



THE
GARIBALDI
SCHOOL

Parent Handbook
2023 – 2024

Key People

- Head Teacher
 - Deputy Head Teacher
 - Deputy Head Teacher
 - Assistant Head Teacher – Standards
 - Assistant Head Teacher - Teaching & Learning
 - Assistant Head Teacher - SENCO – Student Support
 - Year 8 Head of Year
 - Year 9 Head of Year
 - Year 10 Head of Year
 - Year 11 Head of Year
 - Student Welfare & Safeguarding Lead – Student Services
 - Student Attendance Manager
 - Chair of Governors
 - Executive Head Teacher
- Mr J Aldred
Mr M Dawson
Mrs R Moors
Mr P Hunt
Ms M Stevenson
Mr T Voice
Miss D Bartley
Miss J Humphries
Mr A Hales
Mr B Hall
Mrs E Jewsbury
Mrs A Severn
Mrs S Sayer
Mr R Hawley

Contact with parents

If staff need to contact you they will phone or email you, whichever method you have indicated you prefer. This isn't always a sign of concern; it might be to let you know about something good.

If you have a concern please contact your child's mentor, either by phone, 01623 464220 or the staff members' direct email address which can be found on the website under Information and Staffing - <https://www.garibaldischool.co.uk/page.php?p=staff>. Please note it may not be possible to get back in touch straight away as the member of staff may be teaching. Calls/emails will be returned at the earliest opportunity.

Uniform

'Academy School Uniforms' are the **only** supplier of The Garibaldi School **official** school uniform. Please visit the link below to purchase any items of school uniform:

<https://just-schoolwear.co.uk/product-category/the-garibaldi-school/>

Why have a formal uniform?

- It identifies students with each other and as members of The Garibaldi School community.
- It is associated with the high standards of pride, conduct and dress we set for each of the students.
- Most importantly, it is worth emphasising that in recent years it was the students at the School who wanted to develop a more formal uniform.

School uniform

- Official School blazer
- Plain white shirt with collar – that must be tucked in at all times, with the top button fastened (can be short-sleeved; no soft collar or polo shirts)
- Official clip-on School tie – that must be worn at all times (except PE)
- Optional official School grey school jumper
- Plain black trousers
 - These should be formal in style with pockets (no zipped pockets). **No leggings or jeggings, no denim or cord material**
- **Or** plain black skirt

- This should be formal in style and, as a minimum, come close to the knee: No lycra tube skirts
- Plain black tights must be worn with a skirt, no socks or patterned tights
- Black shoes (no trainers/pumps/UGG boots/Doc Marten boots etc*)
- A plain outdoor coat (no hoodies, tracksuit tops, denim or leather jackets)
- School bag - large enough to carry a ring binder or exercise book
- Natural hair colour

PE uniform

- School logo embossed grey PE polo shirt
- Plain black socks
- Trainers that offer suitable support, either laced or Velcro (plimsolls must not be worn)

Choose one or more from:

- Plain black shorts/plain black tracksuit bottoms/school logo embossed black leggings*

PE Optional extras for colder weather

- School logo embossed black waterproof/fleece lined jacket
- School logo embossed ¼ zip black long sleeved top

No hoodies, jumpers or tracksuit tops. ***No** other leggings are allowed; the school logo embossed leggings are high quality and ensure modesty.

Please note:

- Jewellery should be kept to a minimum, (one ring allowed which will need to be removed for practical lessons)
- Piercings are permitted but limited to one stud in each ear. No nose or tongue piercings are allowed. Students must refrain from wearing hooped earrings
- Excessive make-up should not be worn
- Caps/hats should not be worn in lessons or around the School site
- Students should not wear trainers or other similar sports and designer clothing. Nike, Adidas and similar sports brands do not make formal shoes suitable for school, therefore, brands like these are not permitted
- The only jumper permitted is the optional official school grey jumper.
- A school bag is part of your child's essential equipment.

Students who persistently fail to meet uniform expectations may be referred to Student Services so that contact can be made with parents/carers and suitable sanctions put in place.

*Please note: sports brands such as Nike/Adidas etc do not manufacture school shoes. So please, when buying shoes, consider carefully if they conform to our Uniform Policy.

Further details about uniform and guidance on buying it can be found on the website here:

<https://www.garibaldischool.co.uk/page.php?p=uniform>

Character Cards

Character Cards are used to record amazing character displayed by a student as well as poor character. A Character Card is part of your child's equipment. Members of staff can ask a student to present their Character Card at any point and therefore students must have their Character Card on them at all times. If your child loses or forgets to bring their Character Card their mentor, or student services, can issue a replacement.

CHARACTER CARD

Name: _____

Mentor Group: _____

Date of Issue: _____



This card should be with you at all times. Any member of staff can request to see the card and add their comments to it.

Your mentor will check this character card on a daily basis. Failure to have your card will result in a sanction.

PRIDE • RESPECT • ACHIEVE

POOR CHARACTER				
	1	2	3	Detention Details
Staff Initials				
Non-Negotiable				
Staff Initials				
Non-Negotiable				
Staff Initials				
Non-Negotiable				
Staff Initials				
Non-Negotiable				
Staff Initials				
Non-Negotiable				

AMAZING CHARACTER	
Staff comment and signature	
Staff comment and signature	
Staff comment and signature	
Staff comment and signature	
Staff comment and signature	

When the 'Amazing Character' section is complete, please present it to Mr Aldred.

KEY

1. Manners and Language 2. Eating and Drinking 4. Uniform 5. Headphones 6. Litter 7. Conduct in communal areas
8. Conduct during lesson change over

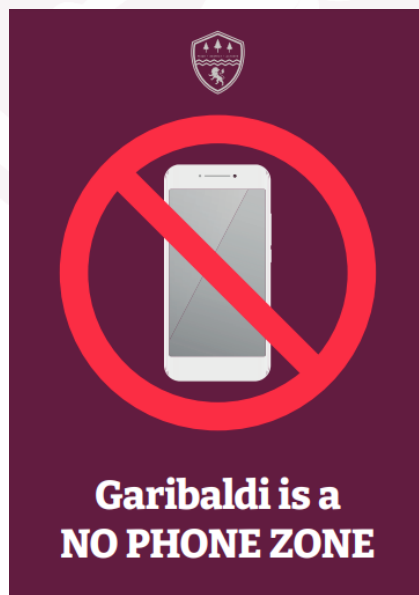
KEY

Organising books and equipment

- Your child must have a bag to carry their books and equipment. It should be large enough to take A4 files. We recommend it should be waterproof.
- Make sure they have a set of equipment. This should consist of pencils, pens, rubber, sharpener, crayons, felt pens, ruler, glue stick and a calculator.
- A labelled A4 plastic or card folder may make homework organisation easier.
- An additional A4 plastic folder for finished homework is useful.
- Encourage your child to leave valuables at home.
- When homework is completed make sure it is put into the bag.
- Encourage your child to check for any reminders each night.
- If your child has food technology (cooking), organise the ingredients and check at the beginning of the week.
- Make sure your child gets their PE kit organised the night before PE lessons.

Mobile Phones and Head Phones

Phones & head phones are to be unseen and unheard in school. If students bring phones into school they are to be switched off and in school bags until they have left site at the end of the day.




Any student found to be using phones at any point during the school day will have their phone confiscated and will need to be collected by a named adult contact, from reception This will have no impact on the vast majority of students who follow this rule.

Phones are an unwelcome distraction for a multitude of reasons. Should a student wish to contact home, there is a facility to do so at student services. Should a parent wish to contact their child, this can be done via main reception.

The Non-Negotiables

Please see below the school's non-negotiables. These are the very basic expectations we have of all our students. Please take time to go through these with your child prior to them starting with us.

The Garibaldi School Non-Negotiables


THE GARIBALDI SCHOOL

- 1. Manners and Language** At all times it is expected that you are respectful, polite and use appropriate language. Be Kind. Derogatory language will not be used or tolerated at The Garibaldi School.
- 2. Eating and Drinking** Food and drink should not be consumed in teaching spaces or corridors. Food and drink should be consumed in designated areas. Energy drinks are not permitted .
- 3. Mobile Phones** Mobile phones should not be used for any reason on the school site. They should remain on silent and out of sight until you leave the site at the end of the day
- 4. Uniform** The school's uniform expectations are high and clear. Your presentation at all times should reflect these high standards. Shirts must be tucked in, ties on and no trainers. Blazers must be worn at all times unless a member of staff tells you otherwise.
- 5. Headphones** Personal headphones should not be used at anytime whilst on the school site. These should be out of sight until you leave the site at the end of the day.
- 6. Litter** Litter bins are provided for everyone to use and are easily located around the school site. It is expected that you will use them for all litter and unwanted items of food.
- 7. Communal Areas** During non lesson time our expectations and standards are high for how you use all communal spaces including the hall and hub. Please be respectful of others and the facilities at all times.
- 8. Between Lessons** It is expected that you move between lessons in an orderly manner being respectful of others at all times. It is expected you go straight to your next lesson without delay.
- 9. Seating Plans** Seating plans will be in place for all lessons. Please politely sit where you are asked to.
- 10. Coats** Coats must be removed before development time or lessons start. Please don't wait to be asked, remove it and put in the allocated place.

DAILY TIMETABLE - SEPTEMBER 2023 – JULY 2024

Monday – Wednesday

8:30am – 9:05am	Development Time
9:05am – 9:55am	Period 1
9:55am – 11:00am	Period 2 Including break time
11:00am – 11:50am	Period 3
11:50am – 13:20pm	Period 4 Including lunch time
13:20pm – 14:10pm	Period 5
14:10pm – 15:00pm	Period 6

Thursday

8:30am – 9:05am	Development Time
9:05am – 9:55am	Period 1
9:55am – 11:00am	Period 2 Including break time
11:00am – 11:50am	Period 3
11:50am – 13:20pm	Period 4 Including lunch time
13:20pm – 14:10pm	Period 5
14:10pm – 15:00pm	Period 6
15:00pm – 15:50pm	Enrichment/Period 7

Friday

8:30am – 9:20am	Period 1
9:20am – 10:25am	Period 2 Including break time
10:25am – 11:15am	Period 3
11:15am – 12:35pm	Period 4 Including lunch time
12:35pm – 13:25pm	Period 5
13:25pm – 14:15pm	Period 6

All students should be on site by **8.25am** to enable a prompt arrival to development time Monday to Thursday and prompt arrival to period 1 on Friday.

Monday to Wednesday

The afternoon session ends at 3pm. Parents can expect students to have left the school site by 3:05 pm.

Thursday

The afternoon session ends at 3:50pm. Parents can expect students to have left the school site by 3:55pm.

Friday

The school ends at 2:15pm. Parents can expect students to have left school by 2:20pm.

Independent Learning

Independent learning tasks are set to support and enrich the work undertaken in class and develop important independent study skills. Teachers will guide students through any tasks that are set to make sure the students are well placed to tackle it correctly. We know that independent learning can be stressful for both students and parents/carers and we are keen to make the experience as useful and enjoyable as possible!

Other subject teachers will use their discretion to set independent learning tasks at a time that is most appropriate to support student progress (e.g. when some knowledge has been identified as needing more consolidation or to prepare for a future lesson). Mentors will help students to monitor the tasks set and provide helpful reminders and suggestions for managing workload when mentor groups meet in the morning.

All independent learning tasks are signposted via the Microsoft Teams platform – whether they are to be completed online or on paper – where instructions, a deadline and any necessary resources are shared.

When your child arrives in September, they will receive some training through their computing lessons on how to access Teams and navigate to the 'assignments' section where independent learning tasks are set. We would ask that you spend some time with your child in the first week or two of the new school year to familiarise yourselves with this platform. Students without access to a device at home will be given the opportunity to complete independent learning tasks in a computer room at school.

Optional parental training events will also be offered throughout the year, these events will give you the opportunity to learn how to support your child to access and complete independent learning tasks.

Tips to support your child with Independent Learning:

- Agree a routine for independent learning with your child. This can help avoid the feeling that you are 'constantly nagging'.
- A good time to complete independent learning tasks is after a short break after returning home from school. Get it out of the way to leave the rest of the evening free.
- As part of the routine, agree whereabouts in the house independent learning will be completed – ideally at a desk or table.
- Agree with your child that social time will only be available once independent learning is completed.
- Be prepared to spend some time supporting your child in completing tasks; this will be time well spent.
- Check assignments on Teams daily for any new tasks.
- Stick to the routine you have agreed where possible.
- Try to support your child to avoid a large number of tasks building up over time
- Don't underestimate the value of listening to your child read.
- Recognise how hard it is to work unsupervised. Help your child structure their time and try to be available to check how they are progressing.
- If completing work in an exercise book, make sure it is clearly labelled as 'Independent Learning'.
- If you have any queries about tasks that have been set, use Teams or email to send a query to the subject teacher in the first instance.

Queries you may have regarding your child's experience at The Garibaldi School

Behaviour

Support and Challenge System

We have very clear expectations about behaviour under our key ethos of 'pride, respect, achieve'.

We have high standards regarding behaviour and attitudes to ensure that all students get the best out of every moment of school. Our Behaviour Management Policy is called Support and Challenge.

The system is straightforward and if after a warning (C1) a student chooses to continue to behave inappropriately or display a poor attitude to learning then they will be removed from the lesson (C2) and spend time in the reflection room under the supervision of senior members of staff.

They will spend two periods in the reflection room and complete a reflection task during this time. They will also lose 15 minutes of non-lesson time at the end of the day. You will be contacted to ensure that you are aware of the delay in them leaving school if the 15-minute sanction comes at the end of the day.

The member of staff who issued the C2 will contact home to discuss the incident and offer support and guidance.

There are additional sanctions in school that may apply where students do not conduct themselves appropriately in the reflection room or where there are persistent issues with poor conduct or in response to serious incidents.



Support and Challenge

	Student Action	Staff Action	Student Restorative Action
C1 Support	You are not meeting our basic expectations and it is negatively affecting or disrupting teaching and learning You are not doing as your teacher has asked Your attitude to learning is not good	A C1 verbal warning will be given by your teacher Your teacher will make it clear what expectations you are not meeting Your teacher will offer support to engage you with the learning	Listen and act on the advice offered Be respectful, apologise and meet the expectations for the rest of the lesson You may be asked to move seats to help you focus
C2 Challenge	You are still not complying with our basic expectations after you have been supported with a C1 Your attitude to learning has not improved	A C2 will be issued by your teacher You will be taken to the reflection room for two periods and lose 15 minutes of your non-lesson time. The incident will be logged on Bromcom and contact made with home	Wait respectfully for the member of staff to arrive. Leave quietly and walk sensibly to the reflection room. Complete your reflection task and discussion with a Senior leader Work with staff to prevent issues reoccurring

Serious Incident

Student Action	Staff Action	Student Restorative Action
Repeated non-cooperation Refusing to follow instructions Verbally or physically abusing students or staff Derogatory language towards staff or students Inappropriate use of an electronic device Dangerous conduct Vandalism	Immediate removal from lesson and brought to reflection while incident is investigated Home will be contacted to discuss the incident A restorative action and/or sanction will be then be issued	Complete reflective work and be honest about your actions Listen and act on advice and guidance Work effectively with staff and peers to maximise learning and outcomes Work to ensure positive change in your behaviour and conduct.

Falling out with friends

This is very common as children form new friendships and for the dynamics of older friendships to change. Give advice but don't overreact - the tears and anger are normal but most friendship matters sort themselves out without adults getting involved. Contact your child's Mentor if they are struggling or if you suspect that what is happening may be bullying.

Bullying is a term used in many contexts. There are many definitions but we consider it to be:

- Something hurtful
- Done more than once
- Done on purpose

If you have concerns that your son/daughter is being bullied, please contact their Mentor.

Contacting the School - when and who?

It can be hard to achieve the balance between offering your child support and letting things go on for too long because you don't want to interfere. This can be made easier by talking to your child about how things are at school. You will have a good idea about how the work is going and your child's general feelings about school. You know your child best and if any aspect of school life is persistently distressing them it is probably best to intervene. If you have talked to your child, offered reassurance, helped them come up with ways of solving the problem themselves and things haven't changed after a couple of weeks, then it is time to speak to the school. Please call or email to discuss any issues with your child's Mentor.

Students who feel unwell during the day

Students who feel unwell should speak to a member of staff. They may be directed to Student Services. Student services will, where possible, encourage your child to stay in school. Parents may be contacted so please make sure we have up-to-date emergency contact information, particularly if you change your phone number. Students will be supervised until someone can collect them; we keep them safe at all times so they will not be allowed to leave unaccompanied. It is important that students follow this procedure and not simply contact you directly as we need to be aware if students are unwell so we can take care of them.

First Aid

We have First Aiders who are trained in Emergency First Aid to deal with injuries that occur at school or on school trips. They are unable to offer treatment or advice for injuries that have happened elsewhere.

Internet Safety

Obviously, the internet and social media platforms can be really useful to support learning and encourage independence. However, they can also lead to students placing themselves at risk so there is a need for parents and schools to do what we can to keep young people safe while they use their phones and computers. We regularly remind students about this through the Personal Development curriculum and assemblies but there are some things that you can do to help.

Watch for warning signs concerning your child's online activity

- Is your child online late at night?
- Is the online activity excessive (over two hours on average per day) not including independent learning time?
- Is your child alone for most of the time during his or her online sessions?
- Does your child spend most of their time in group chats or on social networking sites?

- Is your child reluctant to talk about or evasive in describing his or her online experiences?
- Does your child minimise the screen on the computer when you walk by? Or do you notice several programs showing in the task bar at the bottom of the screen, but no programs active on the monitor? This is a sure sign that something your child does not want you to see is hiding in the task bar.

If you have concerns share them with your child and suggest they only use the computer in a family room for a while so you can be sure they are behaving responsibly. We know young people will use chat groups outside of school but it is important that they are aware and thinking of their own safety. Below are some basic rules for students to follow when using chat rooms to ensure their safety.

Guidelines for using a chat room, on-line game or messaging site

- Avoid chatting to people they do not know.
- Never use their real name, instead make up a screen name.
- Never give out their home phone number, mobile number, school or where they live.
- Tell an adult if they receive some communication that is frightening or upsetting.
- Switch off and block anyone who you have fallen out with or who is upsetting them.
- When filling in forms to become members don't fill in every field, give as little information as possible.
- Never exchange photos/videos over the internet or film clips of themselves to share.
- Never agree to meet anyone in person that they have met in a group chat.
- Stay clear of private group chat.
- Never accept everything a person says online as being the truth.

Many young people use social networking sites to communicate with their friends, although many of these shouldn't be held by people under 13 years of age. Unfortunately, young people sometimes type things onto these sites that are unpleasant, hurtful or abusive. If your child is receiving inappropriate or abusive messages or material please keep the evidence and contact Student Services on 01623 464220 or email Office@garibaldischool.co.uk. They may suggest you contact the Police who are the best people to deal with this. The school's website has lots of useful links for students and parents with regard to staying safe on-line <https://www.garibaldischool.co.uk/page.php?i=150>.

Attendance

The Garibaldi School has an attendance target of 100% for all students. It is proven that students with attendance below 96% will miss vital learning and their progress will be affected. 90% in a Maths test would be great but in attendance terms it means missing half a day per week or 4 whole weeks of lessons in a school year. This is also equivalent to missing 5 months of school over the 5 years your child attends The Garibaldi School.

Ensure your child gets into the habit of being punctual. If for any reason they are late, they **MUST** sign in at the Attendance Office or they may not be given a mark and appear to be absent. Same day detentions will be issued to students who are late arriving to school. Persistent lateness could contribute to unauthorised absence that could lead to fixed penalty notices being issued.

We understand that there may be occasions where your child may be unwell however if attendance, as a result of illness, falls below 92% The Garibaldi School will not be in a position to authorise any further absence without medical evidence. Medical evidence could be a letter from the GP or an appointment notification. It is parents/carers responsibility to obtain and provide the school with this evidence.

Please note if your child has a number of unauthorised absences this could lead to a fixed penalty notice being issued. Be rest assured that The Garibaldi School wants to work with parents/carers to support students to attend school. If you feel you need support, in relation to attendance, please do not hesitate to contact your child mentor.

If your child is too ill to come to School you should:

- Make contact with school every day of any absence to inform us of the reason.
- Medical and dental appointments should be arranged out of school hours where possible.
- If an appointment is made during the school day the student should only be absent for the duration of the appointment not the whole day. Full day absences will not be authorised without prior discussion with the attendance officer.

If your child is absent and we have not heard anything from you, contact will be made by telephone or text message. If the absence is for a long period of time, achievable work will be set for the student (medically proven cases only). In all cases it is the decision of the school whether an absence is to be authorised.

The Garibaldi School has a responsibility to ensure all students are safe, therefore if they your child is unwell for a number of days and/or we haven't received appropriate communication about their absence the school will follow the 'safe and well' procedures and home visits may be conducted.

Holidays

Parents do not have a legal right to take a child out of school for the purpose of a holiday; we therefore, discourage taking students on holiday during term time.

The Garibaldi School and our family of schools have a zero tolerance policy to holidays in term time and cannot authorise them. A holiday request form should still be completed to cover reasons for absence.

Please note: fines will be issued in relation to poor attendance and/or holidays taken in term time.

Working in partnership with parents/carers

Our priority is to provide the very best education and experience for your child. A positive and collaborative relationship with parents/carers aids our ability to do so. The feedback we receive from parents/carers is extremely valuable and we will regularly ask for you to engage in parent voice activities; thank you in advance for taking the time to complete these surveys.

The next parental engagement session will take place on 20th April at 5.00pm. This session will focus on the rewards and motivation strategy as well as independent learning (home learning). We welcome any and all parents to join in this discussion. Refreshments will be provided.

Cashless catering

The Garibaldi School operates a cashless catering system for all students and staff. This system eliminates the need for students to carry cash throughout the day. Each student has a unique 4-digit PIN to allow them to credit their account* and pay for food. It will be your child's responsibility to remember the code and keep it secure at all times.

*If you have provided the school with an email address you will be emailed, at the end of the summer break with login details for online payments.

Any amount of money can be paid into a student's account, and any money spent on food and drink will be deducted on a daily basis.

A daily 'spend limit' of £5 will be programmed into the system. This can be increased or decreased for an individual student by making a written request to the Catering Manager.

Free School Meal students will receive their daily allocation of £2.60 each day which can be used at lunchtime only. Any money that is unspent, by Free School Meal students, will not be carried over to the following day.

Students will be issued with a 4-digit PIN code prior to starting in September.

