electronic devices at any time of the school day is not appropriate. Whilst the School Governors do allow phones and electronic devices to be brought to school, responsibility for the phone rests with the student and the school will not take financial responsibility for any loss or damage to any phone under any circumstances – including storage during PE lessons or examinations.

If there is an emergency which requires communication with home, students must speak to a member of staff who will deal with the matter.

**We do not allow students to contact home using their mobile phones while they are at school, if they are unwell or need to contact home this will be done via a member of staff.**

### Student Responsibility

All phones and electronic devices are to be kept out of sight and switched off during the school day. This includes lesson transitions, break and lunchtime. None of these devices can be used whilst on the school site.

**Students are not permitted to listen to music on headphones as they walk around the building or in lessons. Any mobile phones, headphones or electronic devices seen will be taken and looked after by your child's Year Leader until 3.00pm.**

Students must ensure that files stored on their phones or electronic devices do not contain any form of violent, degrading or pornographic images.

Cyber-bullying is completely unacceptable. Students found to be involved in cyberbullying will have their device taken away and will face serious consequences and police involvement.

**Students should not use their phones during the school day to contact parents/carers.**

Where necessary, students will be given supervised access to a phone in an office area if communication with home is essential.

## Equipment

Every student should have a pen, pencil, ruler, eraser, pencil sharpener, set-square, protractor, scientific calculator, and a mix of colouring pencils or felt tip pens. Senior students may require additional equipment.

Your child's equipment will be checked every day and if students are missing a piece of equipment they will receive a behaviour log, which may lead to a detention.

# The Curriculum

The school's curriculum is taught in three stages: Key Stage 3 (KS3) Years 7 and 8 and Key Stage 4 (KS4) Years 9, 10 and 11 and Key Stage 5 (KS5) Years 12 and 13, so that we can effectively meet the learning needs of students.

## Key Stage 3 (Years 7 and 8)

The focus in KS3 is on providing a nurturing learning environment with a specific focus on developing strong basic skills which provide a foundation for good progress in the upper school.

In Year 7 all students follow courses in:

English	Dance
Mathematics	Drama
Science	Music
Geography	Art
History	Design and Technology: Food/Textiles
Modern Foreign Languages.	Design and Technology: Resistant Materials
Computing	Physical Education
Life Skills Programme	Religious Education

In Years 8 students will continue with the subjects detailed in the table above.

Instead of the carousel of French, German and Spanish students experience in Year 7 Modern Foreign Languages, students will study one language to specialise in towards GCSE.

Subjects for KS4 will be selected in Year 8.

## Key Stage 4 (Years 9, 10 and 11)

In KS4 there is a shift towards preparing students for their BTEC and GCSE examinations. There is a wide choice of possible option subjects alongside the core of English, English Literature, Mathematics, Science, Physical Education and Life Skills.

As strongly recommended by the Government, we instruct students to select at least one (and often guide them towards two) of: French, Geography, German, History and Spanish in order to have a broad and balanced foundation in secondary education.

## Key Stage 5 (Years 12 and 13)

The Post-16 curriculum has reflected the considerable expansion of interest in 6<sup>th</sup> Form studies and Post-16. There is also the opportunity to exploit the Stevenage Sixth (4 school consortium) shared options programme. A level 2 programme is also available to suitable students.

As is the case in all Further Education establishments, any student without a good pass in English Language and Mathematics will be required to undertake a resit course to ensure they meet this threshold before the end of Year 13.



## Special Educational Needs

The Learning Support Department has a comprehensive range of intervention and support facilities which are accessed by students via a referral system. Student progress data is tracked and analysed at regular intervals and those students that are falling behind may be referred to the Learning Support Department for additional support.

Students with an Education, Health and Care Plan, (EHCP) and with Special Educational Needs and Disabilities (SEND) Support will be offered support to meet their particular needs. Parents will be invited to become involved in progress and planning meetings, where appropriate.

Some students in Year 7 will be part of a transition support programme following on from primary school. This will enable them to gradually settle into secondary school. They may spend a small amount of their time working outside of lessons with a member of the inclusion team.

Key Inclusion Personnel are: Assistant Headteacher - Inclusion, SEND and Learning Support: Mrs L Tether, [l.tether@marriotts.herts.sch.uk](mailto:l.tether@marriotts.herts.sch.uk)

Assistant SENCo- Mrs S. Alcock Green, [s.alcockgreen@marriotts.herts.sch.uk](mailto:s.alcockgreen@marriotts.herts.sch.uk)

Inclusion Co-ordinator (INCo): Mrs G Ridley, [g.ridley@marriotts.herts.sch.uk](mailto:g.ridley@marriotts.herts.sch.uk)

Inclusion Unit Manager: Mrs L Powell, [l.powell@marriotts.herts.sch.uk](mailto:l.powell@marriotts.herts.sch.uk)

## Religious Education

Religious Education is taught in lessons in Key Stage 3 and through Marriotts Life Skills in Key Stages 4 and 5. In Key Stages 4 and 5, students have the option to study GCSE/A Level Philosophy and Applied Ethics.

## Marriotts Life Skills

**Marriotts Life Skills** is designed to enable students to reach their full potential through a range of curricular and extra-curricular activities. These activities are intended to support students Spiritual, Moral, Social and Cultural (SMSC) development, and their ability to engage effectively as citizens in Modern Britain.

Across the programme there is a focus on relationships, mental and physical health, and British values. These are delivered through discussion, debate and team work. Through **Marriotts Life Skills**, the school seeks to address key elements of its statutory and non-statutory obligations to students in terms of SMSC, Personal, Social and Health Education, Religious Education, Sex and Relationships Education, Race Equality and Community Cohesion.

**Marriotts Life Skills** is organised across three strands, each defined in terms of the concept of relationship:

- \* Relationship with **Self**;
- \* Relationships with **Others**;
- \* Relationship with **Society**.

## **Sex and Relationships Education**

This is education about sex, emotions, relationships and sexual health. The biological elements are included in the Science national curriculum. Other elements are taught through Marriotts Life Skills and Theme Day Activities.

Students are taught about contraception and STI's, as well as the physical and emotional changes that occur during puberty. We also explore and tackle contemporary psychosexual issues facing young people as they negotiate sex, relationships and sexual identities.

We place a specific focus on cultural shifts in technology, media, communication, equalities and diversity. Essentially we encourage students to think about the differences between real sexual relationships and those that are depicted in the media.

## **Homework**

We believe in setting students homework activities to broaden their learning and to equip them with the right tools to meet the challenge of the new GCSE examinations. At the beginning of each module students will be issued content Knowledge Organiser which contains a core bank of knowledge that students need to commit to memory. This will be tested weekly in lessons and will be used to inform the grades that students have achieved.

Activities will be set to engage students with the material and monitored through recall testing and submission of assignments. The homework booklet and accompanying activities will be published through the following website [www.showmyhomework.co.uk](http://www.showmyhomework.co.uk). Students, parents and carers alike will be able to access this through all computers, mobile and tablet devices



# Show My Homework

## Reporting and Understanding Data

We have three formal means of reporting achievement and progress to parents/carers.

### **Termly Reports:**

During the academic year we will report combinations of your child's Approach to Learning (ATL) every term, and a progress report identifying how your son/daughter is progressing towards their target grade. The progress, ATL and Homework judgement will be reported, termly, 3 times a year. Reports will be sent by post, email or handed to your child to bring home.

The first report of the academic year will be accompanied by a guidance sheet explaining all aspects of the reporting system, thereafter guidance will be available on our school website.

### **Information and Guidance Evening**

This is an evening when the Year 7 team share key information with parents and an opportunity for parents to meet with the Form Tutor as part of a group.

### **Parents evening**

This is an evening when subject teachers are available to meet with you to discuss the achievements and progress your child has made during the academic year. This occurs at a key point during the year to support and guide students, as well as to reflect upon learning already undertaken.

All our teachers are available throughout the year, **by appointment**, to discuss with you any concerns that may arise, as well as to acknowledge students' achievements and progress. Alternatively, you can contact them using their email address, all of which are listed on the school website.

## School Reception and Student Services

### School Reception

The School Reception is open to the public from 7.45am until 4.30pm, Monday to Thursday and from 7.450am to 4.00pm on Fridays. The office is manned throughout this time. Our staff are able to help you with any questions or enquiries that you may have and will endeavour to assist you as promptly as they can.

### Students Services

Student Services offers a wide variety of services to students. It is located next to the café on the ground floor.

Student Services is open at the following times:

Before school	8.00am – 8.30am
Break time	10.55am – 11.15am
Lunchtime	1.20pm – 2.00pm
After school	3.00pm – 4.00pm (3.30pm on a Friday)

There are daily checks to ensure students are always fully equipped. Students who are missing equipment are able to buy items at the school's shop at the following times:

Monday to Friday: 8.00-8.30am, 10.55-11.15am and 1.20-2.00pm

Essential items can be purchased at the following prices:

Pen / Pencil	3p
Rubber	5p
Ruler (30 cms)	16p
Notepad	35p
Scientific calculator	£6.35
Ties	£5.25
Aprons	£7.50

All lost property will be stored at Student Services. Should your child lose an item of clothing, equipment etc. whilst at school they should check at Student Services to see if it has been handed in. Please ensure that all items of clothing are clearly marked with your child's name so that in the event of an item being lost, we can return the item to your child as soon as possible. All unclaimed lost property will be donated to charity on a half termly basis.

If your child loses their timetable we can print a new one. If timetables are repeatedly lost, a small charge will be made for a new one.

Students may make phone calls home from Student Services in an emergency, calls cannot be made to arrange social arrangements.

Student Services holds a stock of school aprons and basic stationery which can be purchased by students at a reasonable price at any of the times above.

Any problems with a student's access card or biometric print should be reported to Student Services.

If a student has forgotten their lunch, or money for lunch, they should speak to Student Services as they can arrange for an emergency lunch ticket, or staff will call home for the student.

Student Services also maintains the Biometric system, if you have confirmed we are able to use your child's biometrics, they need to go to Student Services to have their Index finger scanned.

### **Lockers**

Lockers are available for hire, on a first come first served basis, at a cost of £5.00. This hire is valid for the whole time your child is at Marriotts School. If the key is lost a replacement will cost £5.00. If your child loses their key they need to contact Student Services.

## **School Gateway Communication**

Marriotts use an electronic communication system called School Gateway. School Gateway allows two-way communication between the school and the parent/carer via text messaging or email. In order for you as the parent/carer to receive the maximum possible benefits from this new system we require a valid email address and mobile telephone number for the Priority 1 contact.

The School Gateway App allows you to view your child's attendance and you are able to notify the school of any absences regarding your child. You will be able to see their timetable showing you which lessons they have, achievement - showing you how many achievement points your child has accumulated in the current academic year and medical details, showing you the medical information we have on our system for your child. You are able to message back from the App with any changes to your own or child's details i.e. update Mobile phone number or change of address.

School Gateway is monitored throughout the day by the Admin staff at Marriotts, so if you were to send a message, a response would be received shortly after.

If you experience any problems either with the App or School Gateway, please do not hesitate to contact Mrs Goff on [l.goff@marriotts.herts.sch.uk](mailto:l.goff@marriotts.herts.sch.uk) who will assist in resolving any issues.

By downloading the App from Schoolcomms, it will allow Marriotts to communicate with you via text free of charge!



### **The set-up process is simple and will take no more than a couple of minutes:**

1. Search for "School Gateway" in the Apple App Store/Google Play or on your phone go to [www.schoolgateway.com/apple](http://www.schoolgateway.com/apple) (Apple) or [www.schoolgateway.com/android](http://www.schoolgateway.com/android) (Android).
2. Install the app and if you are asked, say yes to "Allow Push Notifications".
3. When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school.

4. The system will send a PIN code to your phone; please enter this PIN code and the App will be activated for you.

As soon as you have the system set-up, all text messages we send you will appear in the App; you will receive notifications/alerts as normal.

You may find the following SchoolGateway contact numbers useful:-

**Absence Text Number: 01438 300121**

This is the virtual mobile number from which absence alert SMS text messages are sent to parent/carers, you can also text this number to report your child absent or inform the school of medical appointments etc.

**Absence Hotline Number: 01438 726999 (Select option 4 and then option 1)**

This is the number parents/carers call to access the automated absence hotline to leave a voicemail message.

**Attendance Email Address: [attendance-team@marriotts.herts.sch.uk](mailto:attendance-team@marriotts.herts.sch.uk)**

**Please inform the school by 8.30am everyday your child is going to be absent from school.**

## WisePay

Marriotts uses WisePay to collect money for school trips online. WisePay can be accessed via the Marriotts school website under the "Parents" section. WisePay is a secure system, which eliminates the need for students to bring cash into school. Cash in school is discouraged and so we ask, therefore, that if you are unable to use WisePay cheques are used as an alternative. There are several benefits to using WisePay, such as it creates a record of all your payments in your user account called 'MyWiseAccount' and refunds can be made via electronic payment rather than a cheque.

Your user name and password are e-mailed out every time there is a school trip, so you simply need to ensure that you have registered your e-mail address with the school and we will do the rest.

Parents are also able to top up cashless catering cards using WisePay. This allows you to view what your child is purchasing in the school canteen and café areas as well as viewing the balance available for them to spend.

Support is available from the school Finance Team, via email to [finance@marriotts.herts.sch.uk](mailto:finance@marriotts.herts.sch.uk) or alternatively please call the school number on 01438 726999.





## Biometrics

Marriotts School uses a Biometric student recognition system. Using a biometric system benefits the school and students; students do not have to remember to bring a card, queuing times are reduced at the catering areas and there is a reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINS.

A biometric measurement of your child's fingerprint will allow your child to:

- Access parts of the building
- Print – there are 6 large printers [two on each floor] work sent to a printer can be collected at any time by using their fingerprint at any of the printers.
- Paying for food – there are two points in school to load money onto prepaid catering accounts. **The till operator will advise the student when their account is running low. Students can also ask the till operator what their current balance is.**

Full details are in the policy which can be found on the school website.

Students on Free School Meals will have their accounts topped up daily. They can pay in extra money if they wish.

## Access / ID Cards

Marriotts School operates an Access / ID card system for students not registered to use the Biometric system. Students are expected to look after cards carefully and NOT lend it to anyone else.

Replacement of lost or damaged cards will be £5.00.

If a student loses/damages his/her card then they should report this immediately to a member of staff at Student Services. Replacement cards cost £5.00. Any balance on the lost/damaged card can then be transferred to the new card. Cards can be topped up with money in the same way as biometric accounts.

If a free school meal student loses/damages his/her card then they are still entitled to the meal of the day but must inform the dining room staff who will ensure the student receives a meal for that day. They will, however, have to purchase a replacement card.



## Sports Centre

Marriotts Sports Centre is managed by the Sports Team who provides a wide range of sporting activities for community users and host regular events and non-sporting activities too.

The Sports Team are always on hand to provide an excellent service for all individuals and groups who use the facilities 7 days a week.

### **Marriotts Sports Centre (MSC) ACTIVE/KIDZONE/COMMUNITY**

MSC Active is open 7 days a week, Monday to Friday 8am – 10pm and at weekends from 8am – 6pm. At MSC Active we aim to deliver the best fitness experience in Stevenage. Our fitness programme provides a wide range of classes to help you improve your fitness and lifestyle. We aim to give all members a unique experience and are a very family orientated fitness team. We have a unique feel, which focuses on the community, and enjoying group exercise for all levels, shapes and sizes. Classes, and/or the gym are £5.00 per session, alternatively you can pay a monthly fee for unlimited classes, gym and sports activities.

We have a dedicated Facebook page <https://www.facebook.com/marriottssportscentre/> and are also on Twitter at @mscactive.

### **Facility Hire**

Facility hire is available for the whole of the Sports Centre and school. We accommodate block and ad-hoc bookings and have over 30 individual groups and clubs currently using the facilities. From a 3G booking, general meeting, family occasion or a game of tennis, we can look after you.

### **Partners and Clubs**

Marriotts Sports Centre is proud to be home to lots of fantastic sports clubs; Marriotts Gymnastics Club, Bedwell Rangers FC, Stevenage FC, Stevenage Storm, Stevenage Scorpions, North Herts School of Dance, Stevenage Judo Club, Fairlands Valley Spartans to name a few.

### **Birthday Parties**

Children's Birthday Parties are very popular at Marriotts Sports Centre. If you would like a party why not visit us to design your own, or alternatively leave it to us to design one for you and take the stress out of your child's important and very special day. To ensure you and your child have a wonderful experience we ensure we provide professional experienced coaches and deliver a wide range of parties. Some of the most popular parties include: gymnastics, football, multi-sports, bouncy castle and trampolining. Whatever experience you want, we can cater for you and your child's sporting needs!

To find out more on what we have to offer please call: 01438 317525 or email [coaches@marriotts.herts.sch.uk](mailto:coaches@marriotts.herts.sch.uk). Alternatively you can visit our website at [www.mscactive.co.uk](http://www.mscactive.co.uk).



# Working Together

## Roles and Responsibilities

The **Headteacher** is responsible for framing a policy which establishes an environment that encourages positive behaviour and regular attendance, discourages bullying and promotes race equality and with other members of the senior leadership team, organising support for implementing the policy.

**Staff** (including support staff, volunteers and teachers) are responsible for ensuring that the policy is consistently and fairly applied, that students are taught how to behave well and are encouraged to attend punctually and regularly. They are also responsible for providing mutual support and for modelling the high standards of behaviour and punctuality expected from students.

**Students** are responsible for shaping and promoting the school's code of conduct and supporting staff and other pupils. Students are able to do this through:

- Student voice.
- Student surveys.
- Student leadership.

**Parents and Carers** are responsible for ensuring their child's attendance and behaviour inside and outside the school, for working in partnership with the school to maintain high standards of behaviour and attendance. They are also able to contribute to the policy through consultation.

**How to share a concern** if at any point you wish to discuss an issue regarding your child with a member of staff we are always keen to hear from you. You can email your child's form tutor in the first instance, who will pass this concern on to the relevant member/s of staff. If you wish to speak to your child's teacher you can email them directly alternatively you can contact the Head of Department or Year Leader, alternatively you can email the school admin account on: [admin@marriotts.herts.sch.uk](mailto:admin@marriotts.herts.sch.uk) or call the school reception on 01438 726999 and they will direct you to someone who can help you. We always want to hear any concerns a parent has regarding their child's learning and progress, attendance, student conduct, bullying, teaching or any other concerns. When you raise a concern you may not hear back immediately but we will always endeavour to get a first response to you within 24 hours and to resolve your concerns as soon as possible. We will regularly seek the views of parents and carers via questionnaires, surveys, parental meetings etc.

### What if I need to speak to the Headteacher?

We are always trying to improve the school's communication. If you have a concern you should raise that in the first instance with your child's Form Tutor, Year Leader or a member of the Senior Team. However, as Headteacher, I would like to pledge to parents that if they would like to speak to me they are able to do so by contacting the school through my **PA, Mrs Peary, [j.peary@marriotts.herts.sch.uk](mailto:j.peary@marriotts.herts.sch.uk)**. I will always phone back within 1 working school day and, if a meeting is needed, I will meet with you within 3 working days.

## Frequently Asked Questions

### **What happens if I need to get in touch with my child?**

Please call the school reception and a message can be relayed to your child. Students may not use mobile phones at any time during the school day including lesson transitions, at break and lunchtime. Please do not call or text your child during school hours. Students who use their phones during the school day will have them removed and looked after until 3.00pm.

### **What happens if my child is ill at school?**

If your child is unwell at school they should tell their teacher, the teacher will then write a note and send them to the school reception where they will be assessed. Reception will call you if your child needs to go home or be seen by a doctor. **Students should not text or phone parents directly if they feel unwell.**

## How you can help your child

- Make sure your child has the right equipment including: pen, pencil, ruler, rubber and scientific calculator. As the students will be expected to take home their exercise books, please ensure that your child has a bag that is large enough.
- Have a copy of their timetable at home. Attach it to the fridge, or wherever is a good place to see it.
- Make sure students organise their bag the night before school in readiness for the following day's lessons.
- Please make sure your child has a coat or jacket that is waterproof to wear on the way to school. However, no outdoor coats should be worn in the building at any time.
- Please encourage your child to get plenty of rest, especially during the first half term which can be tiring for Year 7 students.
- As fizzy drinks are not allowed in school, please encourage your child to bring in bottled water and have a nutritious breakfast as this will help them to concentrate.
- To help your child retain core knowledge you might quiz them on their knowledge organisers/support them with their homework. It would also be helpful to use their exercise books as a prompt to discuss their learning with them.
- If you have any concerns or would like to relay key information please use either email/phone as a way of communicating with your child's Form Tutor.
- To minimise disruption to your child's learning please arrange non-emergency dentist, doctor, optician and orthodontist appointments outside school hours and do not arrange family holidays in term time.
- Do not arrange family holidays in term time.

## Contact Us

### **Marriotts School**

Brittain Way, Stevenage, Herts SG2 8UT

Telephone: 01438 726999

Fax: 01438 318560

Email: [admin@marriotts.herts.sch.uk](mailto:admin@marriotts.herts.sch.uk)

Web: [www.marriotts.herts.sch.uk](http://www.marriotts.herts.sch.uk)

#### OFFICE HOURS:

Reception is open from 7.45am until 4.30pm. (4.00pm Fridays)

### **Marriotts Sports Centre**

Telephone: 01438 317525

#### **Message from the Headteacher**

One thing we are always trying to improve is the school's communication. I know that often if you have a concern you will raise that directly with your child's Form Tutor, Year Leader or a member of the senior team. However, as Headteacher, I would like to pledge to parents that if they feel they would like to speak to me personally they are able to do so by contacting the school through my PA, Mrs Peary, [j.peary@marriotts.herts.sch.uk](mailto:j.peary@marriotts.herts.sch.uk). I will always phone back within one working school day and, if a meeting is needed, I will meet you within three working school days.

Thank you for putting your faith in Marriotts School.

# The Marriotts Home/School Agreement

This agreement outlines how the school, parents/carers and students will work in partnership to help meet the needs of each student. Under each section we would get you to sign, confirming that you have understood the expectations mentioned:

## Parents/Carers

### I/We will:

- Ensure that my/our child is organised for school – in correct uniform with all necessary equipment.
- Ensure my/our child attends on time and notify the school if he/she is late or absent.
- Encourage my/our child to have a positive approach and attitude to learning.
- Support and encourage my/our child in his/her school work.
- Ensure that my child completes all homework set.
- Notify the school if any situation is likely to affect my/our child's learning.
- Make the most of all opportunities to meet with staff and encourage a dialogue between the school and home.
- Support the school Rewards and Behaviour for Learning Policy including same day detentions.
- Not make requests for my child to be out of school during term time other than in exceptional circumstances this includes holidays.
- Encourage my/our child not to engage in discrimination, harassment and victimisation of others.
- Engage positively and politely with school staff.
- Share any concerns that you have regarding school in a timely fashion, inform the school through the correct channels.
- Attend IAG and parent consultation events.

We have discussed the above agreement and are pleased to co-operate with the school in upholding these standards

## School

### Marriotts will:

- Expect all members of the school community not to engage in discrimination, harassment and victimisation.
- Expect students to attend school in correct uniform and have the necessary equipment for lessons.
- Work with parents/carers and students to encourage regular attendance and excellent punctuality.
- Deliver the curriculum in terms of lessons and homework, ensuring work is marked and provide support for all students in order that learning needs are met.
- Expect students to behave positively, have a good approach to attitude and learning, respect each other and together create a safe learning environment for all.
- Take appropriate action in cases of student misconduct.
- Respond to parental concerns relating to the welfare of students.
- Respond to parental concerns in a timely fashion in accordance with school policy.

- Support parents/carers and students through regular consultation evenings, reports and other forms of communication.
- Keep parents/carers informed of school events and activities.
- Ensure there is a culture of safeguarding and that all students have a safe and secure learning environment.

### **Student**

#### **I will:**

- I will follow the school rules: Aim High, Work Hard, Be Kind, Respect – Attitude – Ownership, Community Code.
- I will follow our whole school strategy: The Marriotts Way; Every Minute Matters; The Learning Journey; Everybody reads and writes well.
- I will respect all members of the Marriotts Community.
- I will respect the gender, race, religion and views of all members of the Marriotts Community.
- I will attend school and lessons punctually every day.
- I will attend school fully equipped every day.
- I will wear my correct uniform smartly every day.
- I will take pride in my work and complete all tasks and homework on time and to the best of my ability.
- I will represent Marriotts positively and promote safety in the local community.
- I will strive to be aspirational, a leader and role model to my peers and contribute positively to the Marriotts Community.

We have discussed the above agreement and are pleased to co-operate with the school in upholding these standards.





**Aim high. Work hard. Be kind.**