



INFORMATION FOR PARENTS OF NEW YEAR 7 STUDENTS September 2017

We hope that the essential information contained in this booklet will help both you, and your child, have a stress free start to the new term at Sponne School.

A summary of the contents can be found on page 3.

There are a number of items that require a response or authorisation from you. For this purpose an online survey (product name: SurveyMonkey) has been produced to collect these responses.

We will be sending you a direct link to this survey by email shortly.
The items requiring your response will be indicated by an icon as shown below



Reminder of Key Dates

Wednesday 14 June/Wednesday 21 June - New starters Uniform and Admin 'Drop In' Session
Wednesday 5 July - Welcome to Sponne Evening
Thursday 6 and Friday 7 July - Induction Days
Tuesday 11 July - Stepping Up To Sponne

Summary of Contents

	<i>Page No.</i>	
General Information	4	
General School Communication	5	
Attendance and Absence Reporting	6	
Bus Passes and School Transport	7	
Biometric Consent, Canteen and Cashless Catering	7	
Dinners on Induction Day, Example Menu and Price List	8	
Data Protection and Permissions	9—12	
Educational Visits	12	
Enhancement Programme and Taster Sessions	13	
Free School Meals	13	
First Aid Room and Medicine at School	14	
FROGLEARN - An Introduction	15	
Go 4 Schools (Parent Portal)	16	
Homework	17	
Learning Resource Centre	17	
Library Membership	18	
Lockers	18	
Lost Property	18	
Music at Sponne	19	
Physical Education at Sponne School (Enhancement)	20	
Rewards (Vivo Miles)	21	
Sanctions	21	
School Photographs	22	
School Shop	22	
Tucasi Schools Cash Office (TSCO)	22	
Uniform and PE Kit	23/24	
Security— Access to School	24	
Parents’ and Friends Association	25	
Term Dates	27	

GENERAL INFORMATION

General Contact Information

Full postal Address : Sponne School, Brackley Road, Towcester, Northants, NN12 6DJ
Main School Number : 01327 350284 **Fax :** 01327 359061

Website Address: www.sponne.org.uk

Headteacher: Executive Headteacher - Dr Jamie Clarke
 Head of School - Mr Iain Massey

Should you need to contact either of the above, please telephone the Headteacher's PA
Mrs Coral Bird on extension 104 or email cbird@sponne.org.uk

Student Services

Extension number 123

Information, help and advice on the following:

Attendance and Student Absence Routines
Bus Passes and School Transport
Enhancement Sessions
First Aid Room and Medicines in School
Free School Meal Information
Lost Property
Parents Evenings
School Lockers
Student Personal Data Changes
Student Pastoral Support (access to Head of Year / Form Tutor)
Uniform and School Shop

Business Support Services

Extension number 100

Information, help and advice on the following:

Music Fees - payments and queries
Tucasi Schools Cash Office (TSCO) for online payments in to school
Canteen and Cashless Catering
School Trip details
Calendar Dates
Hire of Premises

Data & Exams Office

Extension number 203

Information, help and advice on the following:

Go 4 Schools
Reports & Reviews and other Academic Assessment and Progress Information
Examination Administration (including certificate collection)

Jhockton@sponne.org.uk

Parental Support

Extension number 237

Information, help and advice on the following:

Pupil Premium and Free School Meal entitlement
Transition Support
Parental Guidance and Support relating to Access to Learning

IT Support

itsupport@sponne.org.uk

Information, help and advice on the following:

FROGLEARN
Website

**Term Dates and Training Days for
September 2017 – July 2018
are printed on the back page of this booklet**

GENERAL SCHOOL COMMUNICATION

We work hard to keep parents informed of all that is happening at our school using a variety of ways to do this including:

Email - we will always send out letters, reminders and information via email and Social Media, so please provide us with a secure email address. Please also ensure you mark us a trusted address to avoid our messages being seen as 'spam' and update us with new/amended email addresses. This email is also used to provide access to online systems available to you.

Absence call - the school operates an automated text system to parents when a call has not been received regarding absence.

Letters - will only be sent by post to those parents without an email address or occasionally sent home with your child. Vital or sensitive information will continue to be posted home directly, as required.

School Website (www.sponne.org.uk) - is a source of general information about the school and will also display essential information in case of an emergency or unforeseen events such as closure due to adverse weather conditions.

Social Media - Facebook; www.facebook.com/sponneschool and Twitter; [@sponneschool](https://twitter.com/sponneschool)

Sponne School App (PIOTA) - Download the app by visiting either the Apple app store or Google Play on your device and search for "Sponne School".

FROGLEARN - is our Virtual Learning Environment (VLE) which is a web-based system holding all information relevant to students and parents and also upcoming school events. To access FROGLEARN you will need to click on the 'FrogLearn' VLE link on the school website. Confidential usernames and passwords will be sent to you after admission.

Go 4 Schools, The School's Management Information System (Parent Portal) - a direct link to all your child's data in terms of assessment, attendance, behaviour and timetable. Details on how to create an account will be emailed to you.

TSCO email - once your child has registered for a trip we will use the trip payment system to generate reminders, present information, gain consent or send updates. A unique username and password will be created for every student and sent to the main student contact. Additional contacts can be added by request.

School Newsletters – these informative brochures are emailed home at the end of each month and are also available via our website and FROGLEARN. A hard copy is available upon request.

Telephone - if all else fails there is always the phone; our telephone lines are staffed Monday - Friday 8:15am to 4:30pm and a voicemail message system is available at all other times. Our main switchboard number is 01327 350284. All staff have a voicemail box and many of the important numbers are shown as extension numbers throughout this booklet.

Linked parents - if you have a linked parent that requires access to your child's educational material, please ensure you give us their details, including email addresses, at the start of term so we can include them in our regular mailings.

All of these methods of communication are dependant on us having up-to-date contact information so do not forget to add us to your contacts that need to be updated when you change your mobile number, landline telephone number, email address or postal address!

Thank you!

ATTENDANCE and STUDENT ABSENCE REPORTING

**Absence Reporting line
01327 350284 - ext 126 before 9:00am
or email
absence@sponne.org.uk**

It is really important that you inform the school when you know your child will not be attending for any reason.

It is especially important as the school operates an automated text system. A text is sent to parents if their child is marked absent from school and information does not appear to have been sent in as to the reason why. We would obviously prefer not to be texting you unnecessarily so any information that you give us would be appreciated.

Important information regarding Student Absence

From 1st September 2013, **the law gives NO entitlement to parents to take their child on holiday during term time.** Any application for leave must only be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Headteachers would not be expected to class any term time holiday as exceptional.

Parents can be fined by Northamptonshire County Council (the Local Authority) for taking their child on holiday during term time without the consent of the school. **A Fixed Penalty Notice of £60.00 could be issued to each parent for their son / daughter and so for a two parent family with two sons / daughters this would equal a fine of £240.00.** The fixed penalty notice fine for each parent/child is £60.00 if paid within 21 days of receipt of the notice, rising to £120.00 if paid after 21 days but within 28 days of receipt.

The Local Authority will be monitoring all school absences during term time and challenging schools and parents who do not adhere to the new legislation.

Further details will be sent out at the start of term.

GOOD ATTENDANCE MATTERS

We are proud of our students' excellent attendance record

**Students need to be in school for the first bell at 8:40am
Lesson 1 morning registration is at 8:45am
Afternoon Registration is at 1:45pm**

BUS PASSES and SCHOOL TRANSPORT (NCC)

Bus passes for students living in the linked villages will be issued to your child by the school at the start of the term in September. For those students living outside this area the passes will be sent directly to your home address.

New intake students who are entitled to designated school transport will be able to travel on the buses for their induction days in July. Temporary passes will be available on the 'Welcome' Parents' Evening on the 5 July. These passes can also be used for the first few days in September prior to the permanent Northamptonshire County Council (NCC) passes being distributed.

NCC bus passes, once received, must be carried by students at all times. If the bus pass is lost or damaged a temporary pass can be obtained from Student Services, **for a maximum duration of 5 days**, whilst you obtain a duplicate or replacement pass from NCC. After this period of time you will need to arrange alternative transportation to get your child to and from school if you have not yet applied for or received your new pass. The cost of a replacement bus pass is £15.00 if the pass is lost and £10.00 if it is damaged and can be sent back to NCC.

If you have any queries about bus passes or existing NCC bus routes to Sponne please contact **Student Services on ext 126**.

CANTEEN and CASHLESS CATERING

Since 2009, we have used Cashless Catering in our canteen. Students select their food then make their purchases by registering at the till using their thumb. The cashier then deducts the value of the meal chosen from the students account without any actual cash having to be exchanged at this time.

Your child's account needs to be topped up with funds by one of two methods:

- 1) By using TSCO to top up on line.
- 2) By using the revaluation machine outside the canteen which accepts cash.

The preferred method of use would be by TSCO for the following reasons:

- It stops cash being brought in to school.
- It reduces congestion at the reval machine. This can get really busy at the start of break and lunch so your child will definitely thank you for not making them top up by using cash.
- You can top up in bulk i.e. £200 for the term if you want to. The system has a default limit of £10 a day maximum spend so they cannot go spending it all at once. You can limit it by break and lunchtime spending if you want to, or reduce the daily limit.
- The money does not 'expire' and should you change your mind and decide to bring packed lunch, we can refund you your balance.

No cash will be accepted at the tills and no credit will be given.
There is a full explanation of the system in a separate A5 leaflet in the pack.

In order to use the system we require your permission to register your child for Biometric registering. Please complete our survey:



Q3 & Q4 on the Parent Reply Online Survey.

Having given your permission, during the Uniform and Admin Evening your child will be asked to register their thumb print so we can offer him / her a free hot dinner on Thursday of the induction days and be ready for the start of term.

For any queries regarding Cashless Catering, or to set a daily spend limit on your child's account please contact **Mrs Kerry Finch by email on:- kfinch@sponne.org.uk**

CANTEEN - DINNERS ON THE INDUCTION DAY

The normal school lunch time is from 1:05pm to 1:40pm. During the induction days, we are currently making provision for the Year 6 students to have their lunch an hour earlier than the rest of the school to give them the chance to get used to the systems. In addition they will be allowed into the canteen a bit earlier than the rest of the school for a few weeks in September.

On Thursday 6 July the students will be given a free hot dinner to introduce them to the canteen systems and food offer. On Friday 7 July they will be able to purchase a hot meal or sandwich, or alternatively they could bring a packed lunch. The options on the first day will be:

Chilli and Rice
Vegetable Lasagne
Pasta Pot with a choice of toppings
Jacket Potato with a choice of toppings
Choice of sandwiches and rolls from the chiller

Please complete Q5 & Q6 on the Parent Reply Online Survey



If you are intending them to purchase anything from the canteen during Induction Days, please remember it is cashless and they will need to have some money on their account before they go in to the canteen on that day. Full details of how to do this are included in the TSCO or Cashless Catering leaflets accompanying this booklet.

Detailed below are some examples of the type of food provided by Cucina and a guide to the prices. A full menu and price list can be found on our school website.

Packed Lunches

Many students opt to bring in a packed lunch and we respectfully ask all our parents to try to limit or even omit crisps, fizzy drinks and confectionery from the lunch boxes in line with our Healthy Schools policy. We obviously can not enforce this, but we ask you to understand that we are trying to set good routines for the students that will benefit them in later life, not just get them through the day in school.

EXAMPLE MENU and PRICE LIST

Break time snacks		range from	69p to £2.10
Main hot dish of the day			£2.20
Jacket Potato plain	£1.70	or with fillings	£2.00
Pasta Pots			£1.70 / £2.00
Pizza			£1.20
Salad Pots			£1.70
Drinks - fruit juice, water or milkshakes		range from	50p to £1.20
Pre-order Grab & Go Bags		from	£2.20

Free School Meals Value - £2.30
The cost of the above may change slightly in September

DATA PROTECTION ACT and ICT USAGE

In order to comply with our statutory requirements regarding the data we use and hold at school, The Data Protection Act (and other Acts) require us to:

- Check whether you want to opt out of Youth Support Services receiving basic data from us concerning your child.
- Obtain your consent to occasionally display photographs of your child – for example in the Year Book, field trips, prospectus etc.
- Ensure that the current personal data we hold is accurate and up-to-date

Also, to enable your child to make full use of the facilities here at Sponne, we need to obtain your consent to allow your child access to the Internet in school and get both of you to agree that they will use it appropriately and safely at all times.

These items are explained in detail in the following items:

- Media Release Policy
- ICT Acceptable Use Policy (Code of Conduct for Students)
- Privacy Notice Data Protection Act 1998

DATA PERMISSION – MEDIA RELEASE POLICY

In order to highlight various educational activities that take place at Sponne School, the school may develop, participate in or be the subject of media and / or electronic based presentations. The presentations may include, but are not limited to: videotapes, video clips, video conferencing, computer generated presentations, scanned photographs, computer based productions transmitted via telecommunications, photographs, slide/tape presentations and web pages designed at school. These media based presentations may be used in: staff presentations, the school website, parent programs, staff development activities, video conferencing, media festivals, public relations (newspaper articles, TV presentations etc). We require your permission to:

- involve your child, as appropriate, in such presentations as detailed above, that are developed by Sponne School staff and/or students.
- involve your child, as appropriate, in such presentations as detailed above, that are produced by commercial media for use in news or feature story presentations or articles.
- use first names and ages to accompany a picture or presentation without further permission being required.
- seek your permission in advance where particular circumstances require full names to be used.

Q7 on the Parent Reply Online Survey



DATA PERMISSIONS - ICT ACCEPTABLE USE POLICY (Code of Conduct for Students)

All students who are users of the Sponne School ICT Facilities must read and agree to the conditions of this ICT Acceptable Use Policy. The use of the Internet and other electronic services is a privilege and inappropriate use will result in that privilege being withdrawn.

Acceptable Use

The use of all ICT facilities at Sponne must be in support of education and research in accordance with the educational aims and objectives of Sponne School. The school permits the use of its email system and FROGLEARN VLE by students for a reasonable level of personal use outside of core learning hours, however misuse will not be tolerated. Misuse may come in many forms and specifically but not exclusively will relate to any messages sent or received that indicate or suggest pornography, unethical or illegal requests, racism, libel, sexism, inappropriate language or any use that may be likely to cause offence.

Monitoring

Sponne School staff reserve the right to monitor the content of student's material both stored on and sent via the network. The school will investigate complaints received from both internal and external sources about any unacceptable use of the internet or email within school.

Security

Security of the computer system is a high priority. If security has been breached then a member of IT Support must be informed immediately. All use of the system must be under your own username and password. Users must not reveal their password to anyone. Users should not reveal any personal information (over the internet) to anyone unknown to them.

Vandalism

Vandalism is not tolerated. Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of hardware, and the deletion of data from its place of storage whether connected to the network or not.

e-Safety

Always respect others. Be careful what you say online and what images you send. Report anything that makes you feel uncomfortable.

Sanctions

Any user failing to comply with the conditions as set out in this policy will be subject to school sanctions. This may include removal of access rights to the network and the internet. The Headteacher and Senior Leadership Team will rule upon inappropriate use. Any activity relating, to, or in support of, illegal activities will be reported to the relevant authorities.

Parents and students will be required to sign up to this policy before Internet Access will be issued.

Q8 on the Parent Reply Online Survey



DATA PERMISSIONS - Privacy Notice Data Protection Act 1998 (Form A)

We, Sponne School, are the Data Controller for the purposes of the Data Protection Act. We collect information about your child and may receive information about your child's previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well your child's school is performing
- Access some operational and administrative services within the school environment

What information does the school hold?

This information includes your child's contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information. If your child is enrolling for post 14 qualifications we will be provided with your child's unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

Who has access to the information?

We will not give information about your child to anyone outside the school without your consent unless the law and our rules allow us to. However, please note that we are required by law to pass some of your child's information to the local authority, Northamptonshire County Council (NCC) and the Department for Education (DfE).

Can I see the information that the school holds?

If you want to see a copy of the information we hold and share about your child this can be viewed using access to Go4Schools via the link on the school website.

Where can I find out more about what NCC and the DfE use the information for?

If you require more information about how NCC and the DfE hold and use your child's information, then please use the following websites:

Northamptonshire County Council | Privacy Notices

http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/cypd_info/Pages/FPN.aspx

Note: The above page may be updated throughout the year and parents are responsible for checking for any changes, particularly in terms of how the data is used and shared.

Department for Education | Schools | Administration and Finance | Information about children, education and schools | Data management | Privacy notices

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

If you are unable to access the DfE website, please use the following information:

**Public Communications Unit, Department for Education, Sanctuary Buildings,
Great Smith Street, London SW1P 3BT**

Website: www.education.gov.uk

Telephone: 0870 000 2288

Continued

DATA PERMISSIONS - Privacy Notice Continued

Once students are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both the students's and the parent's names and addresses, and any further information relevant to the support services' role.

However, the student (if aged 16 or over) and parent can ask that no information beyond name and address be passed to the support service.

Q9 on the Parent Reply Online Survey



EDUCATIONAL VISITS - PARENTAL CONSENT REQUIRED

Sponne School recognises the importance of educational visits as part of the national curriculum and also acknowledges that extra-curricular activities both enhance learning and provide additional experiences for our students.

Parental permission is required for all off-site activities. By signing, dating and returning the Parental Consent Slip for Educational Visits (local) you agree to your child:-

- a. taking part in school trips and other activities that take place off school premises; and
- b. being given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before answering Q10 & Q11 on the Parent Reply Online Survey



The trips and activities covered by this consent, include:

- local visits on foot (Towcester area)
- local off-site visits within approximately a ten mile radius of Towcester
- off-site sporting fixtures, both during and outside of the school day
- off-site Expressive Arts performances in the local area.

The consent given will cover all the above trips and activities during your child's time at Sponne. Therefore, additional written parental consent will not usually be requested from you for the majority of the above activities offered by the school.

Written consent and further medical information may be requested for visits and activities such as:-

- residential visits
- adventurous activities
- visits outside the local area

It is essential that contact and medical information is kept up-to-date for your child as the information you provide will be used to make contact should there be an emergency. **Please inform Student Services of any changes promptly.** The current details held for your child can be viewed by accessing Go 4 Schools, parent portal.

James Rawbone
Educational Visit Co-ordinator / Assistant Headteacher

FREE SCHOOL MEALS

If you are in receipt of certain benefits or on a low income you could be entitled to receive Free School Meals (FSM) for your child. If your child does qualify for FSM you could also get help with Educational School Trips, music lessons / fees and additional tuition if they are falling behind in any subject areas through the Student Premium allocation from the Government. (Please see Student Premium section for more information)

To see if you are eligible please contact the Free School Meal Team at Northamptonshire County Council on 01604 366656 or email freeschoolmeals@northamptonshire.gov.uk.

Alternatively please contact Chrissy Mitchell on extension 124 or email cmitchell@sponne.org.uk for more information.

If you require any support please contact Parent Support Advisor, Anne-Louise James on extension 237 or email ALJames@sponne.org.uk.

ENHANCEMENT PROGRAMME (GENERAL) 3:15pm to 4:15pm

Enhancement sessions are after school clubs that run for all year groups as a natural extension to the school day and are managed by school staff, even though external providers or specialist staff are often brought in to deliver specific sessions.

The enhancement programme runs in 3 blocks:-

Terms 1 and 2 - September to December
Terms 3 and 4 - January to March
Terms 5 and 6 - April to July

ENHANCEMENT TASTER SESSIONS ON INDUCTION DAY Thursday 6th July 2017 - 3:15 - 4:15pm

During the Induction Days your child will have the opportunity to participate in a 'taster session' for some of the enhancement activities we run after school at various times through the year.

The activities that will be running, numbers permitting, are:

Badminton	Rounders
Athletics	Darts
Art	Computers
Science	Drama

If you would like your child to participate in one of these then please complete **Q14 on the Parent Reply Online Survey.**



Please remember that you will be required to pick your child up after the session as there will not be any school transport available on this day at this time.

FIRST AID ROOM and MEDICINE AT SCHOOL

We are fortunate at Sponne to have a First Aid room which is permanently staffed by trained first aiders. It is important to realise that these staff are NOT medically trained and are not allowed to offer any medical assistance, treatment, diagnosis or advice beyond the remit of their training.

However, amongst other things, the first aider is able to:

- Provide a permanent contact in case of a medical emergency during the school day
- Offer support to your child if they feel unwell during the school day
- Contact parents or named contacts as required due to student illness
- Assist students in the self-administration of prescribed drugs if parental consent is given
- Assist staff with identification of students with allergies and supporting guidance
- Record student medical conditions as stated by parents onto the student database

Should your child arrive at the first aid room feeling poorly or having had an accident, the First Aider will first try to establish the nature of the complaint / injury and administer treatment as appropriate. In most cases, if the student is not fit to return to lessons after a period of observation, you will be informed of the situation and asked to come and collect your child. All visits to the first aid room are recorded and monitored.

SPECIFIC CONDITIONS

Medication: If your child has been prescribed any medication then it can be left in the first aid room. A consent form must be completed with all the relevant details which will enable the medication to be administered to your child at the appropriate times.

Paracetamol etc may also be left in first aid. It must come in the original packaging and be clearly labelled with your child's name. A consent form must also be completed.

Inhaler: If your child suffers from asthma or an allergy and carries an inhaler it is recommended that a spare is kept in first aid.

Diabetics: It is recommended that spare snacks etc. are kept in the first aid fridge for emergencies. Also spare insulin and glucose would be recommended. A health care plan will be completed with the school annually.

Epipens: If your child carries an epipen then a spare must be kept in first aid for emergencies. A health care plan will be completed with the community school nurse annually.

Health care plans need to be updated with any changes.

If you already know that your child has any specific medical requirements or prescribed medication to take whilst at school, please complete a 'Parental Consent Form to Administer Own Medication' The form can be collected from First Aid. In the meantime if you have any general queries please contact:

**Student Welfare Assistant and First Aider on
01327 320841 (First Aid Room direct line)
Extension 220 on the main school number**

HOME SCHOOL AGREEMENT

We value our partnership with parents and recognise how this contributes to our students' success in all aspects of their education.

Together we have high expectations, embodied in the 'Home School Agreement':

The agreement covers:

- .. Being ready for school
- .. Attendance / Punctuality
- .. Classwork and Independent Learning
- .. Behaviour: in accordance with the school's Behaviour Policy
- .. Care and Support
- .. Shared Information
- .. School and Community

You will be asked to sign the Home School Agreement as part of the admission process. A copy of the agreement is also printed in the Student Planner.

Introduction to FrogLearn



FrogLearn is the **Sponne School VLE** (Virtual Learning Environment) which all students and parents have access to.

FrogLearn can be accessed from school or home (via the FrogLearn icon at www.sponne.org.uk) and holds all the information (and much more) that you will need to ensure your child has a smooth start at Sponne School, and help them throughout their time here.

Once you are logged onto FrogLearn, you are welcomed by the home dashboard, where you will find out about the events going on around school, general notices, faculty/ subject resources and more! Students will also be able to check their timetable and view an online calendar. Additionally there are some social networking elements, all within a **safe and secure environment**.

Each student will receive a log in when they start at Sponne and it will be important they know how to use the site, in order to help and support their studies. All teachers will link the resources used in classwork and Independent Learning for access on the site. This includes PowerPoint presentations and other documents, videos, web links and more.

The platform also allows you to access other online resources including **Vivo** (our rewards system) and **FrogPlay** (an educational, games based, quiz site).

Students also have an opportunity to become a FrogLearn Developer; where they are involved in the design and creation of FrogLearn pages and resources.



If you require any support please contact FrogLearn Co-ordinator, Scott Cornelius on extension 341 or email scornelius@sponne.org.uk.

GO 4 SCHOOLS

Parental Access to Assessment, Attendance and Behaviour Information

At Sponne School we have an online system called GO 4 Schools which is used by all teaching staff and is accessible for parents and students, where you can view up to date information about your child's progress, attendance and behaviour. We believe that the sharing of information with parents and students is vital to ensuring progress and success and helps us to work in partnership to achieve this goal. In order to log in to this information you will need to ensure that we have a valid email address for any adults with parental responsibility. Examples of the information are shown below, and shortly after your child has started at Sponne you will receive more detailed instructions on how to create an account, when the new academic year starts.

Today's timetable

Mo	08:45 Business Studies 10E/Bs1 Miss F Huber	09:45 English 10AUD/En Mrs S Godfrey	10:45	11:05 IT 10Q1/It Mr M Cheshire	12:05	12:05 Chemistry 10RT/Ch Ms S Thompson	13:05	13:45 Reg 10MRB Mr M Bennet	14:05 Maths 10A/Ma1 Mr A Langman	15:05
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Attendance

[View detailed attendance record](#)

Attendance	100.00%	 <ul style="list-style-type: none"> ■ Attendance ■ Authorised absences ■ Unauthorised absences ■ Unknown marks
Authorised absences	0	
Unauthorised absences	0	
Unknown marks	0	
Possible sessions	14	

Behaviour

[View full behaviour record](#)

Most recent events

All events in 2015, Sep 2014

When	Event
Fri, 12 Sep	10 Vivos Year 10, Maths, 10A/Ma1
Wed, 10 Sep	C1 Equipment Year 10, French, 10A/Fr1

Detailed progress

Subject	Year 7 Baseline	FFT A	Teacher Target	Current	Exam Results	Breakdown
Biology	5a	A	B	A	-	Autumn Review Grades Spring 1 Review Grades Spring 2 Review Grades Summer Review Grades
Business Studies	5a	A	B	B	-	Autumn Review Grades Spring 1 Review Grades

HOMEWORK

At Sponne homework complements the learning that happens in lessons. With the support of the school's Virtual Learning Environment (FROGLEARN), The Hesketh Learning Resource Centre and Homework Club, homework can now be completed almost anywhere.

The school also recognises that homework skills are an essential part of further study at GCSE and A Level. The aim of homework is to help our students develop key skills by setting tasks that are purposeful and meaningful. The differing demands of the subjects that are taught at secondary school mean that it is not possible to have a uniform structure for all subjects that can accommodate these individual demands. Therefore, each faculty has selected a structure that means students will get the most out of their homework tasks for each subject.

Homework tasks are recorded by teachers on Go 4 Schools, with deadline dates, and can be accessed by students and parents at any time.

FROG PLAY

FrogPlay is a games based revision and study program designed to support students throughout their time at Sponne. You will find many resources here which relate to the subjects you are studying, and you will also find your teachers set you work on here.

LEARNING RESOURCE CENTRE - LRC

The Hesketh Learning Resource Centre, is referred to as the HLRC, the LRC or the Library.

It is open from 8:00am to 4.45pm Mondays to Thursdays and from 8:00am to 4:30pm on Fridays. Students can visit before school, break time, lunch time and after school. All students at Sponne are automatically enrolled onto our library system.

Any student is welcome to use these facilities before and after school but they must be quiet and on task so as not to disturb others.

Many fiction, non-fiction, text books and revision books, magazines and DVDs are available. We also have 17 computers where students can access the internet. At lunch and break times there are a further 15 computers which can be accessed in an adjoining room. Students can borrow 3 books for 3 weeks. If they want to borrow a DVD, it can be borrowed for 3 nights.

We encourage reading at school by enrolling all Year 7 students onto Accelerated Reader (AR). This programme assesses the reading level of each student so that they can choose books best suited to their reading ability. Once they have read a book, they take an online quiz which assesses their comprehension of the book. Quiet reading is also encouraged during Registration time.

Students are rewarded for their reading at school. Students who achieve 100% in a book quiz or meet their AR book points target are given Vivos (see VIVO section). We also give additional small prizes when students meet AR points targets. Using the Accelerated Reader system helps us to identify students who find reading difficult. Library staff can help students to find reading material that is best suited to their reading ability and interest.

We also have a group of 6th Form reading mentors who are paired with younger students who would benefit from a little help with their reading. These mentors meet their student once a week to listen to them read, to help them complete their Accelerated Reader bookmarks and to ensure they have fully understood what they have read.

There is a Homework Club in C4 adjacent to the HLRC on Wednesdays, Thursdays and Fridays 1:05 - 1:45pm and Tuesdays, Wednesdays and Thursdays after school.

Janet Romain, Head of HLRC Ext 200

LIBRARY MEMBERSHIP - NORTHAMPTONSHIRE

We would like all Year 6 pupils to have membership of the Northamptonshire Libraries. Ownership of the card will allow them to access a number of very useful online resources which will benefit their research throughout their school life. Anyone attending school in Northamptonshire, even if residing in a different County can apply for a card. Membership of the Library also means opportunities to borrow books that might not be held in Sponne's Learning Resource Centre.

The resources include:

- World Book Encyclopaedia and Encyclopaedia Britannica
- Daily Newspapers and some local newspapers dating back from the present for approximately 10 years
- Archive newspapers - Guardian and Observer 1791 - 2003
- Dictionaries including:- Dictionary of National Biography / Credo Reference / Oxford Art and Music

To become a member of one of Northamptonshire libraries please go to the website:

www.northamptonshire.gov.uk/en/councilservices/leisure/libraries/visit-your-library/pages/join.aspx

LOCKERS

We currently have a waiting list for lockers. If you wish to add your child's name to the list please email Mrs Emma Webster, Student Services at ewebster@sponne.org.uk, giving the student's full name. As lockers become available full terms and conditions of locker rental and requests for payment will be emailed to you.

The cost of renting a locker will be **£10** (price includes the padlock) for the duration of your child's time at Sponne (up to the end of Year 11).

Locker locations cannot be guaranteed, but if in the event your child is allocated a locker that is impossible for them to access fully for any reason, we will endeavour to swap location where possible.

Mrs Emma Webster, Student Services Ext 123

LOST PROPERTY

All clothing should be named so that it can be returned if found. Lost property gets handed into Student Services and any unnamed items are disposed of after two weeks.

If students have misplaced anything during the school day, i.e. bags, blazers, PE kit, they need to check their form room or the last place they were in and any other areas before going to Student Services to see if it has been handed in.

Lost property will be checked for a name and where possible, steps will be taken to try to return the items to the rightful owner. Any un-named or un-collected items will be retained for two weeks and then disposed of due to space restrictions.

Parents, please contact Student Services if there is a particular item that is no longer coming home when it should be - you would be amazed what is 'lost'.

Student Services Ext 123

MUSIC at SPONNE

(Information re. Music Tuition will be emailed separately)

GENERAL

All students in Year 7 have the following:

- two class music lessons per fortnight
- an opportunity to develop their listening and appraising skills, as well as composing and performing skills
- the opportunity to develop their keyboard skills

During the above lessons all students are invited to participate in the Junior Choir.

At Sponne, we also offer instrumental lessons that are taught by a team of visiting peripatetic teachers for which a Music Tuition fee is charged to cover the tutor's time (information re. Music Tuition has been emailed separately, please contact Mr Bugby with any enquiries).

Students who have these instrumental lessons (and those tutored privately outside of school hours) will be invited, encouraged and indeed expected to participate in one of our numerous enhancement and extra curricular music activities, appropriate to their standard, to give them valuable ensemble skills and increase the rate of progress on their instrument.

Music Services

EXTRACURRICULAR MUSIC ACTIVITIES

We are very proud of our musical achievements; we have two choirs, five jazz ensembles, jazz orchestra, percussion ensemble, training band, concert band, a brass band and string orchestra. We have two main concerts each year, plus several other performance opportunities. Our senior groups have regularly competed on the National Stage, performing in the finals of the National Festival of Music for Youth in the Birmingham Symphony Hall.

Participation in an ensemble will accelerate the learning process and enable musicians to develop new skills. Activities currently include bands, choirs, string orchestra, percussion ensemble and various jazz ensembles.

String, Guitar, Woodwind, and Brass players in Years 7, 8 and 9 will be required to attend Junior Orchestra. Percussionists (including drummers) will be expected to attend percussion ensemble. Students receiving singing lessons must attend choir.

All musicians are encouraged to be in the choir, as this improves and helps to with ear training.

We very much look forward to meeting you in the near future. Please do not hesitate to contact us if you have any queries.

Mr Colin Bugby
Head of Music

PHYSICAL EDUCATION at SPONNE SCHOOL

Welcome to Sponne School PE and Sport!

Here at Sponne, we encourage all our students to engage in an active and healthy life style. In our experience, an active student achieves more academically and is generally more successful, confident and happy at school. Hence, we gained the Enhanced National Healthy Schools Status.

The PE Faculty works hard to offer our students a wonderful range of curriculum and enhancement opportunities, presenting new challenges in progressive lessons where every student can achieve their potential and yet still have fun! All students in Year 7 will have five PE lessons in a fortnight. They will experience a vast range of activities and during the year, there will be up to nine occasions where they will be involved in inter form competitions, including sports day. We also offer a comprehensive range of academic and vocational courses in PE and sport for all students to access from Years 9 - 13.

The PE staff offer an extensive extra curricular programme and enters teams in all the district leagues and county competitions for both minor and major games and activities. Our students enjoy a good deal of success. We are also proud to be part of the School Sport Partnership and to be funded by the South Northants Leisure Trust, which enables our students to access high quality coaching, sports leadership training and experience, programmes for talented performers and build strong school club links.

There will be a range of taster sessions that your son or daughter will be able to enjoy and opt into on their induction days. We hope you will encourage your child to attend and be active!

An example of enhancement activities:- Rugby, Football, Netball, Hockey, Archery, Basketall, Badminton, Dance, Athletics (Indoor / Outdoor), Cricket, Tennis, Rounders, Health and Fitness, Table Tennis, Skiing, to name but a few! Sponne has an equestrian team too, managed by a parent.

School Club Links:- Towcestrians RFC, Towcester Town Football Club, Blisworth Vixens, Brackley Netball Club, Towcester Ladies and Juniors Hockey, Towcester Titans Badminton, Athena Stage School, Milton Keynes Athletics, Towcestrians Cricket Club, Dallington, Roade and Towcestrians Tennis Clubs, MK Snowdome, A5 Rangers, WJO Organisation, Long Buckby Archery club.

We would like to know a little more about your child's sporting involvement.

Please complete Q12 & Q13 on the Parent Online Survey

Mr J Maybury
Faculty Learning Leader



REWARDS (VIVOS)

Vivo Miles are the way your child will be rewarded as they progress through school life. Teachers will award them with positive points called VIVOS – a student currency.

Students will be able to spend their VIVOS on an exciting range of products such as Top-up Credit, High Street Gift Vouchers, Computer Games, Sports Equipment, Jewellery and lots, lots more.....

They can keep track of their VIVOS by logging on to their account through FROGLEARN, via www.vivoedge.com or by using the App (for Android and iPhones).

Teachers will reward Vivos (positive points) for things such as, working hard, doing the right thing, positively contributing to school and taking part in school activities such as Band Practice and Sporting Fixtures.

Vivos are also awarded weekly for 100% attendance and 100% Punctuality.



SANCTIONS

We have high expectations of behaviour in our students and sanctions are put into place if behaviour Parents and students should always be informed of the reason for isolation (FLL/PLL/SLT).

- C1** Verbal warning
- C2** Student sent out (2–3 minutes) re-state expected behaviour / Classroom strategies to be used – Restorative meeting to be held
- C3** Continuous disruption - Instant Faculty Parking or Faculty Parking next lesson.
- C4** **FLL procedures / a range strategies are in place which include:**
 - Email home
 - Faculty interview / withdraw
 - Faculty Report / Detention
- ➔ Where a general pattern is identified (daily reports) **PLL takes the lead**
 - PLL procedures / strategies include:**
 - reports – Green, Amber, Red, Attendance Monitoring personal mentor allocated. PSP, House interventions discussion at *WORKING TOGETHER TEAM* for support strategies
 - pastoral detention
- C5** **SLT call out** – where C3 / 4 arrangements fail in class and in emergencies
SLT Detention following evidence that action has been taken at all above sanctions
- C6** H3 – Isolation arrangements for failed Faculty Reports/ refusal to be Faculty Parked / Dangerous or Extreme Behaviour
- C7** **Student Exclusion (actioned by SLT)** - This will always be followed by a readmission meeting

SCHOOL PHOTOGRAPHS

School photographs will be taken of all Year 7 students on Monday 11 September 2017, during school time.

Orders can be sent to the photographic company via the school or ordered online. All payments should be made payable to H Tempest, more information will be available in September.

SCHOOL SHOP

Opening Times for Students and Parents

Lunchtimes - Tuesday and Thursday from 1:15pm to 1:40pm

At Sponne School we have our own in-house school shop. The shop is currently open lunch time on Tuesday and Thursday (only) and is manned by Tess Dearden. We stock a variety of items such as stationery, pens, pencils, sketch books, padlocks for lockers, revision guides etc.

Cash or cheque can be used to buy directly from the shop if necessary, but you should also use our online order system to place an order. To use this log onto the school website www.sponne.org.uk and select the Tucasi Schools Cash Office and School Shop link, follow the instructions and request your items, once you get to the payment stage you can pay by Credit or Debit card. Your order will be printed the following day (Monday for orders placed from Thursday to Sunday) and then picked and packed ready for you or your child to collect from the shop during opening hours.

For any queries regarding the School Shop, please contact **Tess Dearden by email on:- tdearden@sponne.org.uk or ext 126.**

UNIFORM - SECOND HAND

The school has a range of second hand uniform which includes PE kit, trousers, shirts etc. The items can be purchased for a small fee. Please contact me if you would like to come in and purchase any items or bring your child in to try items on.

Anne-Louise James
Parent Support Advisor



TUCASI SCHOOLS CASH OFFICE (TSCO)

We use Tucasi Schools Cash Office (TSCO) to enable our parents to be able to pay for school trips and essential items by credit and debit cards on line. This has enabled us to streamline our systems and offer an accurate, automated 100% traceable system for all payments received.

Full instructions on how to register for the system are enclosed in the small A5 leaflet 'Introducing TSCO' which is enclosed separately. Pin it on your noticeboard until you become familiar with the routine.

You will be issued with a unique password in the ACCESS INFORMATION LETTER given out at the Uniform and Admin Evening in June when you register your child's thumbprint – so remember to pick this up before you leave.

In order to complete our records, please could you answer ...

Q4 on the Parent Reply Online Survey

For any queries regarding Tucasi Schools Cash Office, please contact the **Admin Office by email on:- schooltrips@sponne.org.uk or ext 106.**



UNIFORM

We expect all students in Years 7 - 11 to wear full school uniform.

The uniform and PE kit are practical and good value for money; you will see that many items can only be bought through the school supplier so that we can pass on to parents the saving made by bulk purchase. Uniform is just one area in which parents can help to set high standards.

The rule about jewellery is **NO** jewellery and for those with pierced ears, one pair of studs in the ear lobes is acceptable. **Nose studs or other visible body piercings are not allowed.** Please avoid all extremes of fashion in dress and hairstyle.

Everything must be marked with the owner's name. A large bag will be necessary to carry everything needed for each day.

If providing any of the items causes financial difficulty, there is a limited amount of good quality, nearly new items that are available at a much reduced price. Parents are asked to contact Anne-Louise Sargent, Parent Support Advisor, ext 237, at the school. All such enquiries will be treated in strict confidence.

A full uniform list is enclosed and should be brought to the 'Uniform and Admin Evening for New Parents' on Wednesday 14 or Wednesday 21 June (dependant on your primary school) so you can record the sizes you require. There will be a limited number of items on display.

* All orders to be placed by 5 August 2017 to guarantee delivery for the start of term.

UNIFORM and P.E KIT

Everything must be marked with the owner's name. A large bag will be necessary to carry everything needed for each day. **UNIFORM and P.E KIT: Items marked * can only be bought through SWI our uniform supplier. To order uniform please go to www.sponne.org.uk and select the 'Uniform Ordering' tab on the home page.**

Blazer	Blazers for all students need to be worn at the start and end of lessons. During lessons this should only be removed with the teacher's permission * blazers with school badge are available for purchase from our uniform supplier
Jumper	* A plain black jumper is available to wear as an optional item. There is no logo on the jumper. It should be worn under the blazer.
Trousers	Plain black and not jean style or skinny – should fit so that underwear is not on show
Skirt	Skirt length should be to the top of the knee. Black / flesh coloured tights or socks. (Tight and/or lycra type skirts are not permitted)
Shirt	Plain, white – should be tucked in. If you wish to wear a white 'T' shirt underneath, you can, but staff should not see it.
Tie	<ul style="list-style-type: none"> Clip on ties are available for purchase from our uniform supplier (Years 7 & 8) and standard ties (Years 9 to 11)
Shoes	Plain black shoes – no boots, Vans or similar style footwear. Black shoe-style trainers must be all black – no white or coloured laces, logos or details
Jewellery and accessories	Rule of One: one watch / one pair of earrings, of a small size. No body piercings, no fashion accessories. False nails and nail varnish are also not permitted. If hair is coloured, it should be natural colours only
Coat	Outdoor coat / anorak (not denim, corduroy, leather or suede)
Aprons	* Apron Scheme (5 year incl.) £7.00 for use in Art, Technology and Food Technology. Aprons are provided in all the above areas for students to wear throughout their school career. Students not taking advantage of this scheme must provide two clean aprons for their own use

UNIFORM and P.E KIT

1*	Black polo shirt with Sponne logo	8	Football boots, with safety studs
2*	Maroon outdoor games shirt	9	Shin pads (compulsory for Football, Hockey and Rugby)
3*	Black shorts/skort	10	Mouthguard (optional)
4*	Long black socks	11	Towel (wet weather lessons)
5	Short white socks	12	Black/navy joggers for cold outdoor lessons
6*	Half zip black fleece with Sponne logo	13	Base layer - black/white/navy
7	Trainers	14	Hair band

*** only available via SWI.co.uk**

UNIFORM and P.E KIT - ORDERING ONLINE

School uniform can only be ordered from Sportswear Direct, our uniform supplier at www.swi.co.uk or by telephone 0845 519 0099. Delivery direct to your home is usually within 2 to 5 working days depending on stock levels and the items required for £4.00 (free if order is over £70). Items can be delivered to the school free of charge (every Wednesday).

If you wish to place your order online, please follow the instructions below:

1. Log on to the school website www.sponne.org.uk
2. On the right hand side, click on 'Uniform Ordering'. This will take you to Sportswear International website swi.co.uk.
3. Register as a new user.
4. Once registered you can place your order just as you would for any other on line shop.
5. Your items can be delivered to the school or directly to your home. Full details are on the website or on the information sheet enclosed with this pack along with a guide on how to size your child when considering the size to purchase.

Due to the volume of orders and staff availability there will be **no** facility to deliver to school between 30 June and 30 September.

Deliveries are made to the school on a Wednesday. Your order can be collected from the Sponne School Shop, which is open Tuesday & Thursday lunchtime, 1:15 - 1:40pm.

SECURITY – ACCESS TO SCHOOL

The new security gates are there to protect your children throughout the school day not as a barrier to parents coming in to school, however there are some key things to remember that will help a lot with access arrangements:

- If your child forgets their PE kit we have spare, clean, washed items they can borrow for the day so you don't need to drop off their kit
- If you child forgets their lunch, we have a system in place where they can get a voucher to buy a basic sandwich and a piece of fruit so they won't go hungry. Or you can top up their account on line – it should be active within the hour.
- For parents of musicians who need access after school for lessons, please give your car registration to admin reception and they will set the barrier to left when it recognises your vehicle for this time slot only.

Should you feel you have to come into school with an item for your child:

- If you are walking in, please use the intercom on the pedestrian gate, choosing Student Services button in order to be buzzed through. You will then be given a code to exit the gate.
- If you are driving in, please drive up to the vehicle barrier, select the Student Services button and state why you are coming in. The receptionist will then raise the barrier to allow you access. Please then park in the bus park whilst you collect or drop off as required then exit the site through the exit barrier which will raise automatically for you.

The pedestrian gates will be open at the start and end of the day when the front of the school is manned by senior staff and pupil traffic is at it's maximum.

The barrier will automatically be raised at busy times i.e. parents evenings or sporting events where we know of them in advance.

If you have any specific issues relating to access to the school site, please visit Admin Reception where they will be pleased to help resolve your issue.

PARENTS' and FRIENDS' ASSOCIATION (PFA)

The Parents and Friends Association (PFA) exists to benefit all students at Sponne. It seeks to raise funds for the school and provide resources that enhance the learning of all our students. We raise about £4000 each year which can be significantly increased by often as much as £3000 from Employer Match Funding Schemes – for example Santander and Barclaycard – please do let us know if you work with these employers.

Recent donations to school have included:-

£10,000 contribution towards the new school minibus

£5,500 for a class set of computer tablets for the LRC

£2,500 towards the Music tour to Europe & sixth form conference to Uganda

£2000 towards resources for subjects including Photography, DT, Food, Humanities & MFL

Make **change** happen,
volunteer!

Could you join us as a Volunteer?

As a parent of a child at Sponne you are already part of our team. Please consider getting even more involved - we are always pleased to welcome new members to the PFA committee and there are roles to suit everyone, however much or little time you have to offer. Perhaps you could help out at a music concert by selling raffle tickets, serving teas and coffees or helping with the bar. Our popular Quiz nights and Fashion shows are a great way to get involved and meet new people. You will not need to help at every event – anything is much appreciated!

If you are interested in helping the PFA, further information can be found on our **Sponne School PFA facebook page** or by emailing us at **pfa@sponne.org.uk**



Do you work for Santander or Barclaycard?

If you work for a company which **match funds** charity fundraising (e.g. Santander or Barclaycard) this is of real benefit to the PFA / school as it can boost funds significantly.



Treasure Trove Prize Draw – the easy way to help and win!

Please do consider joining our Treasure Trove Prize Draw – it's an easy way to raise funds. For just £12 membership a year, you have the chance to win a £30 monthly prize – the next entry date for this will be in July 2017 for the year September 2017 to August 2018. You will then have the chance of winning a monthly prize (currently £30.00) and / or a yearly bonus, depending on the size of membership.



It's **so easy** to join using the school shop TUCASI, simply log in and add 'PFA Treasure Trove' to your 'basket'. You will automatically be entered in to the 2017 – 18 monthly prize draws. If you would prefer to pay in one go for the next five years, we are offering a fantastic reduction – at just £50 you will save £10 on the usual price of £60

Rules and Conditions:

- 1) Prizes to be paid to Treasure Trove members only
- 2) All members to be aged over 16
- 3) The prize year to be from 1st September to 31st August
- 4) The annual subscription to be £12.00 unless amended at the Sponne PFA AGM
- 5) The draw will take place monthly at SPFA committee meetings
- 6) The yearly prize will relate proportionally to the number of members
- 7) Winners will be notified in writing

Q15 on the Parent Reply Online Survey...



**THANK YOU FOR TAKING THE TIME TO
READ THIS IMPORTANT INFORMATION**

We hope you have found it useful and informative.

Please remember to complete the Online Parent Reply Document.

If you have any general queries about this booklet or its contents
or the online Parent Reply document
please contact Mrs Chrissy Mitchell, Student Data Manager
cmitchell@sponne.org.uk

TERM DATES 2017 – 18

TERMS 1 & 2 2017

Monday 4 & Tuesday 5 September	TRAINING DAYS	
Wednesday 6 September 2017	School Term starts for Year 7 and Year 12	
Thursday 7 September 2017	School Term starts for Years 8, 9, 10, 11 & 13	
Friday 20 October 2017	School Term Ends	
Monday 23 to Friday 2 October	TERM BREAK	
Monday 30 October 2017	School Term starts	
Friday 15 December 2017	School Term ends	
Wednesday 18 December to Monday 1 January 2018	CHRISTMAS BREAK	

TERMS 3 & 4 2018

Tuesday 2 January 2018	School Term starts	
Friday 9 February 2018	School Term ends	
Monday 12 February to Friday 16 February	TERM BREAK	
Monday 19 February 2018	School Term starts	
Wednesday 28 March 2018	School Term ends	
Thursday 29 March 2018	TRAINING DAY	
Monday 2 April to Friday 13 April 2018	EASTER BREAK	

TERMS 3 & 4 2018

Monday 16 April 2018	School Term starts	
Monday 7 May 2018	MAY DAY : School Closed	
Tuesday 8 May 2018	School Opens	
Friday 25 May 2018	School Term ends	
Monday 28 May to Friday 1 June	TERM BREAK	
Monday 4 June 2018	School Term starts	
Friday 20 July 2018	School Term ends for SUMMER BREAK	