

“A good education is a gift that lasts for ever”

Notes for the Guidance of Parents and Students Year 2019-20



The Dixie Grammar
Senior School

WELCOME TO THE DIXIE GRAMMAR SENIOR SCHOOL

Welcome to the new academic year at The Dixie Grammar Senior School. We hope you will find this booklet helpful in guiding you through our daily life at school. Most students are extremely busy and need help at home as well as at school to get their priorities right. Each student has a Student Planner, but we felt it was a good idea to put together a family booklet that could be kept at home and used as reference. We would encourage you as a family to talk over the various notes found within this booklet.

The notes deal with a variety of points and our intention is to provide answers to some of the many questions that students and their parents are likely to have and to provide information that can be referred back to in future.

We hope the total package does not seem too daunting or too bureaucratic. Any organisation needs certain rules to be established if it is to run smoothly, but we do not expect new students to be instantly aware of all our rules and they will be gently told what is expected of them as they settle into the School.

School Motto

“A good education is a gift that lasts for ever”

Aims and Values

The aim of The Dixie Grammar School is to educate its students to the highest standards of excellence to become full, confident and active members of the community, thus preparing them for the global society of the 21st century.

The mental, spiritual, moral and physical well-being of every student is to be achieved by striving for the highest standards in Academic Work, Assemblies, Service, Cultural, Sporting and Intellectual Co-Curricular Activities.

In effective pursuit of these standards, staff will help students develop:

- Responsibility, integrity, self-discipline and diligence
- Honesty and good manners
- Respect for others and commitment to the community
- Confidence and a self-respect based on self-knowledge
- Independent learning and teamwork
- Imagination and creativity
- Knowledge and understanding of other cultures and societies
- Leadership Skills

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This document is updated regularly and the most up to date copy is available on the School website www.dixie.org.uk under the heading Pastoral Care

Communication to and from School (Senior)

- **Contacting the School**

Parents are always welcome to write, e-mail, telephone or make an appointment to see any member of staff including the Headmaster. When telephoning or making an appointment, please indicate clearly the subject of your query.

- **Senior School contacts details**

Telephone	01455 292244
Website	www.dixie.org.uk
Email	General info@dixie.org.uk
Facebook	facebook.com/the.dixie.grammar
Twitter	@DixieGrammar
Staff emails	Available on request

- **Contacting the PTA**

Website	www.dixie.org.uk (follow the link)
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- **Deputy Heads' Forum**

Early in the academic year we will hold a Deputy Head's Forum – these are termly meetings attended by the Deputy Head. The first meeting will be on **Wednesday 18 September at 4.10pm**. Please report to the Senior School Office, further dates are to be confirmed. The purpose of these meetings is to provide an open forum for matters of interest to be raised. Topics which have been discussed in previous meetings have included: school uniform, communication between school and home and (vice versa), entrance examinations and school reports. While it is understandable that the experiences of your own children will inform and provide anecdotal illustrations for the topics under discussion the forum is not, however, the place for dealing with issues of an academic or pastoral nature relating to individual children. You will find details elsewhere of how to contact the appropriate members of staff if you have any such concerns.

You are warmly invited to attend the forum meeting which will be listed on the school calendar and/or notified via ParentMail, and also to request further such meetings if you so wish. Notification via the School Office of your intention to attend would be much appreciated.

- **Pastoral Care**

Mrs H J Banton, (Director of Student Care), is in overall charge of pastoral matters.

The Form is the School's pastoral unit and the Form Teacher or Sixth Form Tutor is the person to whom we hope that students and parents will first turn if there are any problems, be they

pastoral or academic. If further help is needed, the appropriate Head of Section will provide support. Dr S M Ketchion is Head of Lower School (Years 6 and 7), Miss V Entwisle is Head of Middle School (Years 8 and 9), Mrs K Craig is Head of Upper School (Years 10 and 11) and Mr J Dixon is Head of Sixth Form. In addition, Mrs H J Banton, Director of Student Care and Ms C M Young, The Deputy Head are also available.

- **In the event of a concern, how should it be raised?**

It is usually best to start with the person most closely associated with the issue. For broad issues, your contact is your child's **Form Teacher**. He or she will have an overview of your child's progress. It is best to drop a line in the planner or via e-mail to the teacher at school, or contact the School Office to ask the teacher to telephone you. Be as clear as possible about what is troubling you. If you have a query about a particular academic subject, please contact (initially) the person who teaches your child. Again this can be done via a note in the Student Planner, by e-mail or to the School Office, and most problems are resolved at this stage.

If you feel you need further help please don't hesitate to contact the school again.

Please inform us if you have any worries about your child's health or happiness, or if there are any **changes in your personal circumstances**. All matters will be treated with the utmost sensitivity, and the information you give us will help us to help your child.

- **Calendar and Newsletters**

Each term the School Calendar, is updated on the School's website and as such is the most reliable source of up to date information. News@TheDixie, is published every half term and sent by ParentMail as well as being published on the website. The School Magazine, The Snow Leopard, is published annually and will be sent electronically at the end of the academic year. These, along with our Facebook and Twitter feeds, will keep you up to date with the many activities at the School.

Out-of-School Achievements

Many of our students enjoy a wide range of activities outside of school and we are always pleased to hear about their achievements and try to recognise as many as possible in our Presentation Assemblies. Please keep us informed – Form Teachers love to hear of your sons' and daughters' achievements.

- **Compliments, Concerns and Complaints**

The School would very much like to know when we have done something particularly well and we are grateful for comments received. We also want to know if you feel that we can improve what we are doing. Our aim is to respond quickly and deal efficiently with any problems that may occur. The School also has a concerns and complaints policy which is available on the school website or from the School Office.

- **Consent Form**

This form is sent to you when your child first joins the School and covers your consent for all routine trips whilst your child is at the school. Thereafter at the start of each academic year the School Office will send out an '*Annual Pupil Information Form*' for checking by parents.

This is a very important form for our records and must be returned promptly.

Please remember to inform us of any changes to address/ contact details etc. – it is vital for your child's well-being that we can contact you efficiently.

- **ParentMail®**

ParentMail® is the School's electronic communication system. It is used to issue letters (parents' evenings, trips, and events), newsletters and any other information that we hope is of benefit.

In order to use ParentMail (PMX) we need parents' email addresses and mobile telephone numbers. The school will upload your details to ParentMail and an automatic invite to join the service will be generated and emailed to you. Please be assured, the ParentMail service is registered with the Information Commissioner's Office (ICO) and guarantees that all information supplied will be kept in accordance with new GDPR regulations. There is also NO advertising associated with the scheme.

IMPORTANT - Our school messages will be sent from the email address info@parentmail.co.uk Please make sure you add this address to your email address book (or approved sender list) in order to prevent messages being blocked by your SPAM/JUNK filters. Please also check your JUNK/SPAM folder regularly in case messages go there.

To register with ParentMail (PMX), please follow the link in the email/text message you receive from the school. If you do not receive a registration request, please contact the School Office.

ParentMail App - There is a free ParentMail App for iOS and Android phones which we would encourage you to download. You can download the App for free from either the Apple App Store or the Google Play Store which will help you to get the best experience from the ParentMail system. More information can be found on the ParentMail website www.parentmail.co.uk

About Your Personal Data - The Dixie Grammar 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. For further information please visit: www.dixie.org.uk/privacy

Staff Lists

Teaching

Senior Leadership Team

Mr	R J	Lynn	Headmaster
Ms	C M	Young	Deputy Head
Mr	A	Cooke	Director of Studies
Mr	J	Dixon	Head of Sixth Form
Mrs	H J	Banton	Director of Student Care

The Heads of Section have responsibilities for different year groups as follows:

Mrs	K	Craig	Head of Upper School Years 10/11
Miss	V	Entwisle	Head of Middle School Years 8/9
Dr	S M	Ketchion	Head of Lower School Years 6/7

Heads of Departments and Subject Teachers

Mrs	S	Anstruther	Teacher of German & French
Mr	G	Bailey	Head of Art & Design
Mrs	H J	Banton	Director of Student Care, Teacher of French & German
Mr	P	Brooks	Teacher of Mathematics
Mr	L	Burns	Head of Lancaster House, Physical Education, Co-ordinator of Adventurous Activities
Mr	A	Cooke	Director of Studies, Teacher of PHSCE & Physical Education
Mrs	K	Craig	Teacher of French & German, Head of Upper School,
Mrs	P	Crick	Teacher of Biology
Mrs	H	Daniels	Teacher of Mathematics
Miss	S	Dicksee	Teacher of Physical Education
Mr	J	Dixon	Head of Sixth Form, Teacher of English
Mrs	M	Dye	Director of Music
Miss	V	Entwisle	Head of Middle School, Head of Geography, Teacher of Physical Education
Mr	N	Falconer	Teacher of Design & Technology
Mrs	H	Fatima	Teacher of History
Mr	C	Fielding	Head of Physical Education & Games
Mrs	J	Field	Head of German
Mr	G	Goodman	Teacher of Physical Education
Mrs	L	Gu	Head of Mandarin & Confucius Classroom Manager
Mrs	C	Hannaghan	Teacher in charge of Home Economics

Mrs	G	Harland	Head of Chemistry
Mrs	A	Hillier	Head of Religious Studies
Mrs	S	Hudson	Head of Business Studies
Mrs	D	Ibbetson	Teacher in charge of Girls' PE
Mrs	C	Jackson	Teacher of Mathematics
Dr	S M	Ketchion	Head of Physics & Head of Lower School
Dr	S	Khan	Teacher of Physics, Academic Support Co-ordinator
Mr	A J	Kirkwood	Head of Science
Mrs	W	Knight	Teacher of Art & Design, Student Support
Mr	R	Lynn	Headmaster, Teacher of Mathematics
Mr	P	Macmillan	Teacher of English & Head of York House
Mr	P	MacQueen	Teacher of Geography & Physical Education
Mr	N	Mason	Teacher in charge of ICT & Computing
Miss	O	Mason	Teacher of Music
Mrs	S	Overton	Teacher of ICT/Computing
Miss	N	Pike	Head of Design & Technology
Mrs	J	Prasher-Malde	Head of History & Head of PSHCE
Ms	S L	Rhodes	Teacher of English
Dr	S	Rimington	Teacher of Chemistry, Student Development Co-ordinator
Mr	M	Rogers	Music Technician/Tutor
Miss	L	Russell	Head of Mathematics
Mrs	E	Sentance Davis	Teacher of English
Mr	J	Sentance Davis	Head of English
Mrs	D	Scott	Teacher of English, Librarian
Mr	R	Thirlwell	Head of Modern Languages
Mr	C	Vernon	Teacher of Physical Education
Ms	C	Young	Deputy Head, Teacher of Religious Studies

Support Staff

Mrs	L	Ashfield	Accounting Technician
Mrs	K	Bedford	Teaching Assistant, HE Technician, First Aid Co-ordinator
Mr	A	Branson	Driver
Mrs	S	Dawkins	Finance Manager
Miss	G	Deacon	D & T Technician
Mr	J	Finch	IT Support Technician
Mrs	N	Giles	Senior Administrator
Mrs	A	Goode	Home Economics Technician, Housekeeper
Mr	S	Green	Head Groundsman
Mr	G	Harper	Premises Officer
Mrs	S	Harrison	Driver
Mr	M	Hawes	Driver
Mr	K	Heathcote	Driver and Premises Officer
Ms	A	Hodgkinson	Cleaner
Mrs	R	Hughes	School Administrator

Mr	P	Kirk	Operations Manager
Mr	J	Lane	D & T Technician
Mrs	P	Lynn	School Support Officer
Mrs	K	Mackley	Accounts & Payroll Assistant
Mr	R	Marston	Premises Officer
Mrs	J	Oliver	Senior School SEN Support
Mrs	A	Rackham	School Administrator
Mrs	K	Simpson	Driver
Mr	D	Sparrow	Groundsman
Mrs	M	Sutherley	Senior Science Technician
Mrs	J	Wardle	Science Technician
Mrs	Z	Werndly-Reed	Cleaner
Mr	J	Wheeler	Consultant Bursar
Mr	P	Young	Art Technician

This is our current staff list please check our website for future updates.

Governors

Mrs	J	Fenton-Parkes	Chair of Governors
Mrs	M	Ashfield	
Mr	P	Bowman	
Mr	S	Boyes	
Mr	A	Churchill	
Mrs	S R	Davies	
Mrs	C	Ellis	
Dr	C H	Kendall	
Prof	M	Mihsein	
Ms	L	Pittwood	
Mr	I	Smith	

General Information

Attendance at School

Attendance at all timetabled lessons, study periods, games lessons, assemblies and registration is compulsory for all students of The Dixie Grammar School, unless leave of absence has been requested in advance by parents and granted by the Headmaster. Absentees are recorded at a formal registration each morning and afternoon.

Parents are requested to keep to term dates, always published 12 months in advance, in order to ensure that school time remains a priority in the mind of each student.

We strongly discourage parents from taking their children out of school for holidays or other non-essential reasons as your child will miss valuable pastoral/teaching/social time and will have to work very hard on their return to catch up with the rest of the class.

- **Absence**

If your child is absent you should telephone or email the School Office on the first day of absence **by 9.30am** in order that we know your child is safe and being cared for. On their return to school, students should either **bring a letter** or parents are asked to email the school explaining the reason for their absence. This applies to **ALL** students including Sixth Form. It is important that such communication is easily identifiable as coming from an individual with parental responsibility. Any absence not reported by parents/guardians on the first day will be followed up by a phone call from the school to home in order to ascertain that your child is away from school with your knowledge, to ensure the safety and whereabouts of your child.

Requests for an absence from School can only be authorised by the Headmaster. It is not sufficient for parents to inform the School that their son or daughter will be absent in order to take a 'holiday', but parents must seek express permission well in advance from the Headmaster.

- **Registration**

The registration of students both in the morning and in the afternoon, is a legal requirement. **Attendance at registration is compulsory.**

- **Times of Registration**

Morning Registration takes place at 8.40am and afternoon registration at 2.05pm. It is essential that all students attend these registrations punctually.

- **Signing In and Out of School**

There will be occasions during the school day when students arrive or leave the School at times other than those scheduled. In order to ensure that our monitoring of the whereabouts of students is as complete as possible, the School operates a signing in and out system.

The book for this system is kept in the School Office. If students arrive after registration has been completed or arrive at School once the day has begun, then they must report to the School Office to sign in. Any student leaving School before 3.55pm must sign out at the School Office. It is preferred that you arrange to collect your son/daughter from the School Office rather than arranging to meet them elsewhere. These arrangements are to ensure their safety and well-being.

Students may not leave the premises once on the School premises, and in particular, between 8.40am and 3.55pm without prior permission (except Sixth Formers). Where such permission is given to individual students they must report to the School Office both on departure and on return and sign out and in, so that the whereabouts of all students can be established in the case of an emergency evacuation of the buildings. For the same reason any Sixth Former leaving the premises must also sign out in the book in the School Office.

If students are sent home by the Medical Care Staff then the member of staff will notify the Form Teacher.

Parents should give written notice in advance of medical and dental appointments **(but please arrange these out of school as far as possible)**.

Most letters from school have reply slips attached; **please return them promptly as they are one of our many ways of making sure that you receive our communications.**

There will be occasions such as rehearsals, house matches and matches against other schools when certain students will need to stay later than usual. Parents are advised when this will happen and are asked to confirm (by means of a reply slip) that arrangements are made for transport home, the prompt return of which is greatly appreciated.

Late arrivals to School

Students may enter their Form Rooms at 8.30am and by 8.40am at the latest. If they arrive after this time they should report to Reception if the register has already been completed that day – **it is vital that students are marked as being present.**

Books

The school provides textbooks, exercise books and rough books. New exercise books are provided free of charge as long as it can be shown that the previous ones have been completely filled, and a new rough book will be provided if the previous one has been signed by the form teacher as having been used exclusively for school work.

Liquid eradicators (such as Tippex) should not be used in school (it is also forbidden by the public examination boards). This is not only because they can make a mess, but also because it is quicker to put a neat line through the error and write in the correction, and because it is often useful for the teacher marking the work to see what was written originally.

Credits and Rewards

When students work hard and do well in class they will be given a credit, which is recorded, in their Student Planner. They can also be awarded for outstanding effort, work, achievement, progress or behaviour. Credits are centrally recorded each half term and Bronze, Silver and Gold certificates are awarded in assembly for Years 6 – 9. In Years 10 and 11 Bronze, Silver and Gold postcards are sent home to students and the Sixth Form have their own reward system. The credits also count towards House points. Exceptional performance over a year leads to a Platinum Award.

Da Vinci

The idea of the da Vinci scheme is to develop our students into well-rounded individuals by encouraging them to produce good work which shows sustained effort and creativity across as many areas as they can. One key element of this is that our students use their initiative to identify the extra work that they themselves need to produce, rather than being directed by a teacher.

The da Vinci scheme is available in all areas of school life from the classroom to the sports field, the music room, our charity work and our extensive list of co-curricular clubs. Students are

recognised with a da Vinci credit (one is available for each area of school life per term) and mentioned in assembly. An award is given for the top performing student in each section of the school at the end of the year.

Discipline

The School Behaviour Policy has been developed in consultation with staff and students to strive to ensure that we fulfil our aims “to educate our students to the highest standards of excellence to become full, confident and active members of the community”.

Records of minor misdemeanours are kept in the Student Planner. Re-tests of poorly learnt work, re-writing poorly written work and punishments for minor acts of misbehaviour normally take place during the school day. However, persistent poor work or misbehaviour or a more serious offence may call for an after-school detention. If this occurs parents will always be given written notice and they will be asked to return an acknowledgement form to confirm that they are aware of the punishment and that they are able to arrange transport home. After-school detentions are unusual and are regarded very seriously by the School.

Emergency Action

When a student is taken ill whilst in school we will need to make contact with you or, if we cannot do so, will take the decision to act on your behalf. We request that you advise School of any medical condition or change of contact details.

(N.B. Please do not forget to up-date this information if circumstances change.)

If you need to contact the School in an emergency, please call the School’s 24 hr emergency helpline: **07812 368897**. This number is given on the school’s answerphone message after normal opening hours.

Examinations

Examinations for students in Years 6 to 10 are held each year in the Summer Term. We consider these to be important, not merely as a means of testing, but also for diagnosing strengths and weaknesses so that future teaching and learning can better be focused on the needs of the students. They also help to ensure students learn examination techniques and appropriate conduct during external examinations. After the examinations have been taken and marked they are reviewed in class, errors are corrected and possible answers discussed. On occasions students may then be asked to work through the examination paper again at home to make sure that they have understood where they have gone wrong.

When a student in **Year 9** fails to perform satisfactorily in the examination for any subject they will be studying in Year 10 he or she may be required to repeat the paper under examination conditions in order to demonstrate their ability to cope with the GCSE courses. Any such re-take will take place in school time shortly after the end of the examination period.

For **Year 10** students the examinations in the summer are at the half-way point in the GCSE courses. If students do not meet the required standard they may be asked to re-take the relevant subjects to demonstrate their ability to continue with the course. These re-takes will also take place in school time.

In **Year 11** students take Mock GCSE examinations in January as a final preparation for the external examinations in May and June.

In the Lower Sixth Internal End of Year Examinations are held in June in all subjects being studied at A level. A poor performance in any subject at the end of the Lower Sixth will lead to a review of whether it is appropriate for the student to continue to study that subject.

The results of the examinations will be used as part of the evidence available to teachers when predicting likely A Level grades for university applications. As we expect students to seek universities/courses which have realistic entry requirements in the light of predicted grades the L6 End of Year examinations should be seen as important by all students.

Examinations take place regularly throughout the School year. Students must strictly observe the “Silence” notices displayed around the School out of courtesy for other students.

Co-Curricular Activities

The School prides itself on the wide range of co-curricular opportunities it offers students from Astronaut Training Club to The Duke of Edinburgh Bronze, Silver and Gold Awards via a vast array of Sporting and Academic activities. The current list of activities is published on our website and is updated termly; typically there are over 70 run in the course of a normal week.

We are always delighted to hear from parents who have an enthusiasm and / or skill that they would like to share with our students – examples include Duke of Edinburgh volunteers, Careers speakers, Charitable Projects, Sports Coaches and many more. If you would be happy to volunteer your services please e-mail our Head of Sixth Form, Mr Dixon dixonj@dixie.org.uk who will put you in touch with the most appropriate member of staff.

Homework and Student Planner

Every student (Years 6 -11) has a Student Planner. It is an essential tool to help students organise their work and it is important that it is used carefully and with respect. We ask students to enter subject headings for some weeks ahead so that parents can see at once if there is a blank entry. The students are instructed to write full details of all homework into the Planner and they should also copy out their homework timetable into it. Students also use the Planner to record their credits, achievements and targets, as well as any misdemeanours. Planners must be taken to all lessons; however, on rare occasions when they are mislaid a replacement sheet for the day may be obtained from Form Teachers. This should be signed by parents and brought back to school the following day.

The Student Planner may be used by both parents and teachers to send messages (e.g. about work that needs to be caught up that is too difficult, too short, etc.). Such messages, of course, do depend on the student showing the Planner to the intended recipient, and consequently do not always get through. Please ask your child to show any message to the teacher concerned, who will initial it to confirm they have read it. Likewise if a teacher wishes to communicate a message to you, your child will be asked that you initial the message confirming it has been read. If you get no answer, please do not hesitate to write or e-mail separately to the form or subject teacher.

The Student Planner should be checked and signed at the end of each week by both the parents and the form teacher.

Homework is an important part of academic life at The Dixie Grammar School but of course at the beginning of the academic year we are conscious that homework may be a very new concept for our younger students and those new to the school - students are eased into the expectations of them. It is important that students complete their homework themselves in order that their teachers can assess their understanding of the concepts covered, however, your interest and involvement is welcome – by all means *discuss* homework tasks with your sons/daughters, *help* them to find relevant information, *test* them on learning material etc but please do not feel their homework is your job! If you have on-going concerns over the amount or standards of homework set, please do get in touch.

The approximate time allocations for homework are as follows:

Year 6 (10+):	3 x 15 minutes each evening
Years 7/8 (11+):	3 x 20 minutes each evening
Year 9:	3 x 25 minutes each evening
Years 10 and 11:	3 x 30 minutes each evening
Sixth Forms:	at least 15 hours per week outside school

In Years 7, 8 and 9 there is a fourth homework on one or two evenings.

In addition to the Planner an increasing number of staff use Google Classroom to extend students' learning and planning skills. You will be invited to review your son's/daughter's Google Classroom account.

House Activities

When a student joins the School they will be placed in a House, either York or Lancaster. They will have the opportunity and are encouraged to take part in many inter-house competitions including netball, hockey, football, rugby, swimming, cross country and athletics as well others such as chess, photography, debating and a House quiz. The credits that they get for their work also count towards the inter-house competition.

Insurance

Personal accident insurance is automatically provided within the termly charges, this covers for permanent disability or death.

You have the option to cover your child when absent from school due to illness, accident, and contact with infection for a continuous period of at least five days (excluding weekends). A leaflet giving full particulars of this option is included with the first invoice sent to all new parents.

If you do not wish to participate in this scheme simply deduct the charge from your first fee payment.

Parents are reminded that the School cannot insure students' property. If cover is desired, that is the responsibility of parents, but it is strongly recommended that valuable items of clothing and personal belongings are named and students are responsible for the safe keeping of their own property at all times. No personal clothing or other belongings should be left in school overnight.

iPads/Laptops

Until recently we have not permitted the use of laptops below the Sixth Form, except by those with specific learning needs, because of the lack of secure storage space. We do allow those in Years 10 and 11 to use laptops on the following conditions:

- Laptops must be insured by parents as the School can take no responsibility for them if they are lost or damaged.
- They may only be used in class at the discretion of individual teachers. This will not only depend on the nature of the immediate task, but on the proficiency and speed of the would-be user.
- Batteries must be charged, since there are no power points at individual desks and lack of power (like the loss of a USB or the inability to find a printer) will not be accepted as an excuse for the failure to produce work.

- Students will need to continue to produce hand-written work in significant quantities in preparation for the demands of the public examinations, which are still written by hand (except in cases of specific learning needs), as are school examinations.
- Students are not encouraged to bring iPads into school. Please be aware that not all students will have a secure place in which to leave them and so, if students do bring them into school it must be at their own risk and the School is unable to guarantee their safety or provide insurance cover for their loss of damage. Some devices now come enabled with WiFi or 3G/4G access. With regard to the former, we are not proposing to allow such devices to download content via the school network or connect to it. With regard to the latter we would strongly recommend that you do not allow your children to bring 3G/4G enabled devices to school as we cannot monitor their use in any way, nor control where on the internet they are being used.

Library

The Michael Parker Library is an up-to-date, inclusive, supportive and attractive learning environment in our historic building. The Library has flexible study seating and tables suitable for class and small group use, soft seating for more relaxed study and reading, fixed laptops for access to the school network and the internet, accessible sockets so that students and staff can use their own laptops in comfort and a screen and data projector. Multi-media resources - including attractive fiction books, non-fiction books to support and extend the curriculum, DVDs, newspapers, magazines and journals – are purchased for the library. Students are encouraged to suggest new resources and a range of events, including author visits, Reading Group, Carnegie Shadowing and competitions, are held throughout the year.

The Library is open each day after school until 5.15pm. (See supervision notes.)

Lunches and Breaks

The School caterers provide a wide variety of healthy snacks and nutritionally balanced meals for students. Special diet and/or vegetarians are also catered for. If you wish to know more about them please visit www.holroydhowe.com. Current menus are published on the School's website.

At break time (10.55am) they serve a range of items such as toast, savoury snacks, fresh fruit, water and a range of juices. These items must be paid for on an individual basis.

Lunch (1.00pm/1.30pm) is served in the School Hall and there is a daily choice of three hot meals and a jacket potato and salad. A range of sandwiches and rolls, yoghurts and fresh fruit is also available, as are juices and water.

Pre-paid lunches – all students are given a unique and numbered keyring at the beginning of the academic year which must be presented to the catering staff each lunchtime. If this is lost please report it to the School Office who will issue a replacement at a cost of £1.00. If a keyring is left at home the student should collect a temporary lunch card from the School Office. The absence of a keyring is not a reason to miss lunch.

Currently the cost of pre-paid lunch is £3.62 per day. Students should not ask for credit. For a pre-paid lunch you may choose either:

A hot lunch - Meat or Vegetarian dish, one carbohydrate (potatoes, pasta, rice or bread), Vegetables or mixed salad

Dessert (hot or cold, fruit, fruit juice or cake)

or

- Sandwich, panini, wrap, baguette or soup with fruit juice and either fruit, dessert, cake or crisps

or

- Jacket potato and filling with fruit juice and either fruit, dessert or cake
or
- Salad bar selection with either fruit juice, fruit, dessert or cake

There is an option to bring in your own packed lunch or purchase items individually. If you choose to pay daily all items are individually priced and the current tariffs are on display.

In order to respect our environment and ensure that others do not have to clear up after us **all food is to be eaten in the School Hall, Sixth Form Common Room /kitchen or outside** – not the corridors or classrooms.

Medical Procedures

The First Aid room is equipped to look after students who feel unwell or need medical treatment during the school day. However, a student who feels unwell or suffers an accident during the school day should report to the School Office or to the Science Staffroom (whichever is closer) in the first instance.

We recognise that some students may require on-going or temporary treatment – Mrs Rackham controls all prescribed and non-prescribed medication and students who have medication must hand it in (other than spare inhalers and epipens) to the School Office, clearly labelled with name for safekeeping. If your child requires medication please complete a Request for School to Administer Medication Form (available to download from the website). On receipt of this form Mrs Rackham will administer medication at the appropriate time.

Students with asthma and severe nut allergies are responsible for **keeping inhalers and epipens with them at all times**. Up to date spare inhalers and epipens should be clearly marked and given to the School Office at the beginning of each academic year. **It is the parents' responsibility to ensure that these are provided and kept in date.**

Parents/Guardians must send a letter to the PE Staff via the Form Tutor or Head of Section if they wish their child to be excused from PE. If a student is suffering from any effects of an illness then parents are advised to inform the School Office who will monitor the student's health as necessary.

Guidance on infection control in schools and nurseries is issued by Public Health England <https://www.gov.uk/organisations/public-health-england>

- **Infectious Diseases**

If a student has been exposed to an infectious disease, or if any such disease breaks out at his/her home, the School must be notified immediately. Exclusion on contact is necessary in the case of Scarlet Fever, Diphtheria, Whooping Cough, and all the more serious diseases.

- **Minor Medical Conditions**

- **Head Lice**

Please inform School if your child is found to have head lice. All parents will be sent a letter with treatment information from School if head lice are found.

- **Chicken Pox**

Students with Chicken Pox should remain at home until six days after the appearance of the rash or until scabs have formed.

- **Impetigo and Conjunctivitis**

Any student found to have impetigo or conjunctivitis must report to the School Office. Students with impetigo or conjunctivitis should see their GP for antibiotic treatment. Students with impetigo or conjunctivitis may attend school but they must pay close attention to personal hygiene and refrain from contact sports and swimming until lesions or eyes have healed.

- **Measles**

Please inform the School immediately this has been diagnosed.

- **Warts and Verrucae**

Students with warts or verrucae should either treat them with gel such as Bazuka or see their GP for treatment. If required, they should wear a waterproof sock on the affected foot when swimming and in the changing rooms.

Parents' Evenings

Each academic year there is at least one formal opportunity to meet with your child's teachers to discuss progress. The dates and time of these evenings are printed in the school calendar and are also viewable on the website. You will receive a letter and appointments booking sheet well before the date of your child's designated evening.

For students in Years 6, 7, 8 the evenings are intended for parents only and children should not attend.

For students in Year 9 and above, where possible, it is desirable for both parents and students to attend,

Please check the calendar and website for up to date information.

PTA

This organisation exists to provide closer links between home and School and is an excellent way to bring staff, parents and friends together, whilst working toward a common goal - providing more benefits for our children.

The PTA has raised many thousands of pounds, which have been spent on improving equipment and resources to enhance children's education and enrich their experiences.

All parents are automatically members of the PTA as soon as they join the School and anyone can get involved, even if they only have a small amount of time available.

The PTA organise a 200 Club. In exchange for an annual subscription of £25, members' names are entered in a monthly draw where cash prizes may be won.

The PTA Nearly New Shop has items of school uniform that are in excellent condition and which can be bought at a much-reduced rate compared to the shops. If there is something you need to replace, why not take a look? Please contact the School Office to make arrangements.

The PTA website www.dixie.org.uk (follow the link through) will advise you about dates for the diary, useful telephone numbers and much, much more.

Personal Music Systems & Mobile Phones

Personal Property

All personal property, including clothing, shoes, sports kit, calculators etc **must be clearly marked with the student's name**. It is inadvisable to bring any expensive items to School. They are not covered under the School's insurance policy and the School cannot be held responsible for loss, damage or theft. (Every term there is a significant amount of unmarked and unclaimed lost property that we are unable to return to its owner.)

Students should ensure they take **all their belongings home at the end of each day**. Students should use a school bag that is of sufficiently rigid construction to prevent the books inside being damaged. Students are expected to keep books and equipment at home only bringing with them what they require each day. Bag racks and storage are provided as are Dixie Tote bags to help students organise and carry the necessary books and equipment around school. Students in Year 10 and above may use their own bag in school but **it must be small**; large school and games bags are unsuitable for inside the school buildings.

Students are asked to observe the above arrangements.

Damage to property

Damage of any kind to School or other people's property or equipment; injuries, accidents etc must be reported immediately to a member of staff. Wilful damage or graffiti to property will be severely punished – this includes marking or scratching desks. Students will be required to pay towards any repairs to School property caused by careless behaviour.

Lost Property

Ensuring ALL items of personal property, uniform and Games kit are fully named should eliminate the need for replacements which are costly and unnecessary and thus avoid frustration all round. If items of unnamed clothing are found they will be forwarded to the PTA Nearly New Shop on a half-termly basis as these items cannot be returned to the rightful owner with any certainty. All other named lost property will be returned to its rightful owner (via a note in the form register) or held in the School Office.

Any named items of PE equipment that are found will be taken to the PE Office and **valuables** to the Deputy Head's Office. Even valuables cannot be kept forever and students are urged to be pro-active in trying to retrieve their property – they should look carefully in all the possible locations, ask at the office or, in the case of valuables, the Deputy Head. If items cannot be successfully returned they will be forwarded to the nearly new shop or to charity.

Personal Music Systems

Students are strongly discouraged from bringing Personal Music Systems into School. They must not be used during the school day or worn while moving around School. All personal music systems are brought into School at the owner's risk (see Personal Property Section) and will be confiscated until the end of the day if seen in use.

Whilst it is perfectly understandable that students will wish to listen to music on their way to and from school it is extremely important they remain alert to dangers especially from traffic. We often have to speak to students crossing the road directly outside school who, whilst listening to music, are oblivious to the significant dangers posed by crossing this busy road.

Mobile Phones

There is no need for a mobile phone in school, but we accept that parents may wish their children to travel to and from school with phones and set the following rules concerning their use:

- Mobile phones must be switched off **throughout the school day**.
- They must only be used for genuinely urgent reasons during the day **with the permission of a member of staff**. This would normally be to co-ordinate transport at the end of the day.
- The sending or recording of obscene or threatening messages is illegal, as are 999 calls (unless in the event of an emergency) and the taking of unauthorised photos.
- Possession of another person's mobile phone, without permission, will be considered as theft.
- The School cannot be held responsible for the security of mobile phones.
- Failure to adhere to these guidelines, or any misuse of a mobile phone will lead to the phone being confiscated until the end of the school day. If it is a second offence the phone will need to be collected by parents at their convenience.
- On Educational Visits that fall within the school day students will be required to hand their phones in at the school office for safekeeping.
- On residential trips mobile phones will be collected in and looked after by a member of staff. Students will have access to them at designated times in order to contact home.

Personal Relationships

The School promotes and encourages friendly and positive friendships between students. All students must respect and value those who have differing opinions and behave in a manner that considers the feelings and values of all. Public displays of intimacy are not acceptable within the school as they can be embarrassing and draw attention to those involved.

Policies

Copies of the School's key Policies are available on the School website www.dixie.org.uk and all are available on request from the School Office.

Reports

There are two main kinds of report which all parents will receive at intervals during the year:

i. **Grade Reports**

Grade Reports are sent out at the ends of the Autumn Term (all year groups) and Spring Term (all year groups excluding Year 11 and Upper Sixth). These reports will contain Progress Grades, one for attainment and one for effort. The grades used vary as your child moves through the school but will be explained by a key printed on each report. The report will also contain a summary paragraph written by your child's form teacher.

ii. **Full Reports**

Full reports are sent out at the end of the Summer Term for all year groups excluding Year 11 and Upper Sixth whose reports will be sent out at the end of the Spring Term. Each report will contain a written comment from each of your child's subject teachers on aspects of their progress during the year. These comments will aim to give praise for success and to highlight areas where improvement is needed. Full reports will also contain Progress Grades for the term and summer examination results where

appropriate. Comments will also be included from form teachers and the Headmaster/Head of Sixth Form.

In addition to the above, parents of students in the examination years of the school will also receive Interim Grade Reports (giving progress grades only).

Students in Year 10 and Lower Sixth will receive an Interim Grade Report at the beginning of the October and February Half-Term breaks

Students in Year 11 and Upper Sixth will receive an Interim Grade Report at the beginning of the October Half-Term break only.

Snow Arrangements

The general principle is that the School will remain open, except in the most exceptional circumstances.

Individual parents and staff will need to make their own decision on each occasion, as to whether to travel to school or not, dependent on local conditions and the safety of themselves and their children, which must of course always be paramount.

Whenever the conditions are significantly altered the School website will be updated and we will seek to communicate clearly and efficiently with you. If you decide it is necessary to collect your son/daughter during the school day please **report to the School Office**. *Information may also be obtained from:*

- School (Senior & Junior) telephone **01455 292244**
(NB: in the event of extreme weather it may not be possible to update this each morning)
- BBC Leicester website www.bbc.co.uk/leicester
- Radio Leicester (**FM 104.9**) Oak FM (**FM 107.9**).

This is reviewed at least daily and the arrangements changed as appropriate.

Supervision

Students are welcome to arrive at school from 8.00am and unless taking part in a supervised activity are expected to have been collected by 5.30pm.

- Early Morning: Room 1 has supervision from 8.00am – 8.30am. Students are welcome to wait in the playground with their friends but should not make their way to form rooms until 8.30am.
- After School: students remaining in school may use the Library (Year 9 and above) or Rooms 1 or 2 (chrome books are available for study purposes only) until 5.30pm.
- Please note at 5.15pm students should leave the Library and wait in Room 1 to be collected.

Transport

As part of usual school activities students may be taken to the Senior School Sports Ground or the Junior School, by school minibus or hired transport.

Road Safety

Road safety is a high priority for a school in our location and there remains a danger particularly at busy times of the day. Whilst our students are generally very sensible when crossing Station Road from the School to the Market Place and the older ones are able to judge the distance/speed of approaching traffic and so cross safely, we would urge you to discuss road

safety with your child. Our younger students are escorted to art lessons which occur on the opposite side of the Market Square.

There is, of course, also a zebra crossing just down Station Road by Back Lane and we would recommend that you advise any younger children that they should cross the road there. One matter that does concern us, however, is that some students listen to music etc whilst crossing the road; this is potentially very dangerous as it means that they do not concentrate properly and cannot hear approaching traffic. We will remind them of the danger of doing this in school and should be grateful if you would do likewise at home.

Parents who bring their children to school by car are asked not to drive into the School Playground although you are very welcome to drop off and/or meet your children at the beginning and end of the school day here. Please note also that Back Lane becomes very congested, is also the route to the local doctors' surgery and that one section of Back Lane is one-way only. If you can park elsewhere it is helpful.

Students travelling on the buses hired by the School will alight and board in Back Lane opposite the High School. While waiting to board the buses they will wait inside the school gates as directed by the staff and prefects on duty (or in the School Hall in bad weather). Students should not travel on buses other than the one on which they are booked without special permission from the School Office.

Students who find themselves in difficulty with transport at the end of a school day should report to the School Office. Parents are asked to note that the buses hired by the school never leave early (i.e. before 4.05pm.) unless prior warning has been given, even if the weather is so bad that it might be expected that school would be closed. This is because early departure of the buses might well mean that some children were left unattended at the bus stops. In snowy weather, however, parents may pick up their children early as long as they inform the school that they are doing so.

Trips/Visits

During their time at The Dixie Grammar School students will be offered an extensive and wide range of curricular and co-curricular trips which are designed to maximise students' academic and personal development.

Students should endeavour to return reply slips or payments as soon as possible and certainly by the deadline given. Meetings should not be missed.

School trips will require school uniform unless students are otherwise informed. Correct games kit for matches will be needed at all times.

Students should arrive at the specified meeting point at least five minutes before the departure time. If students are ill on the day of a school trip contact should be made with the School as early as possible.

After a school trip or event, it is courteous and greatly appreciated to thank the drivers and any accompanying members of staff.

Unnecessary Items and Large Sums of Money

The School regrets that it cannot take responsibility for loss of or damage to unnecessary and expensive items that are brought to school. Students are therefore asked not to bring such items to school; nor should they bring money in excess of normal requirements. Students should keep money on their person or hand it to a member of the Office Staff be looked after.

Website

The School has its own website - www.dixie.org.uk - which is the gateway for the Senior School, Junior School and Nursery. This is an excellent source of information on the school and its facilities and provides useful information for parents.

Back issues of the Snow Leopard and News@TheDixie can be downloaded from the website.

ACADEMIC YEAR 2019/2020

AUTUMN 2019

Staff Training Day:	Monday 2 September
Staff Training Day:	Tuesday 3 September
Term begins:	Wednesday 4 September (Year 6 & L6 only)
	Thursday 6 September (All other years)
Open Morning:	Saturday 12 October
Half-term holiday:	Monday 21 October – Friday 1 November
Term Ends:	Wednesday 18 December

SPRING 2020

Staff Training Day	Tuesday 7 January
Term begins:	Wednesday 8 January
Half-term holiday:	Monday 17 to Friday 21 February
Term ends:	Wednesday 1 April

SUMMER 2020

Term begins:	Tuesday 22 April
May Bank Holiday	Friday 8 May
Half-term holiday:	Monday 25 May to Friday 29 May
Term Ends:	Friday 10 July

The School Day (Senior School)

8.30 am	Access to School
8.40 am	Registration in forms
8.50 am	Assembly/Form Period
9.10 am	Lesson 1
9.45 am	Lesson 2
10.20 am	Lesson 3
10.55 am	Break
11.15 am	Lesson 4
11.50 am	Lesson 5
12.25 pm	Lesson 6
1.00 pm	Lunch
2.05 pm	Registration
2.10 pm	Lesson 7
2.45 pm	Lesson 8
3.20 pm	Lesson 9
3.55 pm	Lessons End
4.05 pm	Transport

Key Dates during the Year (Senior School)

New Parents' Cheese and Wine Evening	September/ October
Experience the Dixie An Open Day for prospective parents to view the school during a working day.	One per term
Open Morning Currently this involves attendance by most students on a Saturday in October and we expect all those students selected to attend this event.	October
Sixth Form Open Evening	Autumn Term
Carol Service at St Peter's Church, Market Bosworth	December
Entrance & Scholarship Examination	January
Mock Examinations Year 11 take the Mock GCSEs in January as a final preparation for the external examinations in May and June.	January
Scholarship Examinations Year 7 Music Scholarship Auditions	January/February
GCSE Information Evening for Year 9 students	Spring Term
Swimming Gala (Lower & Middle Schools) House Cross Country	Spring Term
Induction Day for New Students	end June/early July
Induction Day for into Sixth Form	early July
Sports Day – School Sports Ground, Barton Road.	June/July
Prize Giving This is a celebration of the work of the students. Prizes are awarded on the previous year's achievements in academic work, sport, art and overall effort.	July
Musical & Drama Concerts (probable programme) Years 6 -9 Music Makers Concert, Open Morning Performances, Concert with orchestra of professional players and school students/soloists, 'Carols in the Square', 'Christmas Rocks' Evening, School Carol Services in St. Peter's Church. Soirée for GCSE and Sixth Form Music Students, School Musical, Tamworth Music Festival, ABSM Examinations. Hosting Hungarian Tour Group. Nuneaton Festival, Summer Concert with soloists and all ensembles. ABRM Examinations	Autumn Term Spring Term Summer Term

General School Rules for Students

Legal requirements (including health and safety)

The law states the School should be a safe environment for you – this policy is designed with that in mind: ‘Every Child Matters’

- The law states you must be registered by being physically seen – therefore if, for any reason, you are in school or arrive at school and cannot be in registration (morning or afternoon) you must sign in at the School Office.
- Since, for safety reasons, we need to know who is in school, you must sign out if, for any reason, you leave the premises other than for a school activity with a member of staff.
- It is forbidden to go outside the school grounds without a member of staff from the start of school to the end of school which includes travelling on school buses, unless you are in the Sixth Form.
- Supervision is available in Room 6 for students who arrive between 8.00 and 8.30am. Students should make their way to Form Rooms at 8.30am. The law requires that you attend school unless specific permission has been given, in writing, by the Headmaster.
- In the case of non-attendance due to medical problems such as illness, the School should be telephoned before 9.30am. In all cases, the school requires a written note on return to school. Emails are to be avoided as they can be more difficult to verify.
- The law requires all passengers on mini-buses, buses and coaches to wear seat belts at all times when the vehicle is moving.

Failure to adhere to the Code of Conduct will be dealt with by the administering of staged school sanctions as detailed in the Rewards and Sanctions Section of the Behaviour Policy to be found in the website.

Code of Conduct

All organisations need rules if they are to function well. A school code of conduct policy cannot necessarily cover every possible situation but teaching staff, in consultation with the Student Council, have drawn up the following rules in order to maintain a safe and well-ordered environment.

The rules follow from the aims and values of the School and that living in a community at The Dixie Grammar School requires politeness, common sense and consideration for others; this includes all members of the community. It also enables the School to fulfil its legal and moral responsibilities regarding the care and well-being of its students.

Maintaining the reputation of the School

- The School exists by having a good reputation.
- This reputation exists by both word of mouth and what people see and hear.
- Therefore, at all times, all students should be well behaved and properly and neatly dressed– see separate uniform policy.
- If students are seen either in School or outside School (e.g. going home, coming to School, walking to and from the field, on School outings) not properly dressed or behaving inappropriately, this reputation is damaged and could put the future of the School and your education at risk.

Everyone should act with courtesy and consideration to others at all times.

Examples:

Because we are in a small building with many people:

- **Walk** quietly on the left inside the School building
- Not all doors are wide enough for traffic in both directions – allow others to pass through
- Look behind you when going through doors so you can hold the door open if someone is following you
- Some routes are for Sixth Form students and staff only; ensure you know which these are.

Respect is important in our School community and is essential in order to maintain a positive learning experience:

- Listen to others' points of view without interruption
- Try to understand others' point of view
- Treat others as you would wish to be treated
- Respect each other's property and ask permission to use other people's belongings
- Respect all School property and equipment
- All electronic equipment (eg mobile phones) other than e-readers is to be switched off whilst in School other than in exceptional circumstances
- Public displays of affection are inappropriate and can cause embarrassment
- Speak courteously to each other (examples of discourteous comments are unkind/insulting statements, swearing, shouting) – think before you speak
- We should not expect others to clean up after us; students should only eat food in the School Hall, outside or the Sixth Form Common Room/kitchen.
- Students should be responsible for clearing up after themselves whenever reasonable.

- We should be responsible for keeping the school clean and tidy so that it is a welcoming and tidy environment
- Chewing gum leaves unacceptable mess and is, therefore, forbidden
- Bullying shows disrespect – see separate anti-bullying policy
- To create a positive atmosphere at the start of the day, enter assembly quietly and maintain silence in the Assembly Hall.

Code of Conduct on the Coaches

The school coach services are provided either by our own minibuses or by local companies, with whom the School has built up a good relationship over many years. For this reason it is vital that students recognise that they have a part to play in making the operation run smoothly. Students must observe the following Code of Conduct and behave always so as to uphold the reputation of the School. Poor behaviour has serious health and safety implications as it could distract the driver and potentially lead to a serious accident.

- Students should be waiting at the designated stop five minutes before departure time, easily visible to the driver.
- Students must be courteous to all and **particularly** to the driver, who should be greeted at the start and thanked at the end of each journey.
- Students must observe all the safety rules of the coach company.
- Students must obey any instruction from the coach driver and any appointed senior person, including older students/prefects.
- Students must be sitting on seats with their feet down.
- Safety belts must remain fastened throughout all journeys.
- Shouting, screaming or undue noise that may distract the driver, throwing of any object, removing possessions from others are all unacceptable, as is the use of coarse language.
- There must be no eating, drinking or smoking: this includes chewing gum.
- No litter should be left on the coach.
- Students are responsible for their own possessions.
- Students will be picked up and set down at the designated points only.
- Students may not change from one coach to another without permission.
- Students must follow the School Uniform Dress Code and must not travel on a coach in muddy footwear/clothing.

The driver will report to school any breach of proper discipline and prefects have been asked to report any misbehaviour to the Deputy Head. The Dixie Grammar School will not tolerate any discourteous or rowdy behaviour on the coaches and parents should be aware that students that breach this code may be excluded from the coach service, with no refund of fares for that term. Whilst we acknowledge the inconvenience this may cause, the disciplined conduct and health and safety of our students must be our top priority.

In the event of an incident, it should be reported as soon as possible to the Facilities Manager. All other enquiries regarding the coach services should also be directed to the Transport Co-ordinator on transport@dixieorg.uk or 01455 292244.

What We Expect From You In The Classroom

Code of Practice

- Arrive punctually and properly equipped for lessons.
- Wait sensibly and quietly until your teacher arrives. If a teacher does not appear after a few minutes one member of the class should go the staffroom or failing that the school office to report the absence.
- Enter the classroom in a sensible manner and stand quietly behind your desk, sit where the teacher indicates.
- Leave your seat only if the teacher gives you permission.
- At all times show respect for other students and staff.
- When the Headmaster, member of staff or a visitor enters the classroom, you should stand.
- Raise your hand if you wish to ask, or answer, a question.
- Listen carefully and courteously when the teacher is talking and when other students make contributions to lessons.
- Do your best to make positive contributions and always complete work to the very best of your ability and to the deadline set.
- Respect all school property and equipment.
- Food and snacks should be consumed in the School Hall or outside only, including at break times. There should be **NO** eating in the classrooms.
- It is strictly forbidden to use mobile phones or personal music systems during the school day unless expressly authorised by staff.
- At the end of the lesson, stand quietly behind your desk until dismissed by your teacher and leave the classroom as you would expect to find it.
- The classroom should be left only with the teacher's permission.

How to Behave in School

- Students should enter the School by the front door opposite the Old Bank (if they are approaching from the Market Square), by the gate in Back Lane close to the Design and Technology Department (if they have been brought by car), or by the gate in Back Lane opposite the High School (if they come on one of the buses).
- Students should be in their Form Rooms from 8.30am and by 8.40am until Assembly. Students are allowed to use their Form Rooms at break and lunchtimes but exemplary behaviour is expected. Poor behaviour will result in this privilege being withdrawn. The

Sixth Form may also use their rooms during break, but should confine eating and drinking to their Common Room or the kitchen.

- At the end of the school day, unless staying for an organised activity, students must either leave the premises by 4.15 pm or go to the library/Room 1 or 2 which is open until 5.30pm. All students must then leave the School unless being directly supervised by staff for an activity. Reception, and the School, closes at 5.30pm.
- The back staircase in the main building should only be used to go downstairs from Room 11. It should not be used from the second floor except during an emergency evacuation of the building. During the day the main building should be entered by the door next to the back of the kitchens and leave by the door past the Staff Room and next to the Caretaker's room.
- When changing lessons do so quickly and quietly. Walk on the left in corridors and on staircases to make movement around school more orderly, this will allow others to move in the opposite direction without a problem. Keep your bags under control so that they do not hit or trip other people. Please be polite to other members of the School and visitors by holding open doors and waiting your turn whenever necessary.
- The grassed areas and gardens may only be used when prior permission has been given (except for the Sixth Form in the Sixth-Form garden behind the Science Laboratories).
- Football is only allowed at Break Times on the lower fenced court according to the published rota. Arrangements are made for other Year groups to have access to recreation facilities at Barton Road.
- Students should not bring their own footballs to school but should use those provided.

Presentation and Accuracy of Written Work

Writing neatly and accurately is important – in all subjects!

Why?

- Because we want you to take pride in your work.
- If you don't write clearly and express yourself well, then you may not get your point across and this could cost you marks.

What you need to do:

- You are expected to arrive at each lesson with a pencil, pen, ruler and any specialist equipment that a particular subject requires.
- Write in blue or black ink.
- Rule off the previous piece of work or start a new page as appropriate. Use a ruler to do this.
- Write the date at the top left and the heading and always underline them. Use a ruler to do this and write 'classwork' or 'homework', if this is what your subject teacher expects.
- Handwriting should always be your best – we don't expect the first page of your book to be neat and for your handwriting to deteriorate as the year goes by! Aim for consistently neat work. You will be asked to redo work which is untidy or sloppily presented.
- Spell as accurately as possible – check words you are unsure of in a dictionary. Inaccurate spelling will be underlined by your teacher when your book is marked in accordance with each department's policy.
- Do not use slang – write in good English, whatever the subject.
- Whatever the subject, unless told otherwise, you are expected to write in **full sentences and to use paragraphs**.
- In handwritten work, indent to indicate a new paragraph, do not leave a line. In typed work, leave a line but do not indent.
- Full stops and capital letters are essential! Failure to use these accurately will be highlighted by your subject teacher when your book is marked.

Each department has a Homework and Marking Policy which will be shared with you. Follow the guidance given.

Student Access to the Internet

The School encourages use by students of the rich information resources available on the internet, together with the development of appropriate skills to analyse and evaluate such resources. These are fundamental life skills.

Online services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, teaching and library materials could usually be carefully chosen. All such materials would be chosen to support and enrich the curriculum while taking into account the varied teaching needs, learning styles, abilities and developmental levels of the students. Internet access, because it may lead to any publicly available site in the world, opens classrooms to electronic information resources which have not been selected by teachers as appropriate for use by students although the school does exercise robust filtering mechanisms in accordance with our ICT Policy.

Access to online resources enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The School believes that the benefits to students from access to information resources and increased opportunities for collaboration exceed the disadvantages.

Students who wish to use their own laptop in school must ensure that it is suitably insured and has up to date anti-virus software. In order to use the school network they will have to complete a form which can be obtained from the ICT staff.

Acceptable Use of the Internet

Aims

1. To allow all users to access and use the Internet for educational purposes. This can include:
 - Mail and World Wide Web facilities.
 - individual research/preparation of lessons
 - project work/homework assignments
 - communicating with other teachers and students
 - making arrangements for official school activities
 - communicating with other education establishments
 - communicating with local and national government departments
 - communicating with suppliers of educational equipment
2. Provide a mechanism by which staff and students are protected from sites, information, and individuals, which would undermine the principles and aims of the School.
3. Provide rules which are consistent, and in agreement with the GDPR regulations
4. Provide rules which are consistent with the acceptable procedures commonly used on the Internet, including those associated with 'netiquette'.

Use of ICT and Internet permission agreement

As part of the School's ICT programme we offer students access to the Internet.

The School utilises several security products and services in order to filter web and email content that students are exposed to. Parents should be warned however, that some material accessible via the internet may not be filtered, and could contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Increasingly curriculum subjects draw upon the Internet for support with homework. However, access to the Internet will be provided in the School with priority access during lunch and break times for those with specific research to do for homework.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, however, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources.

During school time, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Acceptable Use Policy

Use of the computer equipment is set out in the School's Acceptable Use Policy. This is printed overleaf and in the student planner. When parent or guardian and student sign the planner for the first week of term, they are also agreeing to be bound by the Acceptable Use Policy. A copy of the agreement is on our website.

The School actively monitors, filters and records all individuals' use of internet services provided by the School. Every effort is made to ensure these systems are not bypassed or abused. Records obtained from these systems will be used to ensure, where possible, that individuals are adhering to the rules set out by the School.

Where necessary, records of Internet use or abuse will be reported, and may also be used to support appropriate disciplinary action.

Student Guidelines for ICT and Internet Use

General

Students are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for students to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right, and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Computer storage areas and removable media will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly.

Users should not expect files stored on servers or disks will always be private.

Any files stored on the school system will be treated like all other school work and be made available for staff to view if necessary.

Should a student come across inappropriate web sites they must inform teaching staff immediately so that the site can be blocked.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws
6. Using others' passwords
7. Accessing and /or deleting others' folders, work or files

8. Intentionally wasting limited resources
9. Using removable media from home without having it virus checked
10. Downloading and installing software
11. No personal information relating to any student or member of staff should be divulged over the internet
12. No comments regarding the School, staff or other students of the School may be made on social networking sites, other websites etc. without the prior permission of the Headmaster. If a student does post any defamatory comments about the School, its students or staff, this will be regarded as a serious breach of discipline.
13. Social Media - Access to Social Media sites should be confined to out of school hours and as such are difficult for the school to control. Parents are encouraged to consider themselves responsible for their child's use of social networking sites. In particular we would like to draw attention to the legal minimum age requirement for such sites (eg 13 for Facebook) and suggest that people who make inappropriate or nasty comments are blocked. The School will always take seriously any concerns raised about social networks and defamatory comments will be regarded as a breach of discipline (but hopes parents will understand the difficulties).

For further information about social media and keeping children safe online please visit:

www.thinkuknow.co.uk - Child Exploitation and Online Protection command

Sanctions

Disciplinary action may be imposed in line with the School's general disciplinary procedures. See Behaviour Policy for details.

Equipment and Stationery

Students must ensure that they come to lessons with the necessary equipment. You should have the following:

- Pencil case (named)
- Pencils
- Pens
- Rulers (15cm and 30cm)
- Rubber
- Protractor
- Pair of Compasses
- Pencil Sharpener
- Calculator (can be purchased at School)
- Coloured Pens/Pencil Crayons
- Pocket Dictionary
- Glue Stick
- Small scissors (blunt end design or in a protective wallet)
- Ink cartridges (if using an ink pen)

(**N.B.** When buying a **pencil case** please avoid tin boxes; these burst open if dropped and spread their contents over the floor; a soft case with a zip is much more practical. Coloured pencils are necessary because, unlike felt tips and gel pens, their colour does not go through to the other side of the paper.)

Bags	A robust dark bag sufficient to protect books inside A Dixie Tote bag will be provided for carrying items around school.
Calculators	All students should possess a calculator. In Year 8 and above this should be a scientific calculator; suitable ones can be purchased for less than £15 and may be obtained from school. In Years 6 and 7 a simpler calculator will be sufficient as long as it has square root, percentage and memory functions and works in algebraic notation.
Bi-Lingual Dictionaries	The School will provide dictionaries for use in class, but students are encouraged to purchase their own French and German dictionaries for use at home and may bring these into school if they wish. We recommend Collins Easy Learning Dictionaries for both languages.
Laboratory/ Technology coats	These will be provided by the School for a one-off charge on your first bill. This covers the provision of a laboratory/technology coat for all science lessons and all laundry costs until the end of the Sixth Form. Approximate cost £35.00
Safety Goggles	These are available for all students to use when required during practical sessions.

The recommendation is that in the Laboratories contact lenses are replaced with spectacles.

All articles brought to school must be clearly marked with the owner's name.

Uniform List

Our supplier of school uniform is: **Jilly Beans**: Mobile Number 0796 761 9645, Website: jillybeans.co.uk email: charlie@jillybeans.co.uk

All details about school uniform are on their website. Opening hours are as follows:

During term time:

Monday	9:30am – 2:45pm
Tuesday	1:00pm – 2:45pm
Wednesday	4:30pm – 5:30pm
Thursday	4:30pm – 5:30pm
Friday	by advance appointment only

You will need to make an appointment for a uniform fitting during the school holidays. To make an appointment please contact Charlotte Mawdesley on 07967 619 645 or email charlie@jillybeans.co.uk

Orders can be placed daily and all uniform ordered will be delivered free-of-charge to the School on a Tuesday and Friday. If however you require uniform to be delivered on a different day, a delivery charge of £2.00 will be incurred.

Only the items which are unique to the school (*) require to be purchased from Jilly Beans but parents will appreciate the need for care if purchasing other items elsewhere in order to ensure that colours and styles are not different.

It may be advisable for new parents to visit with their child for a full uniform fitting.

Boys

Navy blue blazer with badge *

School tie *

School jumper* (optional)

Pale blue shirt (short sleeves allowed during hot weather)

Mid grey trousers

Yrs 6 – 8 may wear tailored, uniform, mid grey shorts

Black belt if required

Socks – grey, black or navy only

Shoes – polished, formal, black leather (not suede, not boots & not trainers) NB trainer style footwear (Vans etc) is not suitable. Students may change into trainers for lunchtime if they are playing sport.

Girls

Navy blue blazer with badge *

School tie *

Tartan skirt *

School jumper * (optional)

Pale blue shirt (short sleeves allowed during hot weather)

Knee high white socks (ankle socks **NOT** trainer socks may be worn in the summer) or navy blue thick tights

Natural colour tights may be worn by those in Yr 8 & above

Shoes – polished, formal, leather, black, flat shoes, max. heel height 3-4cm

For Boys and Girls

School scarf or plain navy blue scarf (Optional)

Coat – plain navy blue or black, no flashes or logos

Sports Uniform

Compulsory Items

Boys

Navy polo shirt with white trim *
House Rugby jersey (York/Lancaster) *
Navy DGS PE shorts *
Navy DGS Rugby shorts (optional)
Navy DGS tracksuit bottoms *
Navy DGS sports' fleece*
White short sport socks
Navy socks (knee high)
Football/rugby boots
Strong, supportive trainers
Astro trainers – optional but recommended
Gum shield for hockey and rugby
Shin pads **with ankle protectors**
Navy blue swimming trunks (Yr 6)
Hockey Stick (Yrs 6-9)

Girls

White polo shirt with navy trim *
Navy blue DGS skort *
Navy blue DGS shorts *
Navy DGS tracksuit bottoms *
Navy DGS sports' fleece*
White sport socks
Navy socks (knee high) *
Strong, supportive trainers
Astro trainers – optional but recommended
Shin pads **with ankle protectors**
Gum Shield for hockey and rugby
Hockey stick (Yrs 6-9)
Navy blue, one piece swimming costume (Yr 6)

'For students in Years 6-9, it is strongly recommended that 'Astro Trainers' are purchased (not blades) for reasons of health and safety. A high proportion of our teaching time in the winter months is on the synthetic surface and ordinary trainers do not provide adequate grip'.

Optional extras (boys and girls)

Navy DGS base layer *

Dixie Sports coat *

Running spikes for Athletics – Summer Term

All articles brought to school must be clearly marked with the owner's name.

Footwear

There is a noticeable trend towards less structured footwear, particularly amongst girls for whom the fashion appears to be soft 'ballet' style pumps. These are not ideally suited for school since they can slip off easily on our many stairs, offer little protection against inclement weather and because there is significant concern over the long-term damage these may be doing to young people's feet due to the lack of support offered. Boys have recently been wanting to wear casual, trainer style shoes – please note formal leather shoes are required for both boys and girls.

The School would recommend (for boys and girls) purchasing proper fitted shoes with appropriate support. The website of the Children's Foot Health Register offers more information (www.fitkidsshoes.org). Fitted shoes are widely available on the high street ie Clarks, John Lewis, and locally Mosaic Shoes, a Start-rite retailer, which is run by a parent.

Appearance

It may be useful for Parents to note the following points in addition to the standard uniform list.

In the interest of health & safety hair should be kept clean and tidy and should not hang over the face. Girls' hair touching shoulders should be securely and fully tied back. Brightly bleached, obviously coloured or streaked hair is unacceptable in school. Extremes of hairstyle fashion should be avoided such as long spikes or long hair for boys. Ties should always be correctly worn and top buttons fastened. Shirts should be tucked in. Girls may use hair ribbons and hair slides in one of the school colours but elaborate braids and bands should be avoided. 'Trainer socks' are not acceptable at any time. All students should be neat and tidy.

Girls

Hair

- If long (ie touching shoulders) hair should be securely tied back.
- All hair to be off the face avoiding the eyes. Fringes should not hang in or over the eyes.
- No exaggerated cut, style or colour.
- Hair ribbons/scrunchies – school colours only.
- Hair slides – school colours only (no butterfly clips).

Jewellery

- A watch is acceptable.
- If ears are pierced one set of gold studs only to be worn (in normal place).
- Piercing in any other part of the body is not permitted.
- No other jewellery is acceptable.

Make-Up and Nails

- Years 6-10 no make-up to be used, Year 11 discreet make-up only.
- Nail varnish is not permitted.

Boys

Hair

- Hair must be short and tidy, neatly cut and not touching the shirt collar. Exaggerated colour or styles should be avoided, as should excessive hair length and short sides. Fringes must be off the face and clear of the eyes. Older boys should be clean-shaven.

The current fashion for very short side and longer hair on top is not appropriate for school.

Jewellery

- The only jewellery acceptable is a watch.
- No piercing of any kind is allowed.

Shirt Sleeve Order (Summer)

When the weather is warm students may change to Shirt Sleeve Order (short sleeved mid blue shirt). It is not, however, compulsory. Long sleeve shirts with rolled up sleeves are not an acceptable alternative. All students must come to school and go home from school in full uniform. Blazer and tie must be worn to Assembly. In lessons blazers may be removed but ties must not be removed or lowered. Blazers should be with you at all times. When moving around school blazers should be worn unless the weather is exceptionally hot when you will be allowed to carry them.

Our good reputation is vital and the way students look and behave is extremely important.

Sixth-Form Dress Code

General Guidelines

We require our Sixth Form students to uphold the excellent reputation of the School by dressing in a smart and formal manner. It is difficult to stipulate suitable material for the skirt, suit and jacket, but denim, leather or linen are not acceptable. The School retains the right to veto anything considered to be unsuitable.

Boys

- Suit - dark suits only. Plain or discreet checks/stripes are allowed.
- Shirt - plain or business-appropriate pattern (small checks, stripes) are acceptable. Long or short – sleeved shirts may be worn.
- Tie - Dixie Sixth Form tie.
- Socks - Plain dark colours.
- Sweater - optional. Plain, dark, V – necked without logos. Not sweatshirts.
- Outdoor Jacket / Coat / Scarf - coats and/or jackets should be dark in colour. Not leisure or sportswear. They must not replace the suit jacket and must not be worn inside school. Scarves may be any colour but they also are not to be worn inside school.
- Shoes - plain dark leather. Trainers, sandals and canvas/suede shoes are not acceptable.
- Hair - hair should not be longer than collar length or long fringed over the face. Extremely short or shaved hairstyles are also not suitable. Any extreme style or colour is not acceptable. Students must be clean-shaven in the Lower Sixth unless prior permission has been granted by Head of Sixth Form. In the Upper Sixth Form, growth of smartly groomed facial hair is permitted.

Girls

- Suit - tailored suit (skirt, dress or trousers). Skirt and dress length – knee height to mid-calf. Very tight or very full skirts or dresses are not suitable.
- Blouse and sweater - any colour long or short-sleeved blouse with collar. No T-shirt or sweatshirts. No bare midriffs or low necklines.
- Tights - flesh, brown, black, grey or navy. Not patterned.
- Shoes - These should be plain dark leather. The heel height should be no greater than 2". Thin high heels are not only a safety issue, but they also damage the flooring within School and they are therefore not allowed. Flip-flops, Ugg boots, open-toed and trainer shoes are also unsuitable.
- Outdoor Coat / Jacket / Scarf - Coats and/or jackets should be dark in colour and not leisure or sportswear. They must not replace the suit jacket and must not be worn inside school. Scarves may be any colour and they also are not to be worn inside school.
- Make-up / Jewellery - discreet only, earrings only to be worn in the lobe of the ear
- Hair - suitable style for study and no extremes of colour. Hair must be secured off the face and either tied back or worn shoulder length. This is in keeping with the overall high standard of appearance of the Sixth Form.



The Dixie Grammar School

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