

Bennett Memorial Diocesan School

Information for Parents



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School Uniform

The aim of the Bennett uniform is to ensure that students are smartly, simply and safely dressed in a practical style suitable for school life and activities. Equally, of course, the uniform identifies each student as a member of the Bennett community, both within and beyond the School. It is most important for the image of the School that students create a positive impression by presenting themselves confidently and smartly in public.

The uniform requirements are:

- Bennett kilt* or black uniform straight legged trousers*
- Bennett Blazer*
- White Bennett blouse with Bennett crest* or white shirt with Bennett tie*
- Bennett jumper* – not compulsory; can be worn under but NOT instead of blazer
- Summer dress* (optional) can be worn in terms 1, 5 & 6 only
- Summer shorts (optional) for year 7 & 8 only. To be purchased from M & S*
- Short sleeved shirts (optional) can be worn in terms 1, 5 & 6 only, still to be worn with tie*
- Guild colour (available from the school)
- Black, sturdy, waterproof shoes (not boots or trainer style, including those sold as school shoes, leather Vans or Converse or similar; heels no higher than 1 inch).
- Dark plain coloured socks with trousers
- Plain black tights with kilt
- Short dark socks or plain black tights can be worn with summer dresses
- Plain black outer coat (no 'hoodies', no leather and no logos)
- Plain black scarf (optional, but no other scarf may be worn)
- Plain black belt (optional)
- Plain black hair accessories

*All of the asterisked * items above MUST be obtained through SIMMONDS of Tunbridge Wells*

*Students in year 7 & 8 may wear black, regular leg shape, regular fit and regular length shorts from M & S in terms 1, 5 & 6 only

https://www.marksandspencer.com/2-pack-boys-regular-leg-shorts/p/clp60091661?color=BLACK#intid=plpnav_swatch

UNIFORM NOTES

- Kilts, summer dresses and skirts must not be shortened or altered in any way.
- Students are not allowed to wear make-up in school.
- Students are not allowed to wear jewellery with the exception of a single discreet ring and/or a discreet chain and cross. No earrings or facial piercings are allowed. No jewellery may be worn in PE.
- Additionally, girls are allowed to wear one small, silver or gold stud only in each ear lobe
- No sweatshirts with hoods ("hoodies") are permitted.
- No denim, leather or imitation leather.
- Students may not have extreme hairstyles eg unnatural or contrasting colours, extremes of length, shaved or shaved patterns in hair. Hair should never be shorter than number 2 and must also be appropriately tapered between the shorter sides and back and any longer hair on top. Hair at the front must be short enough that eyes are not covered.
- No facial hair is allowed
- No shaved eyebrows or patterns in eyebrows are allowed
- Students wishing to observe Islamic dress may wear a simple headscarf (hijab) which should be of a plain colour. Items of clothing which fully or partially cover the face are not permitted.
- ***Any non-uniform items will be confiscated and alternatives will be provided by the school where possible. Parents may be required to collect items from the school for repeat offences.***

Students take full responsibility for all items brought into school and no compensation will be paid in the event of loss or damage to confiscated items. The school reserves the right to make a final judgement about the suitability of an item of uniform or appearance.

It is your responsibility to be correctly dressed as a student at all times. If you are not correctly dressed, any teacher can give you a yellow uniform penalty point, which is recorded on ipoints, and a uniform detention. Students receiving several points may also be placed on uniform report for one week. You will have to present this to every teacher in every lesson to certify that you are wearing the school uniform correctly. Any transgressions that cannot be rectified immediately may result in isolation.

You can be given a penalty point or lunchtime detention for any of the following:

- 1) Not having any required items of uniform with you (including blazer and correct shoes)
- 2) Not having your tie done up properly showing seven silver stripes under the knot
- 3) Having your top button undone
- 4) Not having your shirt tucked in
- 5) Having your skirt too short or rolled up
- 6) Wearing obvious or large amounts of make up or any nail varnish
- 7) Wearing any jewellery or accessories other than what is allowed
- 8) Wearing coats or other outer wear other than what is allowed
- 9) Wearing your trousers too low
- 10) Having an unacceptable hairstyle

Any student receiving 4 lunchtime uniform detentions will receive an afterschool detention. If a further lunchtime detention is issued it will result in a Saturday detention also being issued. Further sanctions may include exclusion.

If your uniform is excellent, your form teacher can give you achievement points. You will also receive achievement points for not receiving any yellow points.

In extremely hot weather the following dispensations will apply upon direction of the Headteacher:

- Ties can be removed
- Blazers can be removed
- Short dark socks can be worn with kilts.

Please ensure you bring blazers/ties and black tights into school unless you have already been informed otherwise.

P.E. KIT

The following PE Kit is required for various activities at School.

Items in SECTION ONE should be ordered through Simmonds of Tunbridge Wells.

Items in SECTION TWO may be purchased through the supplier of your choice.

SECTION ONE

| Item | Compulsory or optional |
|---|-------------------------------------|
| Black tech polo shirt OR black tech t-shirt both with logo | Compulsory |
| Black shorts OR skort with logo | Compulsory |
| Guild T-shirt* | Compulsory |
| School rugby top | Compulsory for anyone playing rugby |
| Bennett sports top | Optional |

SECTION TWO

| Item | Compulsory or optional |
|---|------------------------|
| Black football socks | Compulsory |
| White sport socks | Compulsory |
| Shin pads | Compulsory |
| Trainers | Compulsory |
| Football boots / Rugby boots - not blades | Compulsory |

NOTES:

- Further items eg. Gum shield for rugby may be required
- Plain black base layers/skin (tops and bottoms) are strongly recommended for outside activities during the winter.
- Towel for washing is recommended.
- Every piece of kit **must** be named.
- No jewellery may be worn in PE – this includes earrings.
- Long hair **must** be tied back for safety reasons.

****You will be informed of your child's Guild at the New Entrants Welcome Evening in June.***

Second-hand Uniform Shop and Lost Property

Items handed in to lost property are checked for evidence of the owner's identity. If it is named, the item is returned to the student. If the item is not named, it stays in Lost Property for 3 months and is then given to the School Shop. It would help us enormously if you could ensure that all of your child's equipment and clothing is properly named.

The School Shop gradually acquires a whole range of school uniform from various sources, which is made available to Student Welfare for families in need, and is also available for parents to buy. If parents are interested in acquiring items of uniform from the School Shop they should either telephone the school and ask for the Lost Property Manager or email lostproperty@bennett.kent.sch.uk.

Second-hand uniform is made available to parents in exchange for a donation to charity. The School Shop is open every day of the school year.

Required Equipment

We have tried to set out here as many of the equipment costs that we anticipate arising for parents of students joining Y7 in one place. Further visits may arise during the course of the year. We have done this at this stage following feedback from parents who suggested that it would be helpful to know anticipated costs.

- Pencil case*
- At least two black/blue pens*
- Green pen
- Red pen*
- Protractor*
- Pair of compasses*
- Pencil*
- colouring pencils*
- Highlighter pen*
- Whiteboard pen*
- Rubber
- pencil sharpener *
- 30cm clear ruler*
- Scissors (rounded tip) and glue*
- Casio FX85GT Plus calculator
- School Bag
- PE Kit Bag

A fully stocked pencil case with all the starred items above can be purchased at a cost of £5 details of how to purchase this will follow

Science and maths revision guides

We recommend that students have their own copy of the science revision guide (approx. £6.50) and maths revision guide (approx.£2.50) wherever possible, so that they will be able to annotate them. There will always be copies on loan during lessons. These can be purchased through Parentpay in September

Food studies practical bag: All students follow a Food Preparation and Nutrition Course in key Stage 3. Students require a food bag for safely carrying food ingredients to school and completed dishes home. Bennett Food Bags, which have been designed specifically for this purpose can be purchased through Parent pay in September (approx. £2.75).

White food studies aprons can be purchased also through parent pay in September approx (£6.99)

Parentpay please note items can only be purchased through Parentpay from the beginning of September and will be distributed to students in lessons.

Rewards at Bennett

Students will have many opportunities to be rewarded at Bennett for their academic progress, personal development and their contributions to the community ethos of the school. There are two types of points that can be awarded; **Achievement points** and **Guild Points**.

Achievement Points

These will be recorded by teachers on Ipoints programme; students and their parents will be able to see how many points have been earned and how close the student is to achieving their next certificate.

Students will be awarded with certificates throughout the year in tutor time or in assemblies.

Below are some of the ways students can earn Achievement points. Teachers may also issue Achievement Points for other achievements, which are not listed here:

| Achievement Points | |
|---|--|
| Making a positive contribution in class Completing class work well. Completing good homework on time. Completing extra work in your own time. Meeting your target. Exceeding your target (meeting 8/9 target (yr 10/11) Coursework deadlines and standards met (yr 10/11) | Developing good leadership skills. Learning to work well in a group. Showing that you can work independently. Improvement in subjects. Showing good research skills. Overcoming a personal challenge Planning for post 16 life (year 11) |

Achievements in the above categories will attract 1 or 2 Achievement Points. Overcoming an exceptional personal challenge will earn up to 10 Achievement Points.

| | |
|--|------------------------------|
| Always being on time in the morning. | 1 Achievement Point per week |
| Always wearing your uniform in the correct manner. | 1 Achievement Point per week |
| Representing your tutor group. | Up to 5 Achievement Points |
| Contributing to charity. | Up to 5 Achievement Points |
| Acts of kindness / helpfulness. | Up to 5 Achievement Points |
| Taking a pro-active role in assembly. | 5 Achievement Points. |
| Contributing to tutor group worship. | Up to 10 Achievement Points. |

Achievement Certificates

Years 7 to 10 Students will need the following number of Achievement Points in order to achieve certificates:

| |
|---------------------------|
| Gold Certificate |
| 600 Achievement Points |
| Silver Certificate |
| 400 Achievement Points |
| Bronze Certificate |
| 200 Achievement Points |

Guild Points

Guild points are for activities that take place beyond the main curriculum. They reward a student in three main areas: participation; inter-guild competition and acts of service.

Unlike Achievement points which re-start year on year, Guild points accumulate every year and recognise both the individual and their contribution to their guild. Each student can view their progress in the Ipoints programme. Examples of what qualifies for each of the categories is set out below. Inter-Guild points are awarded by form tutors; Participation points by the head of a club or activity; Acts of Service points by the tutor or Head of Guilds, Mr O'Neal.

Inter-Guild Competition

| Action | Reward |
|--|---------------------------|
| Participation in an inter-guild competition or event | 1 point per competitor |
| Progression to the next round in a competition | + 1 point per competitor |
| Victory | + 3 points per competitor |

Acts of Service

| Action | Reward |
|--|--|
| Verifiable act or acts of service done towards and within the school or the wider community, as an individual or part of a group. (This may include volunteering, coaching, fundraising, charitable campaigning, &c.) | 1 point for occasional acts of service 2 point per term for regular acts of service |

Personal Achievement

| Action | Reward |
|---|--|
| Regular attendance at a club | Up to 2 points per term |
| Regular attendance at choir, orchestra or any other musical ensemble | Up to 2 points per term |
| Representing the school externally in competition, e.g., rugby, netball, chess, young enterprise, debates, etc. | 1 point per sports fixture 3 points per music fixture |
| Duke of Edinburgh: bronze | 10 points |
| Duke of Edinburgh: | silver 20 points |

Guild colours are a recognition of the service a student has done to their Guild over many years and can be worn upon the uniform as a visible token of their service. In order to win Guild half colours and Guild colours, students must meet a minimum achievement in **all three areas** as well as meeting a threshold in total number of points combined. It is expected that by year 10 a good number of students will receive half colours and that some will begin to receive full colours.

Behaviour Expectations

Introduction

Every student has the right to learn, develop and live in the Bennett community without disruption. Every member of the community, students, teachers and all other staff are entitled to be treated with respect by others. These expectations with regard to behaviour extend to behaviour in class, around school and beyond.

A consistent approach to behaviour management

The most important thing of all, when establishing good behaviour, is consistency. Where there is inconsistency in schools, children are more likely to push the boundaries. If students think there is a chance that the school will forget about the detentions they have been given, then they are unlikely to bother to turn up. If they get away with it, the threat of detention will be no deterrent in the future.

It is important that students, parents and staff work towards good behaviour and discipline at Bennett within a clear, common, shared framework of expectations. Students have responsibility to meet these expectations at all times. Parents have responsibility to support the school in ensuring these expectations are met. Staff have responsibility to implement these expectations at all times and to challenge any poor behaviour observed. Details of the student and parent commitment are published in the school planner and these should be read carefully and signed each year.

Strong school leadership

Bennett Memorial school leaders are uncompromising in their expectations and do not settle for low standards of behaviour. They do not shy away from challenging teachers, parents or pupils, where this is necessary. We are aware that students feel safe and thrive when there are strict, clear rules that are applied consistently.

Student behaviour expectations

The following expectations will be shared regularly with all students and be on display in teaching rooms.

- You must arrive for your lessons on time for the start of the lesson
- You should line up in silence outside the classroom until your teacher invites you to enter
- Your uniform should be worn correctly at all times; teachers will instruct you when blazers may be removed
- You should sit where you are told to sit in the classroom
- You must be silent and pay full attention during lessons and carefully follow all of your teachers' instructions
- You may not use mobile phones or headphones during the school day
- When you leave your lesson as directed by your teacher it is really good to express your thanks for the lesson
- When a visitor comes into your classroom, you should stand up until asked to sit by your teacher
- You must bring all of the equipment needed for your lesson
- You should take pride in your work

Key behaviour principles – current areas of focus

Good behaviour for learning

All students are expected to be on task at all times throughout all lessons. This means that they are silent unless instructed to speak by the teacher; they are actively listening and demonstrate this by looking at the teacher and tracking their movements; they make accurate notes for future reference whenever a teacher directs them to; they get their equipment out at the start of a lesson and do not fiddle with it; they do not turn around or try and attract the attention of other students in any way.

Students will also behave in a purposeful manner outside of lessons. Moving quietly and swiftly between lessons and following instructions from members of staff at all times. All late arrivals will be sanctioned. Whenever silence is required, either in the classroom or around the school, a member of staff will raise their right arm. All students will immediately become silent.

No answering back

We know that successful students trust that teachers' instructions are given to help them succeed. Students need to learn self-discipline and must never answer back. If a member of staff asks a student to do something, they must do it straight away. We expect students to trust staff and never question an adult's decision. If a student

feels that they have been treated unfairly, they must still follow the instruction first time, every time. Later, in their own time, students may approach the adult to discuss the situation politely and respectfully. If a student feels uncomfortable approaching the member of staff then they should speak to their tutor, year manager or a member of LMT in the first instance.

Appearance

All Bennett students are expected to take pride in their appearance and their school. It is the responsibility of the student to be correctly dressed at all times. If students breach any part of our strict uniform code they will be given replacement items to wear. They will also be issued with a yellow point and a lunchtime detention. Any transgressions that cannot be rectified immediately will result in isolation. We do this to ensure that all students are treated fairly. Further details can be found in student planners and on the school website. The school will make the final judgement about the suitability of an item or appearance.

Prohibited items

The primary responsibilities of a school are to provide a high-quality education and to ensure that all students are safe. There are a number of items that are not allowed in school in order to allow us to ensure these responsibilities are met. These items include: illegal items, alcohol, smoking materials including vapes, chewing gum, spray deodorants, large sums of money, valuables, unhealthy snacks and drinks.

Mobile telephones are not to be switched on or seen on the school site. We think it is really important for students to have a break from using their phones in order to concentrate on their school work and to allow normal social interactions. This also minimises the chance of the inappropriate use of the camera facility and social media. If a mobile phone is used in school, including the camera facility, it will be confiscated, along with headphones if necessary, and it will need to be collected from the main office at the end of the day. If the phone is confiscated for a second time, a parent will need to collect the phone from reception. Students who repeatedly breach this expectation will be required to hand their phones into their year manager at the start of each school day.

Chewing gum must not be brought into school as we find we have to spend time and money removing chewing gum from around the school site. Students with chewing gum will be issued with an afterschool detention during which they will be required to remove chewing gum from the school site or complete other community service. Students repeatedly found with chewing gum will be issued with a Saturday detention.

If any prohibited items are seen by a member of staff they will be collected and kept until they can be collected by a parent. Illegal or age inappropriate items will not be returned.

All staff at Bennett Memorial believe that students should be given a second chance. They will not hold grudges and all students will be welcomed back positively into the learning environment following the implementation of any sanction.

Parents can monitor their child's behaviour through the ipoints programme which is accessed through the Parent Portal App. Teachers will record that they have dealt with a failure to meet expectations through issuing a penalty point; red for incomplete homework, orange for lack of equipment, yellow for incorrect uniform/appearance and blue for inappropriate behaviour (disruptive/lack of focus/ prohibited item etc). The ipoints programme will also show positive ipoints awarded for hard work as well as guild points indicating contributions to their guild and the wider school.

Cashless Catering System

At Bennett Memorial Diocesan School, we operate a cashless system using biometric fingerprint scans. We opted for this system for several reasons:

- It is secure – you cannot lose your finger unlike a debit card or cash
- It is non-transferable – no student can be pressurised into buying anything for anyone else because you cannot ‘lend’ your finger to anyone else
- There is no temptation for students to spend the money on other things in or outside school
- It is fast, certainly much quicker than students paying by cash, and faster than most debit card readers, and thus reduces queuing times for students
- It does not infringe privacy, in our view, because the fingerprint is not stored, only a digital code derived from the fingerprint scan. It is not possible for a fingerprint to be reconstructed from the code

Schools that use biometric systems have a legal obligation to obtain the written permission of both parents (and all adults with parental responsibility for a child) before the biometric scans take place. If any parents have particular concerns about the privacy aspect of the system, please contact the School Business Manager, Mrs S Woods.

So that user accounts for each student can be set up for the beginning of term, (we usually scan students on the first day of term), would you please complete the enclosed form and return it to the Finance Office at Bennett Memorial School.

Canteen payments are made and topped-up on-line through ParentPay. User IDs and passwords for ParentPay will be posted to parents towards the end of August.

Bennett Music Academy

At Bennett Music Academy (BMA), we believe that when young people make music together, they work towards a common goal that has the potential to affect lives in a very positive way. To support this principle, BMA provides a platform for the provision of high-quality music and outstanding performance opportunities for all music students.

Our recent achievements include:

- Winning the 2016 National Pro Corda Chamber Music Competition. Bennett Memorial is the only state school to have won this prestigious award
- An outstanding production of 'The Sound of Music'
- An involvement of around 500 Bennett students singing, playing and taking instrumental and/or singing lessons, as well as their commitment towards our ensembles and other instrumental and choral groups

Other recent performances have included:

- Choral Evensong at Rochester Cathedral
- A Gala Concert at St. James Church, Tunbridge Wells
- A concert in St. James' Park, London
- A Concert Tour to Tuscany, Italy
- A series of instrumental and vocal concerts

If you choose to learn an instrument or to sing with BMA, you will experience music and performance of all genres. We are passionate about music and hold a central vision for Bennett to drive excellence in music education. Whether you have already started learning an instrument or to sing during your primary school years or you are a complete beginner, we are committed to fostering your interest in music and developing it further.

All BMA teaching staff are professional musicians with a strong commitment for teaching and developing their students' skills, confidence and expression in music. The tuition offered includes: piano, organ, violin, viola, cello, double bass, trumpet, French horn, euphonium, trombone, tuba, flute, oboe, clarinet, bassoon, saxophone, drum kit, orchestral percussion (xylophone, glockenspiel, timpani, snare drum), guitar (bass), electric guitar, classical guitar, recorder and singing.

Students receiving singing lessons will be required to join the school chamber choir for one weekly rehearsal and expected to take part in concert performances. All other instrumentalists, once the appropriate level of musicianship has been mastered, will be encouraged to join certain groups and invited to play in others.

Bennett Music Academy fees are £180 per term for 10 x thirty minute lessons. Music bursaries are available to students who satisfy the criteria as set out on the school website. Information on instrument hire and music bursaries can be found on the school website.

Please find enclosed a BMA application form for instrumental/vocal lessons. Once completed, it should be handed in to the school office. Please keep a copy of our terms and conditions for your reference.

We look forward to receiving your application and to many years of excellent music making.

LESSONS & INSTRUMENTS

1. There will be 30 lessons per academic year (an average of 10 per BMA term).
2. The lesson timetable will be rotated to ensure students do not miss the same curriculum subject each week. Timetables will be displayed on the music notice board and emailed to parents. It is up to the student to check their lesson times.
3. Lessons missed by pupils will not be credited, unless adequate notice has been given to the teacher and it is possible for them to rearrange their schedule. There will be no credit for leave taken by pupils during a term, or for lessons missed due to student sickness or school trips. It is the student's responsibility to arrange a swap with another student once timetables have been published; parents are welcome to email BMA staff directly as soon as a potential clash becomes apparent. Please note that music lessons continue during exam periods and students affected by exams/study leave should contact their teacher well in advance to arrange an alternative timetable.
4. Should a lesson be cancelled due to circumstances beyond the control of the teacher, they will take all reasonable steps to make it up. This includes days where the school is shut to students.
- 5. If you wish to discontinue lessons, written notice must be given to the instrumental /vocal teacher and the BMA Administrator at or before the fifth lesson, or half the *following* lesson fees must be paid (£90).**
6. Lessons will continue from one academic year to the next unless the correct notice is given or the student leaves the school.
7. BMA and its teachers reserve the right to discontinue lessons at any time.

PAYMENT

8. Lessons are arranged in blocks of ten and must be paid for in advance. Please note some terms may contain more than 10 lessons and therefore invoices may be issued at the start of the next 10 lessons instead. Payments are made directly to the teacher (details on invoice).
9. Payment for lessons must be made by the date specified by the teacher; if payment is not received by this time, the student will not be included on the timetable.
10. Details of the music bursary can be found on the Bennett website. If you are eligible, you will need to notify the School Business Manager of any changes in financial circumstances during the year.

YOUR COMMITMENT

11. Please make sure that your child brings their instrument to the music lessons at school (excluding piano and drums) and takes them back home afterwards.
12. Please arrange a fixed practice time at home if possible. We strongly recommend that voice and instrumental students practice for at least for twenty minutes daily. More after a year or two.
13. Please support your child by ensuring they know the dates and times of their music lessons.

Electronic Systems

Teams

Teams is our virtual Learning Platform. It aims to improve the home-school link and make learning outside the lessons easier and more accessible. All students have a login and homework is set and handed in on Teams. Parents will also have a login and you will be able to check your child's attendance, homework and iPoints (our rewards system). **There will be training sessions and you will be given user IDs and passwords during the first half term.**

User Name _____

Password _____

Pupiltracking

Pupiltracking is a secure web-based program which enables you to access your child's reports, read them online or print them out. You will receive 2 assessments with basic information and 1 full report each year. **There will be training sessions and you will be given user IDs and passwords during the first half term.**

User Name _____

Password _____

Parentpay

Parentpay allows you to top up your child's lunch account and pay for trips. **You will be sent your user ID and password towards the end of August.**

User Name _____

Password _____

Parent Consultation Evenings

You will have one consultation evening each year. Appointments with teachers are booked using an online system. You will be sent details of how to use the system about a week before the consultation evening; dates for the consultation evenings will be published in the school calendar on the website in September. We expect your child to attend the consultation evening with you.

On-line Safety – Code of Conduct

This code of conduct applies at all times, whilst using school equipment. User areas on the network will be monitored and the school reserves the right to delete unsuitable files, intercept e-mails and to block sites considered inappropriate in school. All users are required to follow the conditions laid down in the policy. Any breach of the conditions may lead to withdrawal of the user's access to the network as well as the Internet and will also be considered a disciplinary matter.

General Network Use

- Only access the network using your own username and password, which must not be given to any other person.
- Do not trespass into other users' files or folders.
- Check work for accuracy before printing and avoid wasting paper by unnecessary printing.
- Treat the computers with respect – any attempt to damage equipment will result in disciplinary action.
- Only work data files may be loaded from a memory stick into your area.
- Do not use the network in any way that would disrupt use of the network by others.
- Use of a computer system without permission or for a purpose not agreed by the school could be a criminal offence under the Computer Misuse Act 1990.
- Inform a member of staff immediately if a security problem is identified. Do not demonstrate this problem to others.
- Students' Personal Computer equipment must not be plugged into the school network without prior consultation with the ICT Technical staff.

Internet Access

- Only sites that are appropriate for educational use should be accessed.
- The internet may only be used under supervision. 6th Form are allowed unsupervised access but the privilege will be withdrawn immediately should this be abused.
- Files must not be downloaded without permission from the teacher concerned.
- Copyright and trademarks must be respected. Text and pictures must not be copied from the Internet without acknowledging their source.
- No unauthorised software or games may be downloaded or played on the school computers.

E-Mail

- Users are responsible for e-mail they send and for contacts made. E-mail must be carefully written and polite.
- There must be no sending, accessing, creating or displaying of offensive language, sounds or images which are likely to cause offence, inconvenience or needless anxiety.
- E-mail may only be sent using the official school e-mail address: - username@bennett.kent.sch.uk Anonymous messages must not be sent. E-mail use is provided primarily for educational purposes.
- No home addresses, telephone numbers, personal information or photographs of yourself or others may be given to any strangers contacted over the network.
- Any unpleasant messages or material received must be reported immediately to a member of staff. Check with a teacher before opening any e-mail attachments or completing online questionnaires or subscription forms.

Disclaimer

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damage suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

Full details of the school's 'Online Policy' are available on the school web site.

The Bennett Partnership

The Bennett Partnership

Bennett is a Church of England school, and our distinctive identity and ethos inform our approach to living and learning. In this context the school seeks to work in active partnership with parents and students, and to be a community where the values of church, home and school are shared.

The School's Aims

We believe in the potential of every boy or girl who comes to us, both academically and personally and so we seek to enable students to fulfil their potential. Our faith in our students means that we aspire for excellence, and that we celebrate and value achievement in all spheres and at all levels.

At Bennett young people should develop confidence in themselves; confidence breeds success.

Bennett students should learn to live and grow alongside others in a vibrant, inclusive and open learning community, underpinned by Christian belief and values.

We aim to foster values of courage and gratitude, service and perseverance, courtesy and consideration, tolerance and respect for difference, and put them into practice daily. We seek to encourage respect for democracy and support for participation in democratic processes.

The School's Ethos

The ethos of the school is rooted in its Church of England foundation. As a Church school, Bennett provides opportunities for regular prayer and worship, and the celebration of the Eucharist, in which all members of the community are encouraged to participate. The keynotes of our community life are co-operation and respect between all teachers and students. We aim to base relationships within the school community on openness and trust. Parents have the right to withdraw their child from RE and/or collective worship.

The School's Commitment:

Within the limitations set by the resources available, the school will in pursuit of its aims and ethos:

- Ensure that opportunities for prayer, reflection and worship are provided regularly for all students, and that the life of the community is rooted in Christian values, with relationships of co-operation and respect;
- Provide a broad, balanced and appropriate curriculum for all students whatever their starting point, with challenge for all and high-quality teaching and support for learning at all levels;
- Provide a strong framework of pastoral care and individual guidance for all students, ensuring that parents are kept regularly in touch with the progress and development of their child and of any matters of congratulation or concern;
- Ensure that the school provides a secure and safe environment for students, and that buildings, equipment and the school environment are maintained at the highest possible level.

The Parents' Commitment:

Accepting their vital role in the educational partnership, parents will:

- Support the school's aims and ethos by encouraging their child to take a full part in the Christian life of the school community, and in the opportunities for prayer, reflection and worship offered;
- Support their child's learning by ensuring that he or she attends school regularly with full equipment and uniform and completes fully all work assignments set for coursework and homework;
- Support the school's policies regarding attendance and punctuality thereby ensuring high attendance and good punctuality;
- Support the school's pastoral and guidance role by ensuring that the school is made aware of any aspect of the child's personal and home circumstances which may cause concern or affect his or her performance;
- Support the school's expectations by encouraging their child to respect the school staff and fellow students with whom he or she works, to treat the school site, buildings and equipment with care, and to be properly dressed in accordance with the school's uniform requirements at all times.

The Student's Commitment:

Accepting their own responsibility as learners and members of the school community, students will:

- Participate positively in the opportunities for prayer, reflection and worship offered at school, and contribute to the life of the community by giving their co-operation and respect to others, both school staff and fellow students;
- Engage actively in learning by full participation in lessons, by completing all work set at school and all homework and coursework to the best of their ability, and aim to achieve excellence in all their school activities;
- Talk to their teachers and pastoral staff about any problems with school work and about any situation or difficulty which may affect their performance at school;
- Treat their fellow students, teachers, and all who work in the school with respect and courtesy, and treat the school site, buildings and equipment with care;
- Be properly dressed in accordance with the school's uniform requirements at all times.

Privacy Notice – How we use pupil information

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

Bennett school collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is **Mrs Catherine Dottridge, Chief Financial Officer, Tenax Schools Trust.**

The personal information we collect and use

Information collected by us

In the course of providing education we collect the following personal information:

- Personal information (such as name, unique pupil number, contact details, language, nationality, country of birth, National Curriculum assessment results, and free school meal eligibility)
- Special category characteristics
 - o Ethnicity
- o Special educational needs (SEN) information and additional educational needs (AEN) Relevant medical information
 - o Attendance information (such as sessions attended, number of absences and absence reasons and exclusions)
 - o Photographs (for identity purposes) and CCTV images

We also obtain personal information from other sources as follows:

- Personal information, special category information, assessment results and SEN information from schools that you previously attended, as part of the data transfer arrangements
- Service support and involvement information from LA teams working to improve outcomes for children and young people (such as SEND, Early Help, Free School Meals, Admissions)

How we use your personal information

- We use your personal information to:
- Support pupil learning and wellbeing
- Monitor and report on pupil progress
- Moderate teacher assessment judgements
- Provide appropriate pastoral care and support services
- Assess the quality of our services
- Comply with the law regarding data sharing
- Support you to decide what to do after you leave school
- Support or improve educational provision
- Ensure no children are missing education
- Support children at risk of permanent exclusion
- Support the primary, secondary and in-year admissions process
- Safeguard children and young people
- Improve the education and services we provide
- Administer pupil waiting lists
- Get in touch with you when we need to
- Carry out research

How long your personal data will be kept

We will hold your personal information securely and retain it from when your child applies to join our school, during their time at our school and beyond their attendance at our school if this is necessary to comply with our legal obligations. Our Records Management Policy sets out how long we keep information about pupils, a copy of which is available on the Tenax Trust website, after which the information is archived or securely destroyed.

Reasons we can collect and use your personal information

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989, the Safeguarding Vulnerable Groups Act 2006, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

If there is processing or sharing that relies on your consent, we will make this clear to you and ensure we seek your consent.

Who we share your personal information with

- Department for Education (DfE) (statutory for school funding and educational attainment policy and monitoring) and other government agencies and local authorities as required (e.g. to resolve funding queries)
- Pupils' families and representatives
- Relevant Local Authority teams working to improve outcomes for children and young people
- Commissioned providers of local authority services (such as education services)
- Schools or colleges that you attend after leaving us
- Local forums with schools and relevant Local Authority representatives which support in-year fair access processes and support managed moves between schools
- Local multi-agency forums which provide SEND advice, support and guidance (such as Local Inclusion Forum Team (LIFT))
- Partner organisations signed up to formal Information Sharing Agreements, where necessary, which may include Police, school nurses, doctors and mental health workers and Community Health NHS Foundation Trusts
- Schools in our local collaboration, to enable the moderation of pupil assessment outcomes, to support collaborative working through joint analysis, and ensure children continue to receive appropriate education provision
- The Local Authority has to share information with external moderators (teachers with recent relevant experience) of end of key stage assessments, to meet statutory requirements from the Standards & Testing Agency (STA)
- Our regulator Ofsted, the organisation or "watchdog" that supervises us.
- Survey and research organisations
- Suppliers and service providers – to enable them to provide the service we have contracted them for

We will share personal information with law enforcement or other authorities if required by applicable law.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. We are required to submit end of key stage assessment data to the LA, as the statutory collection agency for the DfE.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Your Rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)

- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office ☐ Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions that significantly affect you being made by automated means
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact the Data Protection Officer, **Mrs Catherine Dottridge, Tenax Schools Trust**, by email: DPO@tenaxschoolstrust.co.uk

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information

Please contact the Data Protection Officer, **Mrs Catherine Dottridge, Tenax Schools Trust**, to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for. If you would like to get a copy of the information about you that Kent County Council (for Kent schools) shares with the DfE or post-16 providers or how they use your information, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

For more information about services for children and young people, please go to:

<http://www.kent.gov.uk/education-and-children> or the Kent County Council website at www.kent.gov.uk

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or [telephone 03031 231113](tel:03031231113).

To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/collections/national-pupil-database>

For more information about the DfE's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Pupil Premium Provision

At Bennett we use Pupil Premium funding to ensure that all students realise their potential and make excellent progress, regardless of personal circumstance and material disadvantage.

We can apply for Pupil Premium funding for all of our year 7 to 11 students who:

- Have received free school meals within the last 6 years
- Have parents who have served in the armed services within the last 6 years
- Have been in local authority care or have been adopted from local authority care.

This additional funding is spent in a wide variety of ways, including provision for groups, welfare support and training. We also respond to students on an individual basis and can provide additional curriculum support where needed, intensive career guidance, enhanced work experience placements and help with the cost of equipment, educational trips and music lessons.

By tailoring our provision to meet individual needs, we aim to ensure that funding is targeted efficiently to where it is needed. It is therefore important to note that we do not automatically provide financial assistance for equipment, educational trips or music bursaries for all Pupil Premium students. Application forms and further information about applying for financial support can be found on the parents' information section of our school website.

Transition Process

To ensure that Pupil Premium students make good progress from the very start of Year 7, we work closely with our primary feeder schools to transfer information about students, and will automatically identify students who are eligible for Pupil Premium.

Free School Meals

If your child currently receives free school meals (FSM) at primary school, we will arrange for their FSM funding to be transferred to Bennett, ready for the start of September.

If you may be eligible for FSM but do not currently claim them, I would urge you to consider making an application. This will ensure that your child has full access to both FSM and the Pupil Premium funded support which we can then provide. To check your eligibility and make an application, go to www.kent.gov.uk/education-and-children/schools/free-school-meals

If you have any questions around Pupil Premium provision, please do not hesitate to contact enquiriespp@bennett.kent.sch.uk.

School Nurse

My name is Nurse Becki and I am the School Nurse at Bennett Memorial Diocesan School. I work together with other members of the Welfare Team to ensure that the health and wellbeing needs of all the students here at school are met.

I am available from 8:30am to 4pm, Monday to Friday, to provide assistance to any student, who sustains an injury or becomes unwell during the school day. If I am ever unavailable a trained First Aider will attend.

The following is a list of treatments that would normally be offered to alleviate the symptoms that a student may be suffering from, in order to keep them in school.*

- **Heat Pads** – Period pain/stomach ache/aching joints & muscles
- **Cold Pads** – Headaches/joint or limb injuries
- **Oral paracetamol/Calpol** – Headache/period pain/earache/toothache/back ache
- **Strepsils** – Sore throat
- **Cetirizine/Loratadine/Piriton** – Allergic reactions
- **Rennies Tablets**- reflux symptoms/heart Burn
- **Savlon**- Sore skin
- **Antihistamine Cream** – Insect bites/nettle stings
- **Calamine Lotion** – Insect bites/stings/ allergic itchy rashes
- **Medicated dressings** – Burns/grazes

** I do not administer Ibuprofen/Neurofen routinely, however, if you feel your child would benefit from having this medication to help manage pain/injury, following other treatment methods (Paracetamol, ice pack/heat pack), please provide additional consent section within the over the counter consent form (found under forms)*

Over the counter medication will only be administered if a parent consent form has been signed (normally completed at the start of a child's education at Bennett) and only if the child has used the medication in the past with no adverse reaction. I am not permitted to give individuals their prescribed medication unless it is accompanied by a parent permission form signed to do so (form available on the school website). All medications administered during the school day will be recorded in the student planner.

It is important that students with *asthma and severe allergies* carry their inhalers and EpiPens with them at all times. It is strongly advised that spares are provided for safe keeping in the nurse's office.

Please contact me if you require your child to keep emergency medications in school e.g. EpiPen, Inhaler with spacer, antihistamine medication, migraine medication etc. Please use the school nurse email:

Schoolnurse@bennett.kent.sch.uk

For further information regarding medicines in school please see the "Managing Medicines in School" policy on the school website. For other questions regarding your child's health in school, please see the "School Nurse-Frequently Asked Questions" document on the school website prior to contacting the school nurse.

In all cases, if an injury or illness appears to be serious or debilitating, a parent/guardian will be contacted immediately in order that their child can be taken home or to hospital. Please inform the school of any change of contact details.

The parents/guardians of all students with a medical condition, whether it be a long-term illness or a short term one that impacts on their daily life will be asked to complete a **care plan**, you will find this on the school website.

For example, students with asthma, allergies, hayfever, epilepsy, diabetes, anaphylaxis or any illness that can affect their daily living.

A care plan is an agreement between you and the school to help us manage your child's health while in school. It helps to assess what care and support is needed and how it will be provided. Once completed, the information will be shared with the relevant staff, so that they can ensure that your child's needs are met while in school. If you are unsure if your child requires a care plan please contact me so that we can discuss it.

The care plan is reviewed annually but it is important that you inform me of any changes to your child's health so that this can be implemented earlier. It is important to keep the school informed should your child develop a medical illness, require surgery or the treatment/medication is changed for an existing illness.

It is vital in certain situations where a child's health is at risk that we liaise with other school staff, for example students with severe allergies, diabetes, epilepsy or asthma. If you do not consent to information regarding your child's health and wellbeing being discussed with other members of staff, please inform us in writing and use the OTC medication form.

Please do not send your child to school if they are too unwell to attend lessons. The Medical Room has 2 beds for emergencies and sudden illness and should not be used as an alternative to being at home. Please contact your child's year manager if you feel your child might benefit from attending the Achievement and Re-integration Centre (ARC) if there is a barrier to them attending lessons/classrooms.

Covid-19 We are asking parents to be very vigilant for any signs of Covid-19 infection in their children, and should they occur, **not to send the child to school**. The symptoms to look out for are:

- a new continuous cough
- a temperature above 37.7
- a loss of sense of taste or smell

Should any of these occur, you must keep your child at home and inform the school that they have these symptoms on attendance@bennett.kent.sch.uk, just as you would for any normal absence.

If a student becomes unwell during the school day I will attend to your child, assess and provide treatment/care. You will be contacted if your child needs to be sent home. Students cannot arrange to be collected themselves.

You are very welcome to contact me at any time via my email address: schoolnurse@bennett.kent.sch.uk with any concerns regarding the health and wellbeing of your child. Alternatively, you can call the main school office number 01892 521595 and I will get back to you.

Kind Regards

School Nurse Becki Rampat

Frequently Asked Questions

When will I find out my child's tutor group?

You will be invited to a welcome evening at the end of June and at the evening, you will find out the tutor group and have a chance to meet their form tutor.

My child is away on a school trip and not able to make the New Entrants Evening they have been allocated or the transition day

We are sorry we are not able to change the evening your child attends, however we do encourage parents to attend without their child to hear the information we give to parents on that evening and collect anything we hand out to the students. Every year we have students who are not able to attend either the evening or transition day, but we do not find that it causes a problem. Year 7 students also start a day earlier than the rest of the school in September, which also helps students to settle.

What are the Guild colours?

| | | | | | |
|----------|---|---------|---|--------|---|
| Audley |  | Gundulf |  | Merton |  |
| Chavasse |  | Justus |  | Ridley |  |
| Fisher |  | Langdon |  | Talbot |  |
| | | | | Warner |  |

We would like to talk to someone about a particular issue concerning my child, who should I contact?

The Year manager, the welfare team, school nurse and the SENCO will be at the welcome evenings and available to talk to you or you can email Mrs Wagstaff with brief details. We will then make sure the right person contacts you, usually after the May half term. The SENCO will have her diary with her on these evenings and will make a further appointment with you if she feels it is necessary. If we are not able to hold the welcome evenings we will make alternative provision.

My child has had extra support at primary school.

We liaise closely with primary school and they pass us information that we need to know about your child. If you have any assessment or reports on your child it is helpful for us to have a copy of the report.

How are Tutor groups allocated?

We have a policy, as far as is possible, not to put students from the same school together. In our experience we have found that this works very well. However, if there is a particular reason why you do not want your child to be with another student, please let us know as we try to accommodate these requests.

When will my child be put into teaching groups?

At the start of the year we teach students in their tutor groups for most subjects. After half term we make some changes to these teaching groups. Whilst all students study the same core curriculum, some students will be given the additional challenge of learning Latin. We make this decision based on information we have about their attainment at primary school and how they get on in their early assessments at Bennett. They are usually given their new timetables just before the October half term and they start using them after the holiday. We review the teaching groups twice during the academic year.

When will we receive passwords?

ParentPay - passwords will be sent out towards the end of August

Teams - user IDs and passwords are sent out during the first half term

Pupiltracking - user IDs and passwords are sent out during the first half term

How will students purchase food on transition day and/or their first day of school?

Students are provided with a school lunch on the transition day in July. During the first day of school in September, we will ensure that all students are set up by lunch time, allowing food to be purchased. It may not be in time for morning break so it will be a good idea to send them in with a snack for their break time.

Does it matter what school bag they have?

There are no restrictions on what school bags student use, they will also need a bag for their PE kit again there are no restrictions.

Can you give me information about buses?

School transport is organised by Kent County Council; please follow the link below for useful information or google 'Kent school transport'. <http://www.kent.gov.uk/roads-and-travel/school-transport> phone contact Kent Admissions and Transport 0300 333 5691

When will we know what my child's timetable will be?

Students will be issued with a timetable for their lessons and their homework in September

Please can you copy correspondence to second email address?

We are sorry that until September we are only able to accommodate one email address per child.

What are the timings of the school day?

Ensure that your child does not arrive on the school premises before 8.15 am. Between 8.30 and 8.40 am is the best time to arrive.

The timings of the school day are:

- 8:45 – Registration/Tutor time
- 9:20 – Lesson 1
- 10:20 – Break
- 10:40 – Lesson 2
- 11:40 – Lesson 3
- 12:40 Lunch
- 1:35 – Lesson 4
- 2:35 – Lesson 5
- 3:35 – School Ends

Contact information

- **Before your child joins us, your contact points at the school are:**
 - Mrs Wagstaff transition@bennett.kent.sch.uk
- Our main method of communication with parents is by email, so please ensure you let the school office know if you change your email address. enquiries@bennett.kent.sch.uk
- You can also find out information on the school's website www.bennettmemorial.co.uk our main method of communication with parents is by email, so please ensure you let the school office know if you change your email address.

Transition Information for Y7 in September 2021

These events will be conditional upon the coronavirus measures being lifted otherwise we will run transition events online on these dates.

Induction Evenings

Monday 21st, Tuesday 22nd, Thursday 24th and Tuesday 29th June
You will be informed of which evening to attend by 11th June

Transition Day

Thursday 8th July
(approx timings 9.15am-2.45pm)

Term Starts

Thursday 2nd September (Y7 and Y12 only)

For further information about transition please contact either:

Mrs Wagstaff

transition@bennett.kent.sch.uk

TERM

DATES

2021-2022

| | | | |
|--------------------|---------------|---|--|
| Autumn 2021 | Term 1 | Wednesday 1 September Thursday 2 September Friday 3 September Friday 1 October Wednesday 20 October Thursday 21 October Friday 22 October | Closed for students – staff training day Term starts for Years 7, and 12 Term starts for all students Closed for students – staff training day Term ends for Y8-12 Founders’ Day Y7 and Y13 only in school Closed for students – staff training day* |
| | Break | Monday 25 October to Friday 29 October inclusive | |
| | Term 2 | Monday 1 November Tuesday 2 November Friday 17 December | Closed for students – staff training day Term starts Term ends |
| Spring 2022 | Term 3 | Tuesday 4 January Thursday 10 February Friday 11 February | Term starts Term ends Closed for students – staff training day |
| | Break | Monday 14 February to Friday 18 February inclusive | |
| | Term 4 | Monday 21 February Friday 1 April | Term starts Term ends |
| Summer 2022 | Term 5 | Tuesday 19 April Monday 2 May Friday 27 May | Term starts Bank Holiday Term ends |
| | Break | Monday 30 May to Friday 3 June inclusive | |
| | Term 6 | Monday 6 June Monday 18 to Friday 22 July Friday 22 July | Term starts Activities Week Term ends |
| Autumn 2022 | Term 1 | Thursday 1 September Friday 2 September Monday 5 September | Staff training day TBC Term starts for Years 7, and 12 TBC Term starts for all other students TBC |

* Staff undertake this training as morning briefing sessions throughout the year rather than on this day.