



THE  
CORSHAM  
SCHOOL

ACADEMY GROUP

PARENT  
HANDBOOK

DREAM ◆ BELIEVE ◆ ACHIEVE

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# Introduction

The Corsham School is a community. Within this community, the provision of excellent care and guidance for each of our students is at the centre of our organisation. We firmly believe that the best education is provided through a three-way partnership between students, parents and the school and this booklet is designed to support this partnership by providing you, as a parent, with information about the day to day running of the school. Our aim is to work with you to help your children discover and achieve their full potential, academically and socially.

We hope that you will find this Parent Handbook useful though it is not intended to be a substitute for all the other sources of information you may wish to refer to, some of which we list at the end of this publication.

Your feedback and ideas are always welcome, in particular how we can further improve this publication and our service to parents.



# Home School Agreement

The Corsham school is committed to providing the best possible education for our students. This agreement seeks to provide guidelines for effective cooperation between school and home. A copy of The Corsham School 'Home School Agreement' is in your child's organiser. We ask that parents sign this agreement at the beginning of each school year. We also ask that you sign your child's organiser each week (see also Home Learning and Independence).



## You are entitled to expect that as a school we

- Provide a safe and caring environment for learning
- Provide effective teaching
- Provide appropriate social, moral, cultural and spiritual guidance
- Effectively monitor your child's progress
- Praise your child for their achievements where appropriate
- Set appropriate homework for your child and advise you of our expectations in accordance with the school home learning policy
- Advise you about the equipment, books and materials that are required for school
- Provide up to date and timely information about the school's events
- Provide enrichment activities
- Communicate any concerns and problems concerning your child
- Deal with problems in a professional, fair and consistent manner

### The School is entitled to expect that you as a parent / carer

- Support the School's ethos and policy as set out in the school documentation
- Ensure the regular and punctual attendance of your child and not take holidays in term time
- Ensure your child comes to school with the appropriate uniform and equipment
- Do your best to provide an appropriate environment and time at home to enable your child to complete homework
- Endeavour as far as possible to support the school's activities (parent evenings/concerts/ events) and encourage your child to do so
- Advise the school of problems/ achievements/ issues concerning your child
- Reply to school communications and supply absence notes promptly
- Deals with concern about your child in a respectful and courteous manner

### The School is entitled to expect that as a student your child

- Keeps to the three principles of our behaviour policy
  - Ready to learn
  - Respect everyone
  - Rise to the challenge
- Works to the best of his/her ability, completes homework on time and meets deadlines
- Takes responsibility for their own learning, organisation and discipline
- Complies with the internet access policy
- Is honest, polite and exhibits good behaviour at all times
- Shows respect for people, possessions and the school environment
- Participates to the best of their ability in school/tutor activities
- Raises any concern or problems they might have, with us and their parents quickly

# The School Day

08.35am	Punctuality bell
08.40am	Registration in Tutor Groups
09.00am	Period 1
10.00am	Period 2
11.00am	Break
11.15am	Punctuality bell
11.20am	Period 3
12.20pm	Period 4
01.20pm	Lunch
01.55pm	Punctuality bell
02.00pm	Period 5
03.00pm	End of School/ After School Activities

## Vehicle access and parking

The school site has limited parking facilities and a relatively narrow through road which is used by school buses, and other authorised transport at the beginning and end of the school day. For this reason and to avoid congestion, and keep the school as safe as possible for pedestrians, parents are asked not to drive onto the school site between 8.00 - 8.45am, and between 2.45 - 3.15pm. Please drop your children off at the Springfield Centre or in the town and please do not use The Tynings, or the school site, for turning.

We also ask that when visiting the school for parents evenings and special events that you respect the double yellow parking restrictions and traffic cones.



# The Corsham School House System

The culture of a school, the way it feels to be part of a school community, is shaped by the way the students from all ages groups interact with each other, their teachers and people in the wider neighbourhood. We want our students to support each other, challenge each other, celebrate each other's successes and ultimately drive each other to achieve more. We also believe that students need opportunities to excel in activities and challenges beyond the classroom. Our house system provides more opportunities for these positive interactions, as well as chances to develop leadership and teambuilding skills through a variety of events and activities across Year Groups.

On admission, students are allocated to a tutor group in a House with a tutor who will remain with them throughout their school life. The specific welfare and progress of Year 7 students is overseen by our dedicated Year 7 team led by Ms

Fairbairn (Year Learning Manager) and Ms Geoghegan (Transition Manager).

However, in Term 6 of Year 7, students move fully into the House system under the care of one of the House Heads:

## **Burlington House**

**Mr K Rogers**

## **Frestone House**

**Ms L Sutton**

## **Hazelbury House**

**Mr P White**

## **Stockwell House**

**Mr J Derby**

Each House name has some connection with the remarkable network of quarries and bunkers which lie beneath the area. The Bath stone from these quarries has helped create many of the beautiful buildings which surround us and the bunkers and tunnels are a truly unique part of Britain's history.



# Attendance

Attendance and punctuality are crucial life skills and are very important to any future employer. 97% and above is ideal. As attendance falls below 97% it becomes a cause for concern and will begin to have an adverse affect on achievement. Students are electronically registered in all lessons. If a student truants and does not attend a lesson we will notify you of this and expect the work missed to be made up in a detention. On the other hand, students whose attendance levels are high are automatically rewarded with 'Corsham Credits'. We celebrate those who manage to attend 100% of the time.

## Punctuality

Students should be on the school site in plenty of time to get to their tutor rooms for registration at 8.35am. If a student is late for morning registration without a good reason they will be given a breaktime detention. Students who are persistently late for lessons are placed on a Punctuality Report.

If your child is unwell and unable to attend school please contact the Attendance Office on 01249 713284 or by email [attendance@corsham.wilts.sch.uk](mailto:attendance@corsham.wilts.sch.uk) to let us know. Parents may also notify the school by text message on 01249 400019. To use this service parents must text from the mobile phone number they have provided in their contact details. It is of course vitally important that parents keep us up to date with any changes to these details. Please put a note in your child's organiser to explain the

absence when they return to school. We will then be able to authorise the absence.

If your child's attendance becomes a cause for concern you may be asked to attend a School Attendance Meeting (SAM) with the Education Welfare Officer. You can check your child's attendance via School Comms.

## Absence Request : Important Notice to Parents & Carers

Taking your child out of school during term time may harm your child's academic progress. The Local Authority has amended its Local Code of Conduct in respect of Penalty Notices (fines) issued for truancy to include unauthorised student holidays in term time. If a student accumulates 10 or more sessions of unauthorised holiday absence within the previous 6 month period of a current academic year, the school must notify the Local Authority and a Penalty Notice of £60 will be issued to each parent for each child where that applies.

Schools may only agree up to 10 days absence in **EXCEPTIONAL CIRCUMSTANCES** which must be explained at the time of the request.

Absences may only be authorised at the discretion of the Headteacher, however authorisation is unlikely. Full details are set out in a Local Authority leaflet which can be accessed along with frequently asked questions, and an absence request form, via the website.

**Please note that it is the Local Authority that issues the fine, not the school.**

# Equipment List for Lessons

## **Pencil case containing the following:**

- Black or blue ball point pens.
- A green ball point pen. (Teachers ask students to use green pen to edit and improve work in class.)
- Pencil
- Rubber
- Pencil sharpener
- Ruler- preferably 30cm length
- Glue stick
- Casio fx-83GTX Scientific Calculator
- Highlighter pens
- Coloured pencils
- Pair of compasses
- Protractor

As well as a pencil case, students are expected to have a reading book in their school bag, and bring their Knowledge Organiser and Student Organiser with them each day. Students are allowed to take a water bottle into lessons to drink from.



# Dress Code and Equipment

Girls' uniform is a blazer with school badge, matching trousers or Bedford check skirt, white shirt and school tie. Black opaque tights and conventional school shoes should be worn.

Boys' uniform is a blazer with the school badge, matching trousers, white shirt and school tie. Black socks and conventional school shoes should be worn.

There is an optional grey V necked jumper for both boys and girls in all year groups and students should have the clip-on version of the school tie.

No other items of clothing apart from those listed above are permitted. Underwear should not be visible.

Students should be smart, clean and well presented at all times. You should wear your jackets to school every day but it is up to you whether the blazer or jumper is removed for lessons. Shirts may be long or short sleeved but should have a collar and should always been worn with a tie. Your shirt should be tucked into your trousers or skirt. Your jumper should not be tucked into either trousers or skirt. All items of clothing should be named.



## Shoes

These should be of a conventional smart style, appropriate for uniform wear and offer adequate protection in all weathers. They should be entirely black, made of leather/faux leather and be able to be polished. Trainers or canvas shoes are not permitted.

Socks should be black or dark grey in colour/tights should be black opaque.

## Skirts

These should be purchased from our approved supplier (Scholars of Chippenham). Please ensure that the size purchased allows the skirt to be worn at an appropriate length. As a guide the hem should be no more than one hands width above the knee. The skirt should not be worn rolled over at the waist.

## Trousers

These should usually be purchased from our approved supplier (Scholars of Chippenham) and should match the blazer.

## Scholars Schoolwear Limited

3 The Causeway, Chippenham SN15 3BT  
Tel: (01249) 656600 <http://scholars-uk.com>

## Coats and outer clothing

Hoodies, either as a substitute for the jumper, or as a 'coat', are not allowed.

You may wear a waterproof coat over your uniform if you wish but your coat should be clearly a proper coat, of conventional style and suitable for wearing to school.

## School Bags

School bags should be a conventional 'back-pack' style with two straps - any type of fashion bag or hand bag is not allowed.

## Jewellery, extreme hairstyles and make-up

The school does not permit extreme hairstyles (this includes unnatural colours, tramlines, crewcuts etc.) along with coloured nails and excessive makeup. Nose studs and other facial piercings are not permitted, but students are allowed one stud in each ear.

## School Ties

From September 2019, Year 7 students will wear school ties that represent their House. All Year 7 students are allocated to a House (Burlington, Freestone, Stockwell & Hazelbury). Students will be told their House on Induction Day, after which, the new House Ties will be available to purchase from Scholars Schoolwear Limited

3 The Causeway, Chippenham SN15 3BT  
Tel: (01249) 656600 <http://scholars-uk.com>



# Dress Code and Equipment





# Physical Education Learning Kit



## Outdoor

- Long sleeved navy/red reversible PE top
- Navy blue PE shorts
- Red socks
- Training shoes
- Football boots
- Navy or black tracksuit bottoms

## Indoor

- Red PE polo shirt
- Swimming trucks (above knee length) and towel
- Socks and shorts (as outdoor)



### Outdoor/Indoor

- Red PE Polo shirt
- Navy blue PE shorts or navy skort
- Navy or black tracksuit bottoms
- Red hooded sweatshirt (optional)
- Training shoes
- One piece swimming costume (any colour) and towel

### Cold Weather Kit

- Orion Sweatshirt (Girls)
- Red, White, Blue Thermals (All)

All items of kit should be clearly named. **Gum shields for Rugby and Hockey, and shin pads for Hockey, are strongly recommended.**

# Medical

## Illness and Medical Matters: Student Reception

Student Reception is a key point of contact between home and students during the school day. If your child is unwell at school they will be looked after in Student Reception where staff will make arrangements with you for them to go home, or receive hospital treatment if necessary. **Parents are asked not to make their own arrangements by mobile phone to collect a sick child without informing Student Reception.**

## School Nurse

Our school nurse is available to all students at a regular weekly 'drop-in'

The exact day and time will be arranged at the start of the school year.

Student Reception is responsible for:

- Care of sick and injured students and contacting relatives
- Managing the Student Database – please inform us of any changes of home details, telephone contact numbers, health, or personal information
- Organising immunisations
- Free School Meal applications and passes
- Bus Pass enquiries
- Lockers
- Lost Property
- Administering absence requests in term time
- School Photographs

General non-academic queries may be made to Student Reception on:

Tel: 01249 702081 or 01249 713284

Email:

[studentreception@corsham.wilts.sch.uk](mailto:studentreception@corsham.wilts.sch.uk)

## Health and Medical Conditions

It is extremely important that we are notified of any chronic health or medical conditions, for example: asthma; diabetes; epilepsy or any allergies and/or intolerances to foods, fabrics, etc.

If your child needs to take medicine at school this can be arranged through Student Reception who will issue you with a consent form. For longer medical conditions a Care Plan may need to be put in place. Please contact Student Reception or SENCO, Mrs Sarah Warr to discuss this.

[SWarr@corsham.wilts.sch.uk](mailto:SWarr@corsham.wilts.sch.uk)

## Physical Education

All students are required to take part in Physical Education lessons. Where there is a long standing injury, disability, or chronic medical condition please discuss this with the SENCO or Teamleader for PE so that appropriate arrangements can be agreed. If your child has a more minor injury please write a note in your child's organiser. However, all students, regardless of any injury, are expected to take part in the lesson in some capacity either officiating or, leading an activity, and for this they will be expected to wear full PE kit.



# A Guide for Parents: How to support your child to become a successful learner

## You could encourage your child to:

- arrive at school fully equipped (organiser, pencil case or PE kit for example) and ready to learn.
- try hard to produce their best work at all times.
- communicate in class, with their teacher and peers.
- respond to feedback from their teacher, improving their work or ideas as a result.
- talk to their teachers about how they might become more successful in their learning.
- try to assess their own work and set their own targets for improvement.
- communicate their ideas effectively in a range of different formats.
- respond to feedback from the teacher, refining and perfecting their work or ideas as a result.
- complete their own research of the topics they are studying, by reading, visiting places of interest or watching relevant films/documentaries.
- actively seek feedback from the teacher and their peers.
- refine their work or ideas without prompting, based on their own assessment of its strengths and weaknesses.
- make links between the ideas and concepts they are being taught and those that they have already been taught.
- frequently undertake work outside of lesson time (on top of homework) that extends their knowledge and understanding.



# Well-being

We are committed to enhancing the well-being of our students by providing and sign-posting support of various kinds.

## ‘Thrive’

As a ‘Thrive’ School, we have the services of this dedicated CAMHS (Child mental Health) clinician who offers a range of interventions and support including a ‘drop-in’ service for any student suffering from low-mood, anxiety or other concerning emotions. For more details on this, please contact Mrs Warr SENCO

## School Nurse

Is available for a weekly drop-in.

## The Corsham School Safeguarding Team

These members of staff can be spoken to if anyone has a concern about the safety or well-being of a student in our school

**Designated Safeguarding Lead**  
Mr C Smith

**Deputy Safeguarding Leads**  
Mrs Geoghegan, Mrs Warr,  
Mrs Wort, Ms Cooper, Ms Smith

Contact by phone: 01249 713284  
Email: CSmith@corsham.wilts.sch.uk

## Online help



Free, safe and anonymous online support for young people

Monday – Friday 12pm – 10pm  
Saturday – Sunday 6pm – 10pm



# Home Learning

One of the most significant ways that parents can support young people with their studies is by encouraging them with their homework. Research in this country and abroad indicates that homework can make an important contribution to the progress of students at school and that students attending the highest achieving schools spend more time doing homework than do students attending less successful schools. Homework is expected of all students who should record this in their personal organisers. The Homework schedules are published in September each year and are found on the school website <http://www.corsham.wilts.sch.uk/Home-Learning>. It is expected that students in Year 7 will spend about 30 minutes each evening on homework. The amount given increases each year gradually preparing students for the demands of examination courses at GCSE and beyond, when 2 to 3 hours per evening is the norm. At KS4 students have a homework timetable that supports their GCSE and other course requirements.

## What homework is for

- to help young people become independent learners
- to encourage self discipline and motivation
- to consolidate, reinforce and extend learning
- to practise, often by doing
- to complete coursework assignments
- to do work that might not be suited to the usual classroom situation
- to develop research skills, challenge and stimulate our learners
- to promote home/school partnership



Classcharts allows our teaching staff to set homework very clearly and efficiently. Students are given a log-in and can access all homework tasks along with essential support information and often links showing them where to get further information. Parents can also check what their child has been set using this system.

## Independent Reading

We also urge parents to encourage their children to read for 20 minutes or more each day, fiction or non fiction. This builds up vocabulary, allows for some quiet and reflective time, promotes wider learning and enjoyment of the written word. If your child is not a confident reader, listening to them read aloud can help. We have a Paired Reading programme at school where many Y7 students meet with Sixth Form students to develop their reading. If you think your child would benefit from this please let us know. Students should always have a reading book with them during the school day.

## SAM Learning

In addition to their homework students in KS4 should do at least one hour of SAM Learning per school night. Students in KS3 should also do SAM Learning. They should aim to do a total of 2 hours per week.

## Library and Homework Clubs

Students may use the school library for independent study before school from 8.00am, at lunch and breaktimes, and after school from 3.00-4.00pm. These sessions are supervised and students have access to school computers at these times. SEN Homework Club by Invitation from Ms C Evans.

Most subjects run KS4 revision sessions after school at various times of the year and students are strongly urged to attend. A booklet containing information about these sessions and all the on-line support that is available for exam groups is issued in the Autumn.

## Failure to complete homework

Where a student occasionally forgets or does not hand in homework we would expect that they will agree with their teacher to bring it in the next day or lesson. If this is repeated without good reason then detentions will be given of increasing length and you will be notified.

An emerging pattern of failing to complete successive homeworks is a real cause for concern and can have a significant negative impact on a student's achievement and attitude to learning. We will want to work with you if this happens.

# Assessment

## Assessment and Progress

When students come to us in Year 7 it is important for us to have reliable information about their potential. We carry out our own baseline testing by using Cognitive Abilities Tests and NFER Literacy tests for reading and spelling. Together with Key Stage 2 scores and other information from our partner schools we are able to build a clear picture of each individual's strengths, and areas for development. This information is shared with all teachers who are then able to set achievable targets for students in all subjects. Progress towards these targets is monitored by the tutor and Head of Year or House, as well as by the subject teacher, Curriculum Team Leader and the school's Leadership Group.

As a parent you will regularly be given information about your child's progress. A written report is issued annually and provides information on all the subjects studied. The report also gives attainment information in terms of your child's progress towards their target grades, GCSE grades or equivalent for KS4 and learning targets for further improvement. In addition to the annual report there are also brief interim reports produced at various times during the year.

## Student organiser and target setting

In order to make progress each student needs to know where they are now and what they need to do, or learn to do, next.

They will receive a target grade, which they should record wherever their classroom teacher tells them to. This may be on a tracking sheet in their exercise book, folder or in their organiser. It is crucial that students regularly review with their teachers and tutors what grades they are currently working at, and, *crucially*, write down their next steps in order to move forward. We feel that this kind of active involvement in their learning is very important for students. We expect all students to know what their current progress is in all subjects, and to know what they are trying to do to get better. Some children may find this information difficult to remember but they will at least know where to look for this information for each subject.

## Written Feedback

There is an expectation that students take full advantage of TRIO (time for reflection, improvement and organisation) in lessons and at home by acting on all teacher feedback to a high standard. We ask that students respond to feedback in green pen, so they will need a green pen in their pencil case. Please help support your child's learning by ensuring that they engage fully with this process at home, when required.

# Discipline

The Corsham School takes pride in its effective discipline policies. The vast majority of our students come to school, behave well and work hard at their studies. The school relies upon each individual student following a responsible code of behaviour and learning how to work cooperatively with others. We also insist that students treat each other respectfully and do not engage in bullying behaviour of any kind.

**Our overall behaviour expectations are shown in the three 'R's as shown to the right:**

More detailed expectations are clearly laid out for students and are on display in every classroom. This includes the consequences that will apply should they not be met.

It is vitally important that your child comes to school with the basic necessities for learning – pencil case containing as a minimum a pen, pencils, rubber, sharpener, and ruler; their organiser and a reading book as well as their class books. A dictionary and calculator are also important. In all lessons students sit in accordance with the teacher's seating plan. All outdoor clothing is removed. Mobile phones and personal music players, including ear pieces or headphones, should be switched off and out of sight. Students are allowed to take bottled water into lessons.

We expect all students to take part in all aspects of the lesson and do their best. If a student disrupts the learning of others or does not engage with the work requirements of the lesson, they may be removed to work in another classroom. All negative behaviour is monitored closely and further interventions will be put in place if a student continues to present persistent

negative behaviour of any kind.

Break-time or after-school detentions may also be issued to students who fail to cooperate with our homework policy. We ask that parents and carers support the school with all interventions, including after-school detentions, in order for our behaviour policy to operate effectively.

Where there is a significant disruption to the lesson or persistent repetition of low level disruption then a senior member of staff may be called to remove the student. We refer to this as Rota and regard this as serious ill-discipline. In most cases an after school Detention will be issued and you will be notified. In very rare instances a student may be isolated, or the Headteacher may decide that a Fixed Term Exclusion is appropriate.

Our full behaviour Policy can be viewed on the policies page of our website: [www.corsham.wilts.sch.uk](http://www.corsham.wilts.sch.uk) > **About Us** > **Statutory Information** > **Policies & Accounts**

**READY TO LEARN**  
 Complete your homework and other preparations for the lesson  
 Arrive on time in the correct uniform with all kit or equipment needed  
 Enter the learning area calmly and go to your correct place

**RESPECT EVERYONE**  
 Treat everyone equally and respectfully  
 Keep to all agreed school and classroom rules and procedures  
 Focus on your **own** work without interfering with others  
 Allow the teacher to teach and other learners to learn  
 Look after all equipment and resources

**RISE TO THE CHALLENGE**  
 Get fully involved and try your best at all times  
 Work with others to help every lesson be a success  
 Leave each lesson having achieved or learned something new

# Rewards

We are committed to reward our students for all their achievements and contributions to the wider school community. We do this by recognising high levels of attendance, numbers of Corsham Credits and community commitment – this culminates in a ‘Going for Gold’ Rewards Day in the summer (see below). Staff members can also send postcards home to students in recognition of a particularly outstanding contribution to the life of the school or for an exceptional effort or outcome in any aspect of their school-work.

## House Events

Throughout the year, students are encouraged to take part in many different types of House activities and competitions. Achievements in House activities will gain credit for both the students themselves and contribute to the overall House awards and cups.

## ‘Going for Gold’

Students build up a record of their positive and negative points, attendance and wider school contributions in their planner. Towards the end of the summer term, they will reach Bronze, Silver or Gold level and will be rewarded accordingly. Gold level students will be taken on a rewards trip whilst other reward events will happen in school for the rest of the students.

## Annual Awards

Academic achievement across all Year Groups is recognised at our formal awards evening in October of every year. Students who achieve the highest levels of commitment and excellence are presented with high-quality trophies by our guest speaker. This has previously involved Paralympian athletes, high achieving musicians, artists and other special guests such as Susie Imber (Professor of Astro-Physics and winner of BBC ‘Astronauts – do you have what it takes?’)



# Computer Use

## Computer Use at School

The Corsham School has some excellent IT facilities and software to support your child's learning but we have clear rules to make sure that our IT equipment is used appropriately and safely. Each student is provided with a user area and email facilities. It is very important that students understand that these facilities are for school work, are not private and content is routinely monitored. Please note that computer games are not permitted in school, neither is access to Facebook or any social networking site. If a student misuses the email facility it will be withdrawn. Our IT Code of Conduct is in your child's organiser. We ask that parents read it carefully and sign it each year to show you accept the conditions.

## Printing at School

Each year students are given a 'Printing Allowance.' How much each one gets depends on what year they are in and what subjects they are studying. Each time they print a page, regardless of how much work is on it, 1p will automatically be deducted from their allowance. Your child can monitor their printing on screen. Most people manage perfectly well to stay within their printing allowance. If there is a genuine need for more your child should simply email [library@corsham.wilts.sch.uk](mailto:library@corsham.wilts.sch.uk) requesting an increase, or see their subject teacher for a voucher.



## Digital Parenting

The internet is a fantastic resource which can stimulate learning for your child. The internet has many positives but there are also potential risks.

Follow these simple steps to help keep your child safe on-line at home

- know what your children are doing on-line
- ask them to teach you about any applications that you are not familiar with (particularly Social Media)
- keep the computer in a family room
- help your children to understand that they should never give out personal details to 'on-line friends' such as their real name and address, email address, log-in details or passwords, mobile phone number or any pictures of themselves
- if your child receives spam/junk emails and texts, remind them never to believe them or reply to them. They are best not even opened- just delete them
- if your child uses Social Media set up your own Facebook account and link to your child's page
- add the CEOP App to your child's Facebook page

- remember, Social Media has an age limit from 13-15 and children under this age should not have an account
- check the age limit on games, just like you would with films.

Many excellent resources are available to download from the School website including many Parents' Guides. Look under Safeguarding Digital. Another excellent and highly recommended on-line resource for parents wanting to know more about on-line safety is ThinkUKnow

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)



[www.nspcc.org.uk](http://www.nspcc.org.uk)



# Parent Support Advisor

## Introduction to the role of Parent Support Advisor

The Parent Support Adviser (PSA) is a link between home and school who works to involve parents in their child's education to remove barriers to learning, improve attitudes and behaviour and raise attainment.

The PSA's job is to support parents, carers and their families in a friendly, confidential and non-judgemental way. Support that the PSA can provide includes:

- signposting to other agencies that provide support for parents, carers and students
- supporting parents & carers to improve their child's attendance at school
- supporting parents & carers to improve their child's behaviour both at home and school
- strengthen relationships and communication between home, school and other agencies
- assisting and supporting parents in appointments with school staff, health professionals and other organisations.

Our Parent Support Adviser, Sue Wort, is based in school on Monday and Tuesday in H Block. If you think she could help you and you would like a referral please contact [swort@corsham.wilts.sch.uk](mailto:swort@corsham.wilts.sch.uk)



# Essential Contacts

At The Corsham School we firmly believe in working in partnership with parents and are always pleased to talk to you about any aspect of the school and all matters concerning your child. A parent's first point of contact should usually be the child's tutor but if your query is specific some of the people listed below may be able to help. If you wish to speak to someone in person we do ask that you make an appointment.

School address: The Corsham School, The Tynings, Corsham, Wiltshire SN13 9DF.

School Website: [www.corsham.wilts.sch.uk](http://www.corsham.wilts.sch.uk)

## Main Reception

Tel 01249 713284 Monday - Thursday 08.00 - 16.00, Friday 08.00 - 15.30

*Answer phone at other times*

email: [reception@corsham.wilts.sch.uk](mailto:reception@corsham.wilts.sch.uk)

## Attendance Office

email: [attendance@corsham.wilts.sch.uk](mailto:attendance@corsham.wilts.sch.uk)

or

text to 01249 400019

## Student Reception

Direct Tel No: 01249 702081

email: [studentreception@corsham.wilts.sch.uk](mailto:studentreception@corsham.wilts.sch.uk)

## Exams Office

Exams Office Direct Tel No: 01249 702087

Examinations & Data Manager - Ms Whittingham  
[cwhittingham@corsham.wilts.sch.uk](mailto:cwhittingham@corsham.wilts.sch.uk)

Examinations Officer - Mr Morris  
[OMorris@corsham.wilts.sch.uk](mailto:OMorris@corsham.wilts.sch.uk)

## Community Liaison Officer

[community@corsham.wilts.sch.uk](mailto:community@corsham.wilts.sch.uk)  
01249 713284 ext 296



## School Leadership Group

Headteacher - Rod Bell  
headteacher@corsham.wilts.sch.uk

Deputy Headteacher - Marcus Chapman  
MChapman@corsham.wilts.sch.uk

Deputy Headteacher - Pastoral - Christopher Smith  
CSmith@corsham.wilts.sch.uk

Assistant Headteacher Jason Wood, Achievement and Intervention  
JWood@corsham.wilts.sch.uk

Assistant Headteacher Rebekah Bartlett, Teaching & Learning  
BBartlett@corsham.wilts.sch.uk

School Business Manager Amanda Chapman-Richardson  
businessmanager@corsham.wilts.sch.uk

## Pastoral Leaders

Head of Year 7 - Ms Fairbairn  
EFairbairn@corsham.wilts.sch.uk

Head of Burlington House - Mr Rogers  
KRogers@corsham.wilts.sch.uk

Head of Freestone House - Ms Sutton  
LSutton@corsham.wilts.sch.uk

Head of Hazelbury House - Mr White  
PWhite@corsham.wilts.sch.uk

Head of Stockwell House - Mr Derby  
JDerby@corsham.wilts.sch.uk

## Director of Corsham6th

Emma Cooper: ECooper@corsham.wilts.sch.uk

## Transition & Admissions Coordinator

Sue Geoghegan: SGeoghegan@corsham.wilts.sch.uk

## Special Needs Coordinator (SENCo)

Sarah Warr: SWarr@corsham.wilts.sch.uk

# Other Sources of Information

## School Gateway

This can be accessed via the parent tab on the website, including details of your child's attendance, timetable and teachers, copies of letters and other information that have been sent home, travel and school bus information, and detail of trips, visits and after school activities. There are links to many parent support agencies and excellent on-line safety and digital parenting guides such as the parents' Guide, to Facebook and much more from CEOP's, ThinkUKnow and KnowITall. Information about the school's Governing Body can also be found there.

School Gateway also provides Parents with the ability to pay for school items online. This means parents can pay whenever it's convenient for them, without having to find the exact change, or having to send a cheque into school. Parents can also give permission for trips online, saving you the need to fill out permission slips. Features include:

- See the payment requests for all your children on one screen
- Choose which payment to settle and use a debit or credit card
- Track your payment history and items still outstanding

There is also a convenient, free School Gateway App that you can download, onto your mobile smartphone, from either Google Play or iTunes.

*Parents are asked to note that School Gateway is our preferred method of payment. We appreciate that there may be exceptional circumstances when an on-line method of payment cannot be used and would ask that you contact the finance Office at [finance@corsham.wilts.sch.uk](mailto:finance@corsham.wilts.sch.uk) if you feel this applies.*

## School Website:

[www.corsham.wilts.sch.uk](http://www.corsham.wilts.sch.uk)

Our school website has regular features covering what is happening in school and is a source of a great deal of information about the school. A copy of the current School Prospectus, Corsham6th Prospectus, School Magazines and other school publications and policy documents can all be downloaded from the school website [www.corsham.wilts.sch.uk](http://www.corsham.wilts.sch.uk). Hard copies are available on request from Main Reception. (You can also access all the subject websites)

## Calendar of School Events

The school calendar will be available electronically on the school website. All the main school events including Parents' Evening and Consultation Events, dates can be found on here. In addition to this, a letter at the start of the academic year highlighting all key dates for each year group will be emailed out to parents. Regular updates will be communicated to you through our School Gateway system. Please ensure you have registered for this service via the website.

## Twitter & Facebook

You can keep up to date with various events and school news by following us on Twitter and Facebook (follow links from website)

## Other Useful Contact Information - Curriculum Subject Team Leaders

### **Maths & Numeracy**

Alun Davis

adavis@corsham.wilts.sch.uk

### **English & Literacy**

Paul Wilkes

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### **Science**

David Brown - Physics

DBrown@corsham.wilts.sch.uk

Shane Withey - Biology

SWithey@corsham.wilts.sch.uk

Rebecca Richards - Chemistry

RRichards@corsham.wilts.sch.uk

(any of these subject leads can  
contacted)

### **Modern Foreign Languages**

Sophie Westlake,

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### **Geography**

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### **History**

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### **Visual Arts & Technology**

Rachael Sloan

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### **Drama**

Charlotte Derham

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### **Music**

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### **Physical Education**

Sarah Humphreys

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### **Computer Science & IT**

Paul Fletcher

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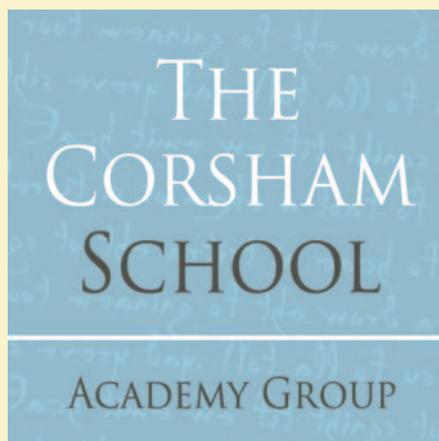
### **Business Studies & Economics**

Eunice Ndiritu

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Follow us on Twitter at <https://twitter.com/corshamschool>



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