



# Longridge High School

Parent Handbook 2023-2024





# Welcome to Longridge High School



Welcome to our Parents' / Carers' Handbook. I hope it captures the positive atmosphere and ethos of our school. A place where young people develop and learn in a safe and stimulating environment.

We are passionate about, and committed to, the belief that every young person deserves an excellent education, expressed in our shared vision 'Excellence and Ambition for all, from all.' As such, we aim to provide excellent all round learning experiences for every pupil, allowing them to thrive and develop in a supportive, secure and challenging environment where they can enjoy, aspire and achieve. We prepare every young person for life through a consistent approach to excellent behaviour, good manners and hard work, embodied in our school's core values 'Respect, Learn, Grow, Together'.

In this handbook, you will find all the information you need to support your child during their time with us at Longridge High School. It sets out our expectations for your child's time at Longridge High School, and what you can expect from us as a school. We very much see the next five years as a partnership between home and school, working together to ensure your child makes the most of their time at Longridge High School.

We look forward to welcoming our new Year 7 pupils on their first day in school on Monday 4th September 2023. If your child is joining us in a different year group, they will have a full induction to life at Longridge High School prior to beginning school.

I am very much looking forward to meeting you in the near future. In the meantime, please contact me on [jgn@lhs.lancs.sch.uk](mailto:jgn@lhs.lancs.sch.uk) with any queries.

Best Wishes

A handwritten signature in blue ink that reads "J. K. Green". The signature is fluid and cursive, with a horizontal line underneath the name.

Mrs J Green  
Head Teacher







## Contents

### • Section One, General Information

Calendar .....	3
Addresses and Contact Numbers .....	3
Outline of a school day .....	4
School Security .....	4
School Uniform and Appearance .....	5
Rules on Appearance .....	6
Mobile Phone Use .....	7
Catering/ParentPay .....	7
ParentPay .....	7
Free School Meals .....	7
School Bus Information .....	8
Synergy: Communication .....	8
Attendance, Absence and Punctuality .....	9

### • Section Two, Pastoral Information

Pastoral Support in School .....	10
Medical facilities .....	10
Money and Valuables .....	10
Counselling and Pupil Support .....	11
Child Protection and Safeguarding .....	11
Pupil Voice .....	11
The House System .....	11
Classroom Rules and Expectations .....	12
Behaviour and School Rules .....	12

Behaviour Code of Conduct .....	13
Positive Behaviour Rewards .....	13
Data Protection .....	14
PSHE .....	14
Sex and Relationships Education .....	14
Emergency communication .....	15
Personal and lost property .....	15

### • Section Three, Academic Information

Curriculum .....	16
Progress Reports and Examinations .....	16
Parents' Evening .....	16
ICT use in school .....	17
E-Safety .....	17
Learning Support .....	18
Library .....	18
Careers, Education and Guidance .....	18
Homework .....	19

### • Section Four, Other Information

Extra-Curricular Activities .....	20
Trips and Visits .....	20
Charging Policy .....	20
Substance Abuse .....	20
Complaints Procedure .....	20

## Section One - General Information

### Calendar - 2023–2024 Holiday List

Autumn Term	
School closed - Inset Day	Friday 1st September 2023
School open for all year groups	Monday 4th September 2023
School closes for Half Term	Friday 20th October 2023 (3.10pm)
School re-opens	Monday 30th October 2023
School closed - Inset Day	Friday 17th November 2023
School closed - Inset Day	Friday 24th November 2023
School closes for Christmas	Friday 22nd December 2023 (12.30pm)
Spring Term	
Spring Term School re-opens	Monday 8th January 2024
School closes for Half Term	Friday 9th February 2024 (3.10pm)
School closed - Inset Day	Monday 19th February 2024
School re-opens	Tuesday 20th February 2024
School closes for Easter	Thursday 28th March 2024 (3.05pm)
Summer Term	
School re-opens	Monday 15th April 2024
School closes for Half Term	Friday 24th May 2024 (3.10pm)
School re-opens	Monday 3rd June 2024
School closed - Inset Day	Friday 28th June 2024
School closes for Summer	Friday 19th July 2024 (12.30pm)

### Addresses and contact numbers

Longridge High School  
Preston Road

Longridge  
Preston  
PR3 3AR

Telephone: **01772 782316**  
Email: **admin@lhs.lancs.sch.uk**

Senior Leadership Team

Mrs J Green	Headteacher
Mrs A Gibson	Deputy Headteacher
Mr K Sutcliffe	Deputy Headteacher
Miss J Mason	Assistant Headteacher
Mrs S Flynn	Assistant Headteacher
Mrs K Rogers	Assistant Headteacher
Mr D Walton	School Business Manager

School Governors

Mrs C Compton (Chair of Governors)

Mrs C Eccles

Mr R Felton

Mr D Gilmore

Mrs J Green (Headteacher)

Mr J Laker

Mr N Riley

Mr P Wallace (Vice Chair of Governors)

Mr S Warburton

Mr J Wright (Staff Governor)

Pastoral Leaders

Mrs R Jackson Year 7

Mrs K Kin Year 8

Mr C Mochan Year 9

Miss K Stemp Year 10

Mrs N Taylor Year 11

Mr F Elder Special Education Needs Coordinator (SENCo)

## Section One - General Information

### Outline of school day

*Lessons are 60 minutes long, except on Wednesday when they are 55 minutes long.*

Monday, Tuesday, Thursday & Friday	Wednesday
8.40am Registration/Learning for Life	8.40am Registration/Learning for Life
9.00am Period 1	9.25am Period 1
10.00am Period 2	10.20am Period 2
11.00am Break	11.15am Break
11.20am Period 3	11.35am Period 3
12.20pm Period 4	12.30pm Period 4
1.20pm Lunch	1.25pm Lunch
1.55pm Registration	2.00pm Registration
2.05pm Period 5	2.10pm Period 5
3.05pm Pupils home	3.05pm Pupils home

### School security

#### Arrival before 8.00am

Pupils are not allowed into school before 8.00am. If they have arrived for breakfast, then they must enter the school by the main dining room doors. Children will not be allowed into the rest of the school before 8.30am.

#### During school hours

All external doors are fitted with key fob entry systems. Pupils must not allow access to the school to any visitor, even if they know the visitor. All such persons should be directed to use the main reception entrance. Parents and visitors are asked to use only the main reception entrance to school.

The main gate leading to reception and the car park is fitted with a barrier and the entrance doors by an intercom.

Parents and others visiting the school are asked to sign in at reception and to wear an identification badge during their visit. If you cannot make medical appointments for your child outside the school day, we ask that you should collect them from the reception area. If they arrive in school late for the same reason, please bring them to the reception entrance, your child will need to sign in using the electronic system. If your child is leaving during the school day, they must sign out at the Pastoral Office as well as on the electronic system in the main reception.



## Section One - General Information

### School Uniform and Appearance

A high standard of personal appearance is expected at all times by our pupils at Longridge High School. If a child is not in the correct uniform, parents should inform school immediately. There will be a sanction if your child is not in the correct uniform without a good reason. Correct uniform must be worn at all times.

#### School Uniform

##### Boys

Blazer	Trutex navy with integrated school badge
Jumper	Navy V-neck with school badge
Shirt	White - long or short sleeved
Tie	Official school tie – navy with silver stripe DS103
Trousers	Charcoal grey (Trutex: code TLT)
Socks	Black
Shoes	Black ( <i>boots / trainers / canvas footwear are not permitted</i> )

##### Girls

Blazer	Trutex navy with integrated school badge
Jumper	Navy V-neck with school badge
Shirt	White - long or short sleeved
Tie	Official school tie – navy with silver stripe DS103
Skirt	Kilnsey Tartan Pleated Kilt JX30358 (to sit on the knee)
Trousers	Charcoal grey (Trutex: code TLT)
Socks	Black tights or knee high socks
Shoes	Black ( <i>boots / trainers / canvas footwear are not permitted</i> )

KS4 (Year 10 and 11) pupils may wear a V-necked jumper instead of a blazer. This is a different design to the jumper for KS3 pupils.

#### Our uniform and sports kit and can be purchased from:

##### Mary Frances

59 Derby Road, Longridge, Preston  
Telephone: 01772 784272

##### Smart Uniform

54 Lancaster Rd, Preston, PR1 1DD  
Telephone. 01772 200842

### School Footwear

School shoes should be black and sturdy enough for regular wear. Boots, trainers, fabric and canvas pumps are not allowed. Black sports/trainer style shoes are not acceptable.

Pupils wearing incorrect footwear (including black trainers) will be asked to change into a pair of school shoes for the duration of the day. Please note that some shops sell shoes as 'Back to School' despite the fact that Longridge High School do not allow these. If you are unsure about whether something is acceptable, please check with the school before purchase.

### School Bags

Pupils must have a bag large enough to carry books, equipment and A4 exercise books and files. **Handbags and tote bags are not suitable for daily school use and should not be used.** They should have minimal decoration and be sturdy enough for daily use.

### PE Kit and equipment

Compulsory		Optional
Boys	Girls	Boys & Girls
Navy PE top with school logo (long or short sleeved)	Navy PE top with school logo (long or short sleeved)	Navy slim track pants
Navy shorts	Navy shorts	Navy ¼ zip performance top
Navy and white sport socks	Navy and white sport socks	<i>(We advise all pupils to wear the optional navy performance top during cold and wet weather.)</i>
Sports trainers ( <i>not pumps/Vans/Converse</i> )	Sports trainers ( <i>not pumps/Vans/Converse</i> )	



## Section One - General Information

### Rules on Appearance

#### Jewellery

The school has a NO JEWELLERY policy. The only jewellery permitted is a wristwatch. For reasons of safety and security - no other jewellery is allowed - this includes piercings in ears, noses and tongues. If worn, they will be removed, placed in a sealed envelope and pupils or parents asked to collect it at the end of the school day.

*Plasters/plastic retainers must not be worn to conceal piercings.*

The only other form of additional jewellery allowed is a medical disc/bracelet.

#### Religious clothing

Some religions and beliefs require their members to conform to a specific dress code. Longridge High School does not discriminate against any religion or belief; however, the school must weigh the needs and rights of individual pupils against the cohesion and health and safety concerns of the entire school community. The school endeavours to allow most religious requirements to be met. Parental concerns and requests regarding religious clothing are dealt with on a case-by-case basis.

#### Daily Equipment:

- A schoolbag / backpack
- A refillable water bottle
- At least two pens, black ink
- A green pen for self-correction
- Pencil, eraser and sharpener
- 30cm ruler

#### For Mathematics and Science, they will also need:

- A scientific calculator (*model CASIO FX - 83GTX*) available through **ParentPay** (*approximately £10*)

#### For Art, they will also need:

- A set of coloured pencils
- Lead pencils: 2H, HB, 2B and 4B
- A black fine liner pen (*All available to buy through ParentPay*)

#### General Rules

- School skirts must sit on or below the knee (not rolled up or over the knee) and socks should sit on the knee (not over the knee).
- School shirts should be tucked in to trousers/skirts
- Extreme hairstyles are not allowed. This includes inappropriate colours, tip-dyed hair, cuts, extensions and braids. Hair accessories should be plain. Long hair should be tied back for practical lessons.
- Make-up is not allowed. This includes nail varnish (including gel nails), fake tan, false eyelashes/extensions and false nails. Pupils will be asked to remove make-up, nails, eyelashes and fake tan in school.
- Outdoor coats can be any colour, so long as they are plain. Leather or denim coats are not allowed. Hoodies are not allowed. Coats are to be worn on top of, not instead of blazers.

*Items which are confiscated will only be returned at the end of term or if parents come into school personally to collect them.*



## Section One - General Information

### Mobile Phone Use

Mobile phones are **NOT** allowed to be used on the school site, including breaks and lunchtimes.

**Pupils must follow these simple rules:**

- Pupils can bring a mobile phone to school but they must be switched off and placed in their bag during the school day, not left in their blazers.
- Mobiles should not be seen or heard inside or outside the school buildings.
- If a pupil is found using their mobile phone at any time during the school day, they will be asked to give it to the teacher. They must not argue with this. The teacher will give their mobile to the Pastoral Office where it will be kept safe until the end of the day.
- If they continue to use their mobile phone or refuse to hand it over, there will be further consequences.
- If they need to contact a parent, in an emergency, they can ask the Pastoral Office to ring home.
- Earphones/pods should not be seen during the school day. Pupils must keep them in their bag.

We reserve the right to confiscate a pupil's mobile phone during the school day for an extended period of time, if we feel that a pupil has committed a serious misdemeanour. For example; an action that would endanger the safety of others or that constitutes inappropriate behaviour such as bullying. If it is reported that a pupil may have images of the school, other pupils or staff on their mobile phone, we reserve the right to check the content of the phone and delete these images in the presence of your child. If a pupil is found to

have a mobile phone or similar communication technology in an examination room, this is a serious disciplinary issue. In this case, we reserve the right to keep the mobile phone or similar device until it can be checked for unfair practice.

*Please note that the school's insurance does not cover the loss of mobile telephones.*

### Catering/ParentPay

The school operates a cafeteria-style system of meals and snacks where all items are individually priced. Pupils can purchase a school meal, bring a packed lunch or go home for lunch (only if written permission has been received from the parent/carer). We operate a cashless catering system and any pupil wishing to purchase food must have money paid into their **ParentPay** account before they attempt to purchase any items. Pupils in arrears will not be allowed to purchase any items. Items are paid for by with a pin number. Pin numbers are unique to the individual pupil and these must not be shared with others.

- **Breakfast is served between 8.00am and 8.35am**
- **Break time snacks are served between 11.00am and 11.20am**
- **Lunch is served between 1.20pm and 1.55pm**

Water dispensers are located in both dining rooms. Pupils may fill up own water bottles during these sessions only. They cannot be accessed during lesson times.

The school kitchen serves a variety of healthy meals and snacks, both hot and cold, at varying prices. An average cost for a lunch is around £2.60 but this does not include the cost of drinks. Please make sure that your child has sufficient funds in their **ParentPay**

account to pay for their meals. **ParentPay** can also be used to check what your child has eaten during the week.

All food and drinks purchased in school (at breaks and lunchtimes) must be eaten in the dining rooms or the outside designated dining shelters/areas. No food or drink should be taken or consumed in classrooms or on the Astro pitch/netball courts. All rubbish/litter must be put in the bins that are placed all around school.

### ParentPay

**ParentPay** is the school's secure, online payment system. This system is used throughout the school and is the only method of payment for both



pupils and parents. This includes trips, visits and food from the dining room. You must create an account in **ParentPay** before your child starts school.

Payment can be made using a debit or a credit card. If you have any problems using **ParentPay** please contact the Business Support Team on 01772 782316.

### Free School Meals

Free meals are provided for pupils who are entitled to certain benefits. Please contact the Pupil Access Team on 01772 531813 if you think you might be entitled to Free School Meals.

## Section One - General Information

### School Bus Information

There are a number of bus service routes that cover the surrounding areas, and provide safe and reliable transport to and from the school. This is in addition to the regular bus routes between Preston and Longridge provided by Stagecoach (001)

Number	Company	Route
001	Stagecoach	Preston and Longridge
045	Preston Bus	Ribchester
106	Longridge Coaches	Wilpshire via Salesbury and Ribchester
099	Avacoach	Fulwood Asda
584	Preston Bus	Goosnargh
645	Brethertons	Farms from Chipping
678	Brethertons	Whitechapel
706	Brethertons	Chipping Kirklands



### Synergy: Communication

**Synergy** is the school's main virtual communication and learning platform that can be accessed by both parents and pupils in all year groups. It can be viewed on any electronic device including mobile phones, tablets, personal computers and laptops.

As a parent, this platform covers a huge range of communication services between the school and home. You can log in to find messages from the school about your child, notify us of absences and book parents' evening appointments. You can see messages from the school office, Pastoral Leaders and the subject teacher and is an invaluable tool for keeping fully up-to-date with the information from school. You can also check the homework set for your child. You are also able to send messages to school about absences, appointments and queries using Synergy Gateway.

As this is our main way of communicating with our pupils and parents, it is vital that we always have up-to-date contact details for you and that the platform is checked on a regular basis.

### Synergy: Homework (known as Assignments)

For pupils, Synergy allows them to organise and complete homework (assignments). Assignments are uploaded onto the system with full instructions, resources and deadlines. They can submit work via Synergy and message teachers with queries or questions. They can also receive messages from teachers and support staff as individuals or as a group.

### Synergy: Behaviour

The school also uses Synergy as a fully interactive behaviour system. It allows teachers to record rewards (points) and sanctions onto the system in real time. This information can be accessed by parents so that a full picture of the pupils' behaviour can be seen immediately. It is particularly useful for Pastoral Leaders to monitor the behaviour of pupils and provide timely interventions and praise. It is also used to inform parents of any sanctions or detentions created for the following day. There are guides on how to use Synergy for both pupils and parents on the school's website.

## Section One - General Information

### Attendance, Absence and Punctuality

Longridge High School gives a high priority to excellent attendance. All pupils are expected to achieve at least 97% attendance during their time at school. This expectation helps them to progress with their studies and prepares them for post-16 study and employment. Regular attendance also helps pupils to feel settled in school and sustain friendships.

Therefore, all parents should understand that it is a legal obligation and parental responsibility to ensure that their child attends school regularly. The school has a legal obligation to keep accurate registers of attendance and to authorise absence in line with the school policy.

Every pupil's attendance is reviewed regularly by their form tutor and Pastoral Leader.

It is crucial that pupils come into school on time and attend every day. Time off school for illness should only be taken if absolutely necessary. Should your child become unwell during the school day, you will be contacted immediately.

Research shows that children who have poor school attendance in Year 7, are more likely to become persistent absentees in Years 10 and 11. Inevitably, this has a negative impact on their GCSE results.

#### Pupil Absence

Please can parents use **Synergy** to inform school of any absences or appointments as soon as possible - messages can be sent via 'Absences' and 'Appointments'. Alternatively, you can phone the Pastoral Office (Option 1) and leave a message on the answering machine if required.

If we continue to be concerned about your child's pattern of attendance, we will invite you into school

to discuss how your child can be best supported to improve this. Families may also be visited at home by our school's Attendance Officer.

#### Medical Appointments

Medical appointments should be taken outside of the school day or during school holidays. When this is not possible, an appointment card should be brought into school by the pupil and shown to the Pastoral Office.

#### What is an Unauthorised Absence?

When an absence is recorded as unauthorised it means that school does not support the absence, and your child should be in school. Absence is classified as unauthorised in the following cases:

- If the reason for absence is unacceptable to the school, e.g. holidays that are not covered under exceptional circumstances.
- If the pupil does not bring a written explanation of absence from a parent.
- If the pupil misses a lesson without the permission of the teacher.
- If the pupil leaves the school site without the advance written permission of a parent and without a note of authorisation by the relevant Pastoral Leader/Form Tutor or a member of SLT.

If a pupil has too many unauthorised absences, and all other strategies have failed to improve a pupil's attendance, parents may be issued with a Penalty Notice which could amount to £120 for each parent. It is worth remembering that when school are organising special events or trips, unauthorised absences may prevent pupils from participating.

#### Leave of Absence for Holidays

The school does not authorise absence for holidays in term-time (unless there is an exceptional circumstance), in line with Department for Education Regulations. The Department for Education now regards all absence which has not been authorised by the school as truancy. The leave of absence form can be found on the school website: <http://lhs.lancs.sch.uk/attendance/>

#### Punctuality and Registration

Punctuality is regarded by the school as an important indicator that a pupil is learning self-discipline and good time management. We are frequently asked to comment on punctuality for employment, further and higher education references.

Poor punctuality will incur a lunchtime detention to make up the time missed. Other sanctions may be applied for someone who is persistently late. Parents will receive an alert to inform them if a child is late/has not arrived in school.

Warning bells ring before morning and afternoon lessons and near the end of break to prompt pupils to move towards the appropriate rooms.

#### Unavoidable Late Arrival

Pupils must make every effort to avoid lateness. Pupils who arrive late must sign in at the main school office on the Inventory screen. Parents are requested to inform school if their child will be late by using **Synergy** – please send a message to 'Lates'.

#### Signing out of school

When pupils are leaving school for an appointment during the school day, they must sign out in person at the Pastoral Office as well as using the inventory screen by the reception.

## Section Two - Pastoral Information

### Pastoral Support in School

The pastoral and academic care and support of pupils within the school is a high priority. It aims to provide guidance and encouragement, analysing and monitoring academic progress so that pupils are supported towards achieving their personal best across all subjects. Opportunities are provided to enable pupils to broaden their experience by participating in a range of extra-curricular activities and events. We emphasise positive attitudes and relationships based on mutual respect.

The basis of the school's pastoral system is the form tutor. A pupil should use their form tutor as the first point of reference if there is a problem or an issue that is causing concern.

Each form tutor is part of a team led by a Pastoral Leader. The names of the Pastoral Leaders are displayed at the front of this handbook.

The Pastoral Team aims to work in co-operation with parents to maintain high standards of achievement and effort, and to create a supportive community.

<b>Enquiry</b>	<b>Where to find it</b>
Pupil absence, appointments out of school	<b>Synergy/Pastoral Team</b> 01772 782316 (option one)
Your child's progress or concerns	<b>Synergy/Pastoral Leader</b>
Sports fixtures	<b>Synergy/School website – updated termly</b>
School policies and rules	<b>School website</b>
ParentPay	<b>Finance Team</b> 01772 782316 (option five)
Synergy	<b>Main School Office – Business Support Team</b>
Safeguarding	<b>Mr K Sutcliffe</b>
School reports & exams	<b>Synergy/Exams Officer</b>
Calendar of school holidays, Parents' Evenings, INSET days	<b>School website, Synergy</b>

### Medical facilities

When necessary pupils may obtain first aid assistance via the Year Group's Pastoral Office. The school has many First Aid kits located around the school and a number of staff are trained in First Aid. We also have a fully equipped 'First Aid Room'.

Any pupil who feels ill must go to the Year Group's Pastoral Office. If your child is ill and needs to go home, the Pastoral team will telephone you so that you are able to arrange transport home for them. A pupil who is unwell must not contact parents themselves or travel home alone.

If your child needs to take any medication during the school day, please ensure that it is sent to their Year Group's Pastoral Office. Pupils must not keep medication with them in school. It must be given to the Pastoral Office in its original container with the pharmacy label, instruction leaflet and accompanied by a 'Request for Medication' form. (A copy of this form is on the school's website.) The medicine must be left with the Pastoral Office. It will normally be administered to your child by the Pastoral Office staff. The pupil must not carry medication in their bag or on their person (e.g. antibiotics or painkillers). Children with broken limbs, crutches or temporary mobility issues are allowed in school but the parent must call into school to sign an Injury Indemnity Form before their child can return to class. Forms can be collected from the main reception.

### Money and Valuables

We ask parents to ensure that their child does not bring into school valuable items such as expensive tablets, smart phones or large sums of money. The amount brought each day should cover only the cost of transport to and from school. In the busy school environment, pupils sometimes forget to store their money and possessions securely.



## Section Two - Pastoral Information

### Counselling and Pupil Support

The school employs a trained counsellor who normally see pupils for appointments of 30 minute sessions. The issues that are brought to the school counsellor cover a wide range of areas including; low self-esteem, relationships with family and friends, depression, anxiety and bereavement.

### Child Protection and Safeguarding

The safeguarding policies of the School reflect the Children Acts of 1989 and 2004, which include the principle that "...the welfare of the child is of paramount importance". They take note of recommendations for good practice in the Laming and Singleton Reports 2009 and have been further refined with reference to the 2018 government update of *Working Together to Safeguard Children*, and the updated publication, *Keeping Children Safe in Education*.

School staff have a responsibility to protect pupils from harm. The Acts give the school the right to do what is reasonable in all circumstances for the purposes of safeguarding and promoting the child's welfare, and schools have a responsibility to work with the child, parents and colleagues, and with outside agencies such as social, health and police services, to create a safe environment.

**Mr Sutcliffe (Deputy Head teacher) is the Designated Senior Leader for Child Protection** and he works closely with the Assistant Headteacher, Mrs Rogers who is the Deputy Designated Senior Leader for Child Protection.

**Parents who wish to report a child protection issue should contact Mr Sutcliffe.** All staff (both teachers and support staff), governors and volunteers undergo a Disclosure and Barring Service check to ensure that they are suitable and fit people to work with children. The School follows the current legal safeguarding procedures for recruiting and appointing staff, as in the government guidance *Keeping Children Safe in Education*. (September 2023). Should a pupil leave the school before the end of their compulsory schooling (up to the end of Year 11), parents are asked to notify us of the name and address of the next school which their child will be attending. Under recent legislation, we have to provide the Education Authority with this information. The school's child protection policy is reviewed annually and is available to parents of pupils and prospective pupils via the school's website.

### Pupil Voice

Pupil representatives from each form and each year group are elected to form part of the 'Pupil Voice' forum. This meets regularly with pastoral staff and the Headteacher to discuss issues and ideas that affect the school. The forum looks at areas such as catering, charity events, lockers, school facilities and teaching and learning. A School Parliament meets once per term and includes representatives from each year group.

### The House System

On arrival in school, pupils are allocated one of three 'Houses' - Beacon, Parlick or Fairsnape. These houses form the basis for a range of inter-house competitions throughout the academic year. All subjects organise a House competition for all pupils to gain points. At the end of the year, the House with most points is declared the winner and receives a trophy. Pupils in each year group are invited to represent their Houses and gain points for participating. There are also leadership roles for House Captains in each year group.



## Section Two - Pastoral Information

### Classroom Rules and Expectations

**Pupils have the right to learn**

**Staff have the right to teach**

**All have the right to feel safe and secure**

Therefore, pupils should:

- enter classrooms quietly
- sit in the seat as allocated by the teacher/ seating plan
- have equipment ready straight away so they are ready to learn
- listen carefully and follow the teacher's instructions starting work promptly as instructed
- have a positive and cheerful attitude – enjoy learning together
- allow the teacher to teach and fellow pupils to learn without disruption
- not shout out but wait until given permission to speak
- try their best before asking for help but if assistance is needed, be patient and ask politely
- stand quietly behind the chair at the end of the lesson, and await dismissal.

### Behaviour Stages

Pupils will be given opportunities to modify their behaviour if they make a mistake. At Longridge High School we use a staged process which is outlined in detail on the school website. If a pupil works their way through the stages they will be referred out of class to another member of staff who will supervise them until the end of the lesson. If the set work is completed to an acceptable manner, then the pupil will be allowed to carry on to the next lesson.

- If a pupil is referred they will automatically have an after school detention the following afternoon in New Start from 3.05pm until 3.45pm.
- All detentions linked to behaviour will be scheduled by the Pastoral Support Office to allow notification and reminders to the pupil, New Start and parents.
- If a pupil continues to be disrespectful, questions the teacher, or causes further disruption they will then be issued with a 'Failed Referral' (FR) which will mean they will be escorted by a member of SLT to New Start to work with a Pastoral Support Officer who will organise reparation with the member of staff. A pupil who receives a 'Failed Referral' will also receive a Senior Staff Detention on Fridays until 4.30pm.

### Detentions

Detentions can be given by departments at lunchtime and after school. Pupils may be detained after school by members of staff if circumstances warrant it. A more serious discipline problem will result in a pupil being placed in New Start. Failure to attend will result in the pupil removed from lessons the following day and will then be detained until 3.45pm that day. In every instance parents will be contacted if a pupil fails to attend the detention. Pupils are detained from 3.05 to 3.45pm.

### Behaviour and School Rules

At Longridge High School we expect from our pupils a very high standard of self-discipline and behaviour, a positive approach to studies and a co-operative and supportive relationship with fellow pupils and staff. Pupils should report to staff straight away any incidents of harassment they have witnessed.

Parents are asked to work in partnership with school staff to assist the school in maintaining high behavioural standards, and to take responsibility for the behaviour of their child at school and on the way to and from school.

If pupils choose not to adhere to school rules, then sanctions will be applied that are fair, consistent and proportional. The range of sanctions vary depending upon the pupils' behaviour and/or previous behaviours. Sanctions include:

- Detention (break, lunchtime or after school)
- Referral to New Start and/or internal exclusion
- On Report
- Fixed term exclusion
- Permanent exclusion

*A copy of the full Behaviour Policy is available in the 'Our School' section of the school's website:*

**<http://lhs.lancs.sch.uk/school-policies/>**

## Section Two - Pastoral Information

### Behaviour Code of Conduct

#### Pupils should:

- behave sensibly and show respect for other people, their feelings and their property
- wear the correct school uniform with pride
- coats should only be worn at breaks and lunchtimes and removed on entering the school buildings
- not wear hoodies or trainers
- always walk in single file on the LEFT of corridors
- never bring into school any matches, cigarettes, electronic cigarettes (vapes), aerosols, lighters, alcohol, illegal substances, knives or any item that may cause harm to themselves or other people
- switch off mobile phones / other electronic devices including headphones in school. They should be switched off in pupils' bags until the end of the school day.
- stay on the school premises throughout the day
- eat food only in designated areas, use the litter bins provided and keep the school clean
- not consume energy or canned drinks as they are a barrier to learning and good behaviour. Bottle or drinks containers must be small (around 500ml) and should fit into a school bag. Large, e.g. 2 litre bottles, are not allowed
- follow any instructions given by a member of staff
- always use language appropriate in a school environment
- always bring the required equipment to school including: school books, planner, pen, pencil, ruler, calculator and a suitable bag to carry them in.

### Positive Behaviour Rewards

Rewards trips are organised annually. In order to be invited on the end of year reward trip, pupils have to achieve the following:

	Award	Behaviour Points	Reward
Term 1	<b>Bronze</b>	<b>200 Points</b> 95% Attendance Average 2.7 Effort Grades Not on Stage 2 of Behaviour Ladder No Exclusions	Bronze Blazer Star Attend Christmas Concert
Term 2	<b>Silver</b>	<b>400 Points</b> 95% Attendance Average 2.7 Effort Grades Not on Stage 2 of Behaviour Ladder No Exclusions	Silver Blazer Star Attend Easter Bingo
Term 3	<b>Gold</b>	<b>600 Points</b> 95% Attendance Average 2.7 Effort Grades Not on Stage 2 of Behaviour Ladder No Exclusions	Gold Blazer Star Attend End of Year Reward Trip
-	<b>Platinum</b>	<b>800 Points</b> 97% Attendance Average 3.5 Effort Grades Not on Stage 2 of Behaviour Ladder No Exclusions	Platinum Blazer Star

## Section Two - Pastoral Information

### Data protection

We would like to be able to include photographs of our pupils in our displays and publicity materials (prospectus, adverts, newsletters, the website and official Longridge High social media channels), and to film pupils engaged in learning activities such as role plays and presentations. Names are used only where appropriate, for example in celebrating a pupil's individual achievement. Personal details and home addresses do not appear in these promotional materials.

If you would prefer us **NOT** to include your child in the school's promotional material, please would you inform the Pastoral Office in writing as early as possible in September, requesting also an acknowledgement of your letter or e-mail.

Please would you also ensure that your child is aware of this, so that they do not inadvertently volunteer to have their photograph taken.



### Personal, Social, Health and Economic Education: Learning for Life

PSHE aims to help pupils develop the skills they will need to manage the situations they will encounter during life. Linking with the values of the school, the programme focuses on skills such as teamwork, independence, resilience, problem solving, communication, leadership and organisation and how developing these will help pupils manage key aspects of Personal, Social, Health, Economic and citizenship issues. Throughout the programme, pupils are encouraged to:

- Develop as a person, both as a responsible member of the school community, as a UK citizen (with an awareness of Fundamental British Values) and as a global citizen
- Keep healthy (both physically and mentally) and stay safe (e-safety and physical safety)
- Improve their financial and economic awareness
- Extend study skills

PSHE lessons are delivered discretely in a forty-five minute lesson every Wednesday morning. Pupils are offered signposting advice should they seek further guidance / support on issues covered.

### Sex and Relationships Education

Education about health and personal relationships is provided in a number of subjects and in a context that is concerned to respect dignity and family life, aiming to enable pupils to make informed, balanced decisions about their health and well-being and to build strong healthy and stable relationships.

The biological aspects of sex education are taught in Science. We try to encourage the maturing of attitudes and the acquisition of skills and knowledge required for responsible and safe behaviour. To allow this, we provide some sessions in which pupils can discuss and ask questions in a secure environment, and can explore moral and emotional dimensions of the subject. This takes place in subjects that lend themselves to discussion, especially PSHE lessons. PSHE lessons explore differing families through single parent families, re-constituted families as well as different relationships. This includes consent, same sex relationship and heterosexual relationships that share the same characteristics about what makes a healthy relationship. Pupils will also study gender identity and sexuality.

School will assume that parents give consent to their child's attendance at Sex and Relationships Education sessions, unless a letter from parents informs the Head teacher to the contrary. If parents choose to exercise their right to withdraw their child, they are asked to comply with the government recommendation to provide sex and relationships guidance themselves.



## Section Two - Pastoral Information

### Emergency communication

Parents are asked to ensure that the school always has their current contact details. This information is essential in case we need to get in touch with you in an emergency, for example if your child becomes ill or if they have an accident. It is helpful for us to keep an accurate record of home and e-mail addresses, home landline number, parent mobile telephone numbers and work telephone contacts.

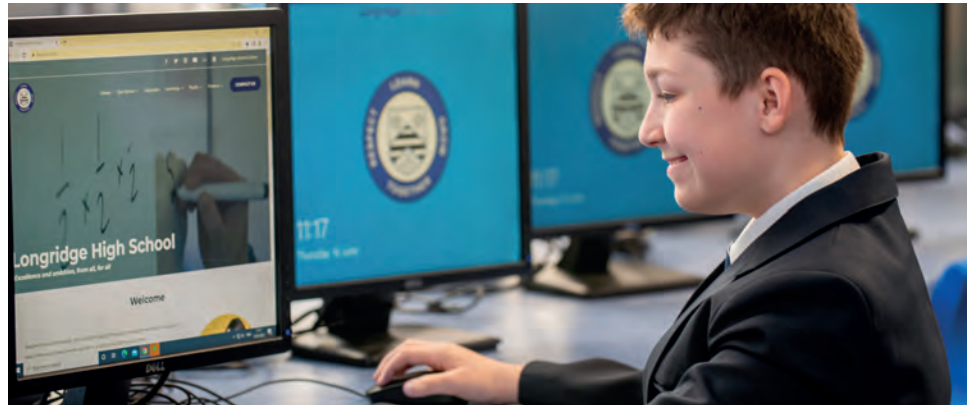
The Pastoral Office must be notified in writing immediately if your child will be residing with someone other than a parent / legal guardian. If you need to contact your child for an emergency, please telephone the school number. The receptionist will arrange for a member of staff to take the message to your child. For non-urgent messages, the receptionist will take the message and email the class teacher for the message to be passed on.

We regret that we are unable to use staff to take non-urgent messages directly to pupils.

Please avoid making arrangements to contact your child directly on their mobile phone during the school day since this may contravene the Code of Conduct to which pupils are expected to adhere.

### Personal and lost property

A pupil is expected to take responsibility for their property, taking care to keep belongings with them. All items of clothing and equipment should be clearly marked with their name. Expensive items should not be brought into school. Pupils' clothing, equipment and possessions are not covered by school insurance. The school cannot accept responsibility or liability for the loss/theft of, or damage to personal property on school premises. Mrs Dewhurst and Mrs Taylor, based



in the Pastoral Office, are in charge of lost property.

#### **If an item is mislaid, the pupil should:**

1. Check with the Pastoral Office and the Main Office and repeat this check several times if the item is not found immediately.
2. Ask Mrs Dewhurst and Mrs Taylor if the item has been handed in and ask to check the Lost Property.
3. Retrace their steps and check all rooms, cloakrooms and corridors visited that day.
4. Report the loss to their form tutor and Pastoral Leader the same day and as soon as possible after they have discovered the loss. Write a detailed description of the lost item for the Pastoral Leader.

Pupils who find property should hand it in immediately. Items should be given to the Pastoral Office.



## Section Three - Academic Information

### Curriculum

#### Key Stage 3 (Years 7, 8 and 9)

We aim to maximise learning in all subjects through the planning and delivery of a deep and balanced curriculum that is as long and as broad as necessary. In KS3, all our pupils study: English, Maths, Science, French, Geography, History, Religious Education, Design Technology – Product Design, Food, Textiles and Systems, Computer Science, Art, Music, Drama, Physical Education, PSHE.

#### Classes and Sets

We use all information available to help ensure that children are in an appropriate class for their ability. Pupils are grouped into academic sets for English, Maths and Science. They are taught as mixed ability groups in Humanities, Music, Art, Design Technology, PSHE and Physical Education. There may be changes to groups and classes during the academic year after reviewing assessment information. Pupils and parents will be fully informed by letter if any changes are to be made.



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

Our KS4 curriculum has flexibility and choice, whilst still being structured and appropriate, and allows our pupils to access the full Ebacc. In creating our KS4 offer, we listen to pupil voice and where possible find creative ways to facilitate courses where pupil numbers are small. All our pupils study: GCSE English, GCSE English Literature, GCSE Maths, GCSE Science (either Combined or Triple) RE and PSHE, Physical Education. They can choose three subjects from the following:

##### GCSE

History, Geography, Religious Studies, French, Computer Science, Food Preparation and Nutrition, Design Technology, Art, Music, Drama, Business Studies and Physical Education.

##### OCR CAMBRIDGE NATIONALS (GCSE equivalent)

Health and Social Care, and Creative i-Media.

### Progress Checks and Examinations

The school will send three progress reports home throughout the year. These are called Progress Checks and provide information on effort and attainment in each subject. There will also be information on absences and punctuality. A paper copy of the progress checks will be sent home with your child; along with an electronic copy on Synergy. All pupils in every year will sit internal assessments during the academic year, which will inform parents how well their child has progressed throughout the year. In addition, Year 11 will sit mock examinations in preparations for their GCSEs.

### Parents' Evening

All year groups will at least one parents' evening per year. Appointments are booked electronically through **Synergy**. Full instructions and a letter will be sent to parents/carers on how to arrange appointments.

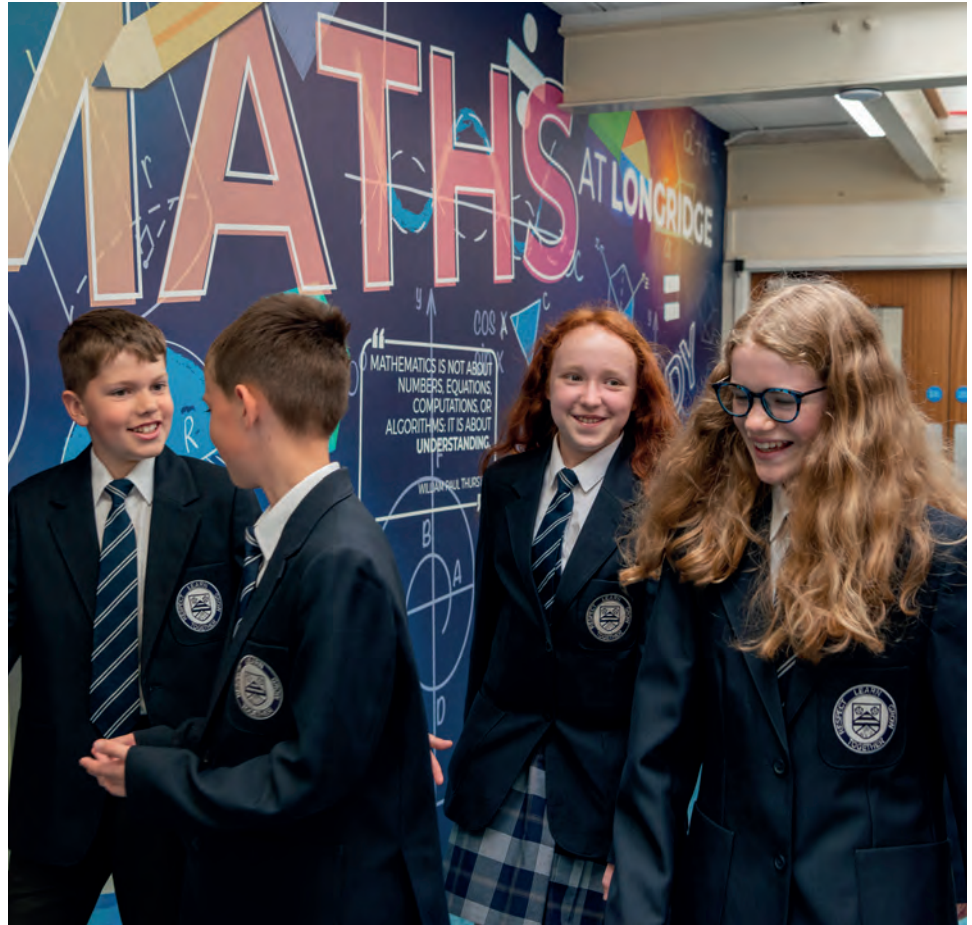
## Section Three - Academic Information

### ICT use in school

We believe that the use and availability of ICT can bring great benefits to learning. The school ensures that pupils have access to a range of ICT facilities and resources that will enhance their activities. Our ICT support team works to maintain these facilities, assist users and protect the school and individuals from the misuse of ICT. However, it is the responsibility of all individual pupils to guard against misuse of our facilities through their actions. All pupils are asked to sign an Acceptable Use Policy which outlines how the school expects its pupils to behave when using ICT. All pupils are issued with a school email address and are taught how to use this address to access learning resources such as Office 365, Seneca and Sparx Maths.

### E-Safety

Whether on a computer at school / home, a games console or a mobile phone, children and young people are increasingly accessing the internet whenever they can and wherever they are. Mobile phone technologies can bring great social benefits. They can play a major role in keeping your child safe, informed and in reach of assistance if necessary. However, internet and mobile-based technologies also open young people up to potential dangers. The school employs a range of measures to protect our pupils from incidents of cyber-bullying, inappropriate communications via social networking, exposure to inappropriate internet content, illegal activities and content liable to be offensive to members of our school community. These measures include the blocking of certain websites and monitoring an individual's internet use.



## Section Three - Academic Information

### Learning Support

Parents who wish to discuss specific learning difficulties such as dyslexia or dyspraxia with respect to their child should contact the SEN Co-ordinator, Mr Elder. He can be contacted via Synergy or by telephoning or emailing school. If parents have obtained specialist educational advice, for example from an Educational Psychologist, they are asked to provide the school with a copy of the specialist's report. If considering obtaining such advice, please contact the SEN Coordinator in advance as the school may need to supply information for any such assessment.

The specialist education advice helps us to identify any particular areas in which the pupil is experiencing problems and enables us to construct a Pupil Passport in discussion with the pupil and parents. Teachers of the relevant subjects will be provided with advice on how to tailor their support for the pupil. The Pupil Passport summarises areas of strengths and areas of difficulty and sets targets for the pupil. These passports will be reviewed during the academic year. Specific information from the Pupil Passport is shared with staff and parents.

The school will provide a detailed SEN Profile for any pupil who has an Education, Health and Care Plan, and the relevant pupil will be given educational support by the Learning Support Department.

### Library

The library plays an important role as a learning resource centre for all pupils, and its regular use is strongly recommended. It provides opportunities to develop independent learning and research skills using a range of media, both traditional and technological. It also contains a large number of books suitable for leisure-time reading for pupils of all ages. Some age restrictions are in place on certain books to prevent younger children accessing inappropriate content. We have a full time librarian who would be happy to help with suggestions for reading with you and your child.



### Careers, Education and Guidance

The school Careers Advice and Guidance Programme starts in Year 7. Pupils receive an introduction to 'u-explore' careers software and they start to relate their skills to potential career routes.

During the spring term of Year 9, pupils receive information and guidance on potential options available to them and are given one to support to enable appropriate GCSE option choices, which have to be made by Easter.

This research is then built on in Year 10 when pupils visit the four main feeder colleges for taster days during July. These college visits give pupils an insight into the possible options available to them post 16 and prepares them for the application process which occurs from October in Year 11. We also have a Work Experience week in the final term for our Year 10 pupils to find out about possible career opportunities or how life at work is different to school life.

Year 11 pupils are given information and advice on possible apprenticeship options available to them and are helped to apply for suitable jobs if appropriate. We have an independent Careers' Advisor who attends school each week and she takes one to one sessions with all Year 11 pupils. Pupils who require more advice may have more than one session.



## Section Three - Academic Information

### Homework

Homework is a very important part of a pupil's education, and we ask for your support in ensuring that your child spends sufficient time on homework tasks to complete them to a good standard and plans their work so that homework is always submitted to the teacher on time.

*Homework is important because:*

- It encourages the independent learning techniques essential for self-development, examination preparation, further study at university and future employment.
- It extends a pupil's knowledge and skills, deepens understanding and reinforces classroom learning.
- It helps to refine a pupil's personal organisation and self-discipline, as well as developing perseverance to master challenging ideas and skills.
- It trains a pupil in planning their time and prioritising tasks.

Homework is set according to a weekly timetable so that work can be spaced out during the week. This timetable can be found on the school website. Homework is set on our ICT learning platform, **Synergy** (or sometimes Microsoft Teams). Pupils and parents will be allocated a login when they start in Year 7.

Homework can be viewed on Synergy via a number of electronic devices. You and your child will be able to check on deadlines and instructions for the homework and you can monitor when it has been completed or overdue.

Parents are asked to support the school by ensuring that their child allocates sufficient time to their studies each evening and weekend and that they have the correct stationery equipment and a workspace away from the temptations of computer social networking, gaming and messaging sites on the internet, telephone and television. Your support is particularly important in the weeks leading up to examinations and assessments, when pupils should be devoting extra time to learning and when they will be experiencing higher than normal levels of stress. Homework is set for all classes. It may take several forms: written work, reading, preparation for class work, learning for tests and examinations, research, practice of past examination questions or correction of errors. A number of departments will use virtual learning platforms for homework.

Each evening, they should refer to Synergy to check for homework set. The final task each evening should be the preparation of the books and equipment needed for the next day's lessons.

If a pupil is absent, they are expected to make up work missed when they return. This includes homework as well as class work. They should approach their teachers to collect the missed work. If homework is not handed in on time, or if it is of a poor quality and/or unacceptable presentation, sanctions will be used and the pupil will be given advice on how to overcome obstacles to improvement, such as poor time management or a failure to organise tasks into priority order.



## Section Four - Other Information

### Extra-Curricular Activities

We believe in providing a rich and varied range of extra-curricular opportunities as we think this is intrinsic to a child's development. There is a wide range of opportunities available to pupils to extend their spiritual, moral, social and cultural development, both at lunchtimes and after school. Involvement in extra-curricular activities and events is considered vital in developing the confidence and interpersonal skills necessary for personal and professional fulfilment and provides opportunities for pupils to extend and enrich their experiences and understanding. Participation is also of crucial importance in building a strong sense of community and an awareness of the needs of others.

Here are some of the extra-curricular opportunities currently on offer at the school:

#### Duke of Edinburgh Bronze Award Scheme

#### Choir

#### Music and Band Practice

#### Clubs in:

#### Art, Dance, Drama, Reading, Science

**There are also many sports' clubs in operation including: Athletics, badminton, basketball, cricket, football, netball, rounders, table tennis and volleyball.**

Details of these will be sent out when they become available and can also be viewed on the school website.

### Trips and Visits

The Staff and Governors recognise the value of offsite educational visits, which support and enrich the school curriculum. Pupils have the opportunity to attend exhibitions, foreign visits, field courses, sports and musical activities.

Detailed planning and preparation is carried out for each visit, including a thorough risk assessment, under the direction of the Educational Visits Coordinator. All pupils are insured for personal accident under a scheme arranged by Lancashire County Council. Pupils will be issued with clear safety instructions according to their age and the nature of the destination, transport method and activity.

Parents are always invited to an information evening in advance of any residential visit, whether in the UK or abroad.

If the cost of a school trip is a modest amount, payment is made as a one-off payment. More expensive school trips can be paid for in instalments and the instalment plan will be sent out with the trip letter; this gives parents the chance to budget for a trip over a longer period of time. When paying by ParentPay, parents must indicate their consent to a trip before they can proceed to payment. There is also the option in 'Add Notes' to add any dietary or medical information which may be relevant. The trip leader will include this in their trip planning.

### Charging Policy

The school will seek to offer all pupils the widest possible choice of extra-curricular activities and to support these as funds allow. Charges will be made for voluntary activities outside school hours and for board and lodging, where this applies.

Full details of the school's policy on charging are available on the school website:

<http://lhs.lancs.sch.uk/school-policies/>

### Substance Abuse

The policy of the school is that it will automatically permanently exclude from school any pupil involved in supplying illegal substances to other pupils.

Any pupil found in possession of illegal substances will be excluded for a fixed period or permanently excluded, depending on the circumstances. In all cases, the police will be informed.

The Head Teacher may authorise a search of a pupil's possessions if there is reasonable suspicion that the pupil has prohibited items such as illegal drugs. Please see the section on Exclusion and Permanent Exclusions for further information.

### Complaints Procedure

The school has a complaints procedure that outlines to parents the process for making a complaint. A copy of this procedure is available on the school website <http://lhs.lancs.sch.uk/school-policies/>

Details of the number of complaints received in the most recent school year are also available on request.









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