

Dear Parents and Carers,

A – Z for Parents of Hugh Sexey Church of England Middle School

I am delighted to introduce this A – Z for Parents/Carers which we hope provides you with the essential information about our school. If you are, however, in any doubt, please do not hesitate to contact the school office.

Here at Hugh Sexey Church of England Middle School, we are proud to serve our pupils, families and wider community. We strive to provide an exciting and challenging education for our pupils in a safe and happy learning environment. We have high expectations of all our pupils and are keen to nurture the child as a whole.

Experience shows us that our pupils needs are best served if there is a positive and involved partnership between parents and teachers and we look forward to working with you over the coming middle school years. In line with our policies and expectations, I assure you we will do our best to support your son or daughter in achieving their potential, so they are ready to take on their future challenges.

Our staff look forward to meeting you at our various Parents' Evenings and other events throughout the academic year, but please keep us informed if you have any concerns or successes to share.

Thank you for your continued support and I wish your child a happy and successful 4 years here at Hugh Sexey Church of England Middle School.

Yours sincerely,

Handwritten signature of Paul Tatterton.

Paul Tatterton

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ABLE PUPILS

Some children have exceptional ability and it is important that this is recognised by teachers. Able pupils are identified on entry to Hugh Sexey Church of England Middle School as those having high average Key Stage 1 scores and high Star Reader and Star Maths assessment scores in English and maths. We ensure that provision is made for able pupils in the following ways:

- Establish high expectations of all pupils
- Welcome new ideas, promote creative and imaginative responses, encourage questions and help pupils to find answers for themselves becoming independent enquirers
- Praise excellence, just as much as any other pupil
- Help the more able child understand that failure to succeed can be a positive experience
- Encourage the more able child to relax and have fun at certain times
- Opportunities for enrichment and extension, which allow pupils to follow their own interests to add depth and breadth to their learning
- Work at higher cognitive levels, which develop the skills of synthesis, analysis and evaluation
- Homework activities which are designed to extend and challenge the most able
- Access to experts: involvement of experts in the classroom or visits to centres of excellence e.g. universities/industry.

ABSENCE

Excellent attendance is essential to good progress. It is also a legal requirement that your child attends school. The only acceptable reasons for absence are pupil illness or family bereavement. If your child has an absence for one of these reasons, then it must be reported to the school by telephoning the Absence line before 9.00am on 01934 714290 or by emailing school@hughsexey.org.uk on each day of absence, explaining the reason. This enables the school to keep their records up to date and helps alleviate the fear of missing children. In the case of extended or chronic illnesses, please liaise with your child's Head of Year for the relevant support and advice and we will be pleased to assist.

In line with Department for Education regulations, we do not authorise term time leave or holidays. Leave during term time may be authorised under very exceptional circumstances which includes illness or a family bereavement. Where families do take leave including holidays in term time, a fixed term penalty fine may follow for each parent or carer of £60 per child. We would also ask that you think carefully before you remove your child from their lessons, even for a dental or orthodontic appointment. Where possible, appointments should be made after school hours.

ADDRESS

The School address is:

Hugh Sexey Church of England Middle School, Blackford, Wedmore, Somerset. BS28 4ND

Telephone 01934 712211

E-mail: school@hughsexey.org.uk and **website:** <https://www.hughsexey.com/>

ADMISSIONS

Admission applications are welcomed on behalf of any child. Every admission application received will be administered in a fair and equitable way, in strict accordance with published policy and practice. The 'day to day' management of school admissions is delegated to an Admissions Committee established within each school. For the full admission arrangements please visit <https://www.hughsexey.com/admissions/>

Applications

For a child to start in year 5 in September, the parent must complete the Common Application Form (CAF) available from the 'home' local authority. The application will be considered as 'on time' if it is submitted to the home local authority by **23.59 hours on 15th January**. The CAF may be completed and submitted using the local authority 'online' procedure, or as a paper form. Full details concerning the application process, as well as information about the schools in the local authority is available from the local authority, schooladmissions@somerset.gov.uk, or via the school admissions page on the website. For those families who are resident in North Somerset, the 'home' local authority is North Somerset Council: www.n-somerset.gov.uk

Late applications

If the application form is submitted to the home local authority after the relevant application deadline (**23.59 hours on 15th January**) it will be considered as 'late' and will not be administered until all on time applications have been processed. By this time, there may no longer be a place available at the preferred school. The local authorities publish specific dates for a second admissions-round within which 'late' applications will be administered.

Notifying the application decision

Parents will receive an admission decision in writing from their home local authority on or about the following date: **16th April**

The 'In-Year' application process

The In-Year Application Form is available to download from the school website or can be provided as a paper form via the school office. The Application Form may be completed and returned to the school at any time, although it will only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. The Academy Admission Authority will decide on a 'case by case' basis whether to support the parent's request, taking account of the information provided and what is considered by the Admission Authority to be in the best educational interests of the child concerned. The applicant will have the right to appeal the decision where a place cannot be offered in the relative age year group.

Appeals

Applicants whose application is turned down have the legal right to appeal to the school against the decision to refuse admission. Details concerning how to appeal are explained in the decision letter sent out by email or post on the published dates. Full details of the school's admission policy can be found on the school website.

ALCOHOL

Pupils are not permitted to bring alcohol onto the premises, are not allowed to attend school under the influence of alcohol or consume alcohol at any time during the school day, whilst participating in trips and activities or representing the school. Pupils who do so risk exclusion.

ALLERGIES

We are an allergy aware school wishing to make our environment as safe as possible for all pupils. We do not serve products containing nuts in our canteen and do not use nuts in our food technology lessons. Where a child has a high response to a particular allergen, we may ask whole classes, tutor groups or even year groups to avoid certain products in their lunch boxes. Please ensure that the school and your child's tutor are aware of any allergies. If your child has a severe allergic reaction that requires the administration of medication, please follow the guidance under Medical.

AMBASSADORS

Leadership skills are developed through the pupil ambassador scheme. Pupils from Year 8 are invited to apply for a post of ambassador to represent Hugh Sexey Church of England Middle School on committees and at formal functions during the school day as well as out of hours. This can involve speaking to adults, operating as school tour guides, organising special events, mentoring and supporting other pupils, undertaking special projects, and being a positive role model.

APPOINTMENTS

Staff will be pleased to meet with you or assist you with any queries; however, please do not arrive at the school to meet with a member of staff without arranging an appointment in advance. In order to avoid disappointment or a frustrating wait, you should contact that member of staff first, either by email, by phone or via reception, and get a confirmed date and time before coming in to meet them.

ASSEMBLIES - see Collective Worship

Assemblies provide an opportunity for pupils and staff to pause and reflect as we meet together for Christian worship. This time allows the whole school community to consider aspects of the Christian faith, as well as important moral and social issues of the day. House assemblies allow the pupils themselves to make a valuable contribution to the life of the school and to grow in confidence and self-expression. Year assemblies provide an opportunity to acknowledge and celebrate achievements and attendance for all. Year and Key Stage Assemblies embed the pupils' pride, respect and sense of belonging.

ASSESSMENT

Pupils are assessed throughout the year to monitor their progress in relation to the Scheme of Learning and National Curriculum expected age related standard. Assessment is an important part of lessons and may be in the form of formative, telling pupils how they are progressing, and end of unit tests, assignments or exam style papers. These give the pupils the opportunity to practise examination papers in real 'exam' conditions and give teachers a valuable insight into their knowledge and understanding. Pupils are actively involved in the

assessment process through peer- and self-assessment against success criteria and are encouraged to reflect on their own performance and to establish future targets.

BEHAVIOUR

Hugh Sexey Church of England Middle School has high expectations of its pupils' behaviour in all regards, on the way to and from the school, in the classroom, during social time, as well as on school trips. Pupils are encouraged to take personal responsibility for their behaviour. See the Positive Behaviour policy on the school website.

BICYCLES

Pupils who travel to the school by bicycle may leave them in the 'bike shed' near the entry from the loop at the rear of the school. We are very conscious of the high cost of modern cycles and recommend the use of secure locks. All cycles are left at school at the pupils' own risk. Pupils are not permitted to ride their bicycles on the school site. Parents must ensure that bicycles are in a roadworthy condition and that cycle helmets and appropriate high visibility clothing are worn.

BOOKS

Pupils should ensure that they take good care of their exercise and library reading books, as a charge will be made for lost or damaged books. If a member of staff is not satisfied with the condition, or if the book is lost, then parents will be sent a bill for the book replacement.

BRITISH VALUES

British Values and tolerance are taught through Citizenship and other aspects of the curriculum; this includes democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.

BULLYING

The School is committed to vigorously challenging all forms of bullying. We will not tolerate any form of verbal, physical or psychological bullying. No pupil has the right to make other people feel insecure in the school. Our curriculum is used to:

- Raise awareness about bullying and our anti-bullying policy
- Increase understanding for victims and help build an anti-bullying ethos
- Teach pupils how to constructively manage their relationships with others.

Other methods of promoting anti-bullying include:

- Assemblies, role-plays and stories through the PSHE programme are used to show how pupils can prevent bullying, and to create an anti-bullying climate in school
- We publish our Pupil Wellbeing Charter including the anti-bullying policy on the school web-site and involve all stakeholders in its construction and review
- The Pupil Wellbeing Charter is displayed around the school and in classrooms to remind pupils of their rights and responsibilities with regards to the promotion of Anti-Bullying
- Posters around school will tell pupils what to do if they are bullied, or see others being bullied, and information about Childline and other sources of confidential help are displayed
- Our Well Being Ambassadors offer a forum in which concerns about bullying can be discussed on a regular basis and are available to support pupils during lunchtimes

- We regularly ask pupils whether they feel safe in school and we will supervise and try to eliminate any unsafe areas which they report to us. Our Bully Box in school and the Beat Bullying platform on school website give pupils the opportunity to report concerns regularly and without the threat of speaking to a member of staff directly
- We provide regular training/reminders for teachers and non-teaching staff on spotting the signs of bullying and how to respond to it
- Our buddy system links pupils in Year 4 at the First School with Year 7 pupils at Hugh Sexey
- A well-established house and tutor system ensure every pupil has daily contact with their tutor
- Having separate toilets / social spaces for Key Stage 2 and Key Stage 3 pupils;
- Offering lunchtime clubs and activities to positively engage pupils during social time
- Employing Circle of Friends as appropriate which is supported through the POD
- Restorative Justice mediation facilitated by trained staff.

CCTV

The school site is under 24-hour CCTV surveillance. CCTV has proved to be a very effective deterrent in reducing incidents of vandalism and other forms of anti-social behaviour.

CAREERS

Careers Education and Guidance forms part of the curriculum for all pupils. Careers Education is taught within our Citizenship and PSHE programme.

We also have extensive resources and a programme of events running through the academic year. Careers events are organised and include: visiting speakers, STEM events and input from local companies and businesses.

CATERING

Hugh Sexey Church of England Middle School operates catering in-house and are committed to providing a wide range of healthy and nutritional food options at a competitive price. Our catering complies with the latest nutritional food standards and continues to develop healthy food choices for its pupils and staff. The school is cashless meaning that we do not accept cash at the tills in the canteen. For quick service we use Biometric technology via a touch pad at the till. Note, to use the Biometric system you must opt your child in using a form available on the Catering page of our website or email

HSMS.finance@hughsexey.org.uk listing all children that you give permission for. If you do not wish to use biometric technology a card system is also in place. The cost of food taken is debited at the till against each pupils account. Please ensure that you have activated your ParentPay account and loaded money on to the LUNCH account before your child eats in the canteen. There is an automatic maximum spend of £5 per pupil per day set on the system, if you wish this amount to be adjusted either up or down please contact the finance office. Please also inform your child that they can only purchase food for themselves. Menus can be found at: <https://hughsexey.secure-primariesite.net/catering/>

CHARGING

The school reserves the right to make a charge for the following activities: the board and lodging element of residential activities in school hours; activities outside school hours; instrumental tuition, either individually or in groups, except where it is provided; ingredients

and materials where pupils wish to take home the finished product. In cases of financial hardship, it may be possible to provide some assistance. Please contact your child's Head of Year in the first instance. The school reserves the right to levy a charge where a pupil loses a book or piece of equipment, misuses and damages school resources and wilfully or recklessly damages the fabric of the building e.g. a broken window or school equipment.

CHEDDAR VALLEY SCHOOLS

Kings of Wessex Academy (13-18 years) with the two middle schools (9-13), Fairlands and Hugh Sexey, and nine first schools (4-9) - Axbridge, Cheddar, Draycott, Shipham feeding Fairlands, and East Brent, Lympsham, Mark, Weare and Wedmore feeding Hugh Sexey, comprise the 12 schools of the Cheddar Valley three-tier system, which provide continuity in education for pupils of the area from the ages of 4 to 18 years.

A strength of the Cheddar Valley schools is the liaison between the schools. The Headteachers meet regularly with middle schools for liaison meetings, which is also part of ensuring the continuity of the curriculum and the smooth transfer of pupils. **See Wessex Learning Trust**

CHEWING GUM

Chewing gum is not permitted on school premises. Sanctions will be put in place if a pupil is caught chewing gum.

CHURCH OF ENGLAND STATUS

Hugh Sexey Church of England Middle School is a Church of England school. The school is proud of its tradition of Christian Distinctiveness that is integral to the caring learning environment. At Hugh Sexey Church of England Middle School, we have a set of core Christian values that permeate all aspects of policies, curriculum and daily practices of our school. These are: Koinonia, Trust, Compassion, Thankfulness, Endurance and Justice. Pupils are treated with kindness and respect and are encouraged to demonstrate the divine love commandment of 'do to others what you would have done by you' (Matthew 7:12). Staff are aspirational for every individual child; love, forgiveness and second chances are promoted. The school's ethos is supported by a rich variety of SMSC with all Schemes of Learning, classrooms and enrichment activities. Pupils attend services at church during the year to celebrate key Anglican events, including Christmas, Easter and Ascension. As a Church of England school, Christianity informs not only our acts of worship, but also everyday life in the school. Pupils are encouraged to be free thinkers within a framework of sensitivity, tolerance and harmony. Self-confidence is encouraged so that pupils are equipped with the resilience and wisdom to make informed choices in modern society.

CITIZENSHIP

Pupils follow a Citizenship and Personal Social Health Education course within our curriculum offer, which explores many concepts of life necessary to both individuals and as members of society today. Topics include Health Education, Substance Misuse, Sex Education, Relationships, Staying Safe, Careers, Rights and Responsibilities, Bullying, Finance and the Law. We have additional 'Focus' days where we invite outside agencies to contribute to the curriculum. Pupils are encouraged to participate, to think for themselves and explore problem-solving techniques.

COLLECTIVE WORSHIP

There is a daily opportunity for pupils and staff to pause and reflect, as we meet together for Christian worship. This time allows the whole School community to consider aspects of the Christian faith, as well as important moral and social issues of the day within a program of weekly themes. The school assembles in a variety of ways throughout the week, as key stages, year groups and tutor groups. This variety allows time for moments of personal reflection, a thought for the week, acknowledging and celebrating achievements and relevant school messages / administration while embedding the pupil's pride, respect and sense of belonging. House assemblies are led by the pupils allowing them to make a valuable contribution to the life of the School and to grow in confidence and self-expression. The local vicar leads collective worship on a regular basis and services are held at Church to celebrate key Christian festivals.

COMPLAINTS

If you have any worries, concerns or complaints, please do not hesitate to contact us. Like any organisation, we do not always get things right, but we are keen to hear about ways in which we can improve the quality of our service. If you wish to make a formal complaint, you should set out your complaint in writing addressed to the relevant member of staff in the first instance, who will be pleased to respond. In the event that you remain unhappy with the response, then a written complaint may then be made to the Executive Headteacher. The Complaints Policy is available on the school website.

COMPUTERS

Curriculum ICT provision is made through our school network. We have a large ICT suite and a smaller collection of devices which are spread throughout the subject areas. Each curriculum area has a selection of devices available to support and extend learning and we encourage pupils to 'bring your own device' to support their own learning. These should not be 4G/5G enabled as they will have access to the internet through our secure school network. More information can be found on the school website

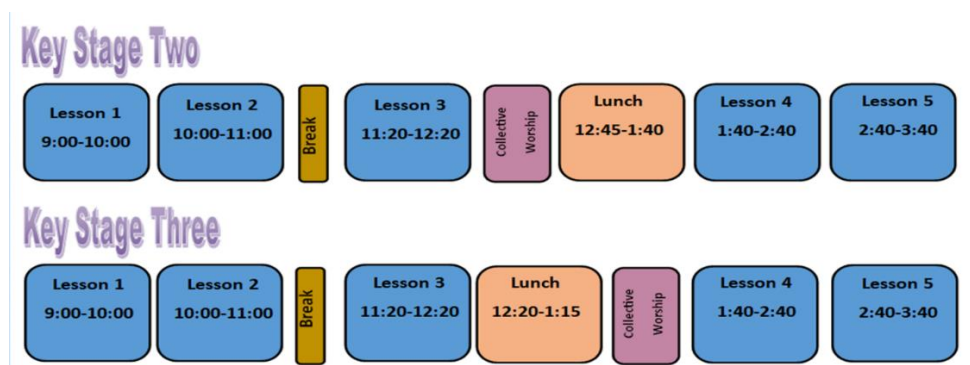
<https://www.hughsexey.com/technology-for-learning/>

CURRICULUM

Pupils joining us in Year 5 complete the upper Key Stage 2 and start the Key Stage 3 Programme of Study. They follow a broad and balanced curriculum in line with the National Curriculum. Pupils choose their GCSE options in the Spring Term of year 8 in preparation for their next stage of education at The Kings of Wessex Academy. All pupils study English, Mathematics, Science, Humanities, Modern Foreign Language, Art, Design and Technology, Music, Computing, Physical Education and Personal Social and Health Education (PSHE). The curriculum is enriched with an extensive programme of trips, visits and extra-curricular clubs.

Year Group	Curriculum hours											
	Maths	English	Science	PE	Art	ICT	DT	MFL	Drama	Mus	Hums	PSHE
5	6	7	2	2	1	1	1		1	3	1	
6	6	7	2	2	1	1	1		1	3	1	
7	4	4	3	2	1	1	1	2	1	4	1	
8	4	4	3	2	1	1	1	2	1	4	1	

DAILY TIMETABLE Timings:



DEODORANTS

Deodorants should be of the 'roll on type' rather than the pressurized cans. Aerosol type products can have a devastating effect on pupils with respiratory issues, so, to protect our pupils, anyone found in possession or using an aerosol deodorant will have it confiscated.

DISCIPLINE

The school believes that good discipline is essential to the well-being and education of children. Pupils are expected to behave with common sense and consideration for others at all times. Where pupils misbehave or make poor choices, a range of sanctions may be used, including loss of social time, reflections, being placed on report and withdrawal from classes. In serious cases, a pupil may be excluded and banned from trips or residential visits. Teachers will keep parents informed of significant disciplinary issues relating to their child. Pupils who receive fixed term exclusion may be withdrawn from trips and visits and therefore incur financial costs where payments are non-refundable.

DRUGS

The school has a clear policy for dealing with drug-related incidents should they occur during the school day or on trips and visits. The dealing in, or possession of, illegal drugs and/or their misuse, or being considered under the influence of such substances will normally result in permanent exclusion.

EATING OUTSIDE

Eating outside is permitted when pupils purchase items from the 'Grab and Go' section of the school canteen or bring in their own packed lunch, at the designated picnic benches and in their allocated outside areas. No food should be eaten on any of the outside curriculum areas which are clearly signed and no hot food from the canteen should be taken inside the school building. The field is also accessible during the summer term, when the weather allows. We expect pupils to use the bins provided and take responsibility for their litter.

ELECTRONIC EQUIPMENT

Any electronic or expensive equipment brought to school is done so at the pupil's own risk – pupils must be responsible for their own property. If any of these items are misused, they will be confiscated to be collected by the parent or carer.

EMAIL

The school corresponds wherever possible by email to parents. Parents are respectively requested to inform the school of any email changes so that we are able to maintain our records and communicate effectively. Contact the main office with any changes to contact details. All pupils are issued with a school email address on starting school in the form: **christianname.surname@students.hughsexey.org.uk**.

EMERGENCY CLOSURE

In the unlikely event of the closure of the school because of the weather or other emergency situations, a message and email will be sent to the primary contact who has a registered account or email with the school. Details will also be available on the school website and there will be an answer phone message on the school telephone.

ENERGY AND HIGH CAFFEINE/SUGARY DRINKS

These are not permitted at the school; any such items found on pupils will be confiscated.

EQUAL OPPORTUNITIES

The school is committed to equal opportunities for all pupils, which is reflected in access to the broad content of the curriculum. Learning takes into account the different needs of pupils and prepares them for life in an ethnically, culturally, globally diverse society.

EQUIPMENT

All pupils are expected to have their own black handwriting pen, dry-wipe pen, highlighter, pencil, rubber, ruler, sharpener, glue stick and coloured pens, including, red and purple (for in-class assessment purposes) every day for use in lessons. Pupils should also have their Home School Dairy and a reading book in each lesson. They will also need as per their timetable P.E. kit and an apron for DT. Pupils are responsible for keeping their personal belongings secure. During PE lessons items of value should be handed to the teacher for safe keeping

FIRE ALARM

In the unlikely event of a fire, the alarm system will sound: this is a continuous ringing bell. Pupils are required to leave the building by the shortest possible route and in an orderly manner. Pupils line up in tutor groups on the playground facing the field behind the science classrooms. Year 5 nearest the KS3 English and humanities block and Year 8 the tennis courts. Five short rings are given to commence the lock down procedure. Pupils will be directed to the appropriate areas for supervision.

GOVERNORS

The Governors have responsibility for the overall direction of the school. The Governing Body comprises Governors appointed by the Church of England, parents, staff and representatives of the community. The Governing Body meets every term and has a number of committees. The Chair of Governors is Mrs Sue Moreman, who may be contacted at the school via ClerktotheGovernors@hughsexey.org.uk.

GRADE REVIEWS AND GRADE REPORTS

The progress of all pupils is carefully monitored. Key Stage 3 parents and carers will receive either a grade review or grade report each term that provides key assessment data related to your child. Key Stage 2 pupils will receive a full written report and in Year 6 their SATs outcome in the summer term. This data will give details of performance in all subjects and progress in relation to national expectations. The grade report will also identify any areas for development/improvement. You will be informed of successes but, if things are not going smoothly, we will write to you and invite you to visit the school to discuss the issue and possible solutions.

HEADPHONES

Personal headphones can be brought into school to use in computing lessons. Headphones should not be used at any other time during the school day unless directed by the teacher.

HOMEWORK

Homework will be set regularly in Mathematics, English, Humanities, Science and Languages and pupils will be given at least a full week to complete the task. Extended or enrichment homework tasks may be set in other subjects. All homework set should be recorded in pupils home-school diaries. ClassCharts will also be used to set homework and this can be accessed through the parent and student SIMS application. If you have any concerns over apparent lack of homework or homework not being recorded, please contact your child's tutor at the earliest opportunity. As parents, you can support your child by ensuring that homework is completed conscientiously and in the best possible conditions. Where a child has a genuine difficulty in completing their homework or in meeting a deadline, they should make sure that they speak to their tutor and subject teacher before it is due to be handed in. Where a pupil fails to complete homework without a valid reason, they will be supervised by their teacher to complete the homework. Support with homework is available most lunchtimes in ICT1. **See Pupil / Parent App**

HOUSES

Every pupil is placed in one of four Houses - CELTS, NORMANS, SAXONS and VIKINGS. The Houses compete with each other through a range of events and academic subjects. The House system promotes a spirit of competition and allows a large number of pupils to participate in sport and other curriculum-based activities. House captains are elected from Year 8 and they lead assemblies and decide which house charity the pupils will support. They take on responsibilities for running and organising activities across a range of subjects and year groups. Other pupils often take on the responsibilities of team captains and organising teams. Achievement points are collected on a House basis and the winning team is recognised and celebrated each year.

IDENTITY

Staff can be identified by their lanyard which clearly shows they have appropriate Hugh Sexey Church of England Middle School photo identification and approval. All visitors, including volunteers and governors, must also wear an identity badge.

INTERNAL EXCLUSION

Pupils can be withdrawn from lessons and placed in our Internal Exclusion, Time Out room, as part of our Ready to Learn procedures and behaviour for learning. Pupils who attend the Time Out room are set work and are required to remain within the room for the whole day. Parents are informed by letter or email if their child has been placed in Internal Exclusion.

JEWELLERY

Pupils are permitted to wear one pair of small ear studs or small sleeper earrings, one in each earlobe. One *small* ring may be worn on a finger. No other jewellery or decoration is permitted. For reasons of health and safety facial or body piercings are not allowed: this includes nose studs, eyebrow or tongue rings/bars and belly button rings/bars. Incorrect jewellery will be confiscated and available for parental collection

LEARNING RESOURCE CENTRE (LRC)

The Centre is open throughout the day from 8.30am – 4.00pm and provides a wide range of fiction, non-fiction, subject resources, study support and houses a large dynamic shared study space for all pupils. Pupils have access to computers for school work at break and lunchtime. LRC staff are on duty during the day to offer advice and assistance to pupils. There is also a team of pupil librarians who assist with library work at break and lunchtime. As pupils join Hugh Sexey they are automatically enrolled as members of the LRC. They are able to borrow up to two items at a time and may keep the various resources for periods of up to two weeks. The support of parents is sought in helping to ensure that books are returned on time. Any items that are not returned following three reminders issued within the school will have an invoice sent home.

LEARNING SUPPORT

The learning support team is based in the Flexible Learning Centre (FLEX) and supports pupils of all ages and for all needs. The SENCo is Mr J Goodwin. Those pupils identified as requiring SEND support may have access to the following, depending on their need:

- Individual learning plans (ILPs)
- Targeted subject or skill specific interventions such as emotional literacy, reading, spelling or numeracy
- Personalised curriculum such as Life Skills
- Support from a mentor
- Specialist resources or equipment to support learning.

If concern is expressed about a pupil, Learning Support will undertake an assessment in line with the Somerset Core standards for SEN and the SEND Code of Practice 2015 and gather information in order to identify need, inform teaching and plan the way forward.

LEAVING SCHOOL PREMISES

Pupils are not permitted to leave the school site during school hours without written permission from a parent. If a pupil needs to leave for part of the day to attend a pre-arranged medical or dental appointment etc., they should meet their parents at Reception and sign out. On parent request for their child to go home for lunch, at the school's discretion, such pupils are issued with a pass, which is only to be used for having lunch at home. Pupils who journey to school by bus are not permitted to leave the site either before,

during or at the end of the day. Pupils, once on site in the morning, for safeguarding reasons, must stay on site for the remainder of the day. Parents who bring their child into school are asked to 'drop off' at the loop (off Wellsway) and pupils should enter the school site immediately.

LIVING SEPARATELY

Where parents live separately, we would ask that both parties keep us up to date of any change of contact details. In addition, parents are asked to attend parents' evenings or appointments together or jointly wherever possible. The school does not have the capacity to provide each parent with separate appointments or phone calls.

LOCKERS

All pupils in Key Stage 3 have the opportunity to rent a locker for the secure storage of their possessions. There is a single charge of £7 to cover this period. Payment for lockers must be made using the online ParentPay system. If you are unable to pay online, you can pay by cash at a store showing the PayPoint logo. Pupils need to provide their own padlock. At the end of each term, pupils are required to remove their padlocks and empty their lockers to allow for a deep clean. Any lockers which are left locked will have locks removed.

LOST PROPERTY

In the event of a pupil losing an item of property, he/she should report to Reception. The pupil should also check the Lost Property Store, which is located next to the medical room. It is extremely important to name items of school uniform and other property, as this makes identification very easy and will ensure the items can be reunited efficiently. The best advice for a pupil who has lost something is to go back over his/her timetable, checking each room if the item has not yet made it to lost property.

LUNCH TIME

Food is served from the Hugh Sexey Café and pupils may also bring a packed lunch. Food is paid for at the till using the school's cashless 'smart card' system. Pupils may be entitled to free school meals if their parents are in receipt of Income Support, Income Based Jobseekers Allowance and Child Tax Credit, providing that the Working Tax Credit is not also received. Applications for free school meals should be made to Somerset County Council. Main meals purchased in the canteen must be eaten in the cafeteria but pupils can opt for the 'Grab & Go' option which may be eaten outside in the agreed areas. Pupils bringing a packed lunch can eat this food in their tutor room with the exception of pupils who have a science lab as their base. No food should be eaten outside their tutor room unless they are eating in the designated eating areas and no hot food should be taken into the school buildings. During the summer months, pupils may use the field area to eat their packed lunches. Teaching and support staff are on hand to supervise pupils throughout the lunch break. Pupils living locally may go home to lunch providing that they are issued with a school lunch pass. Once issued, pupils should carry the pass at all times.

MARKING

In each subject, a pupil will be issued with information, which explains the feedback to be used. The annotation used for spelling, punctuation and grammar is common to all subjects. Marking is used by staff to comment on what a pupil has done well and to identify areas for

improvement. Pupils are then given the opportunity to self- and peer-assess and respond to their teachers' feedback.

MEDICAL

First Aid for minor accidents and sickness is provided by a trained First-Aider. Children who feel unwell should report to Reception. If your child is too ill to stay at school, we will contact you in order that you may collect your child. For safety reasons, pupils are not permitted to telephone home themselves (see Mobile Phones) or just sign themselves out. With all other minor medical issues, pupils will be advised to discuss with their parents and consult a GP if their symptoms persist. In cases where hospital treatment is required, a pupil may be taken by ambulance to hospital. It is essential that we have a contact number where we can contact parents in case of medical problems. Please ensure that you have submitted a contact number to the school and notify the main office of any changes. Please inform the school of any serious medical conditions, e.g. epilepsy, diabetes, asthma, anaphylaxis etc. prior to your child joining the school. **(A Healthcare Plan will be put in place.)** Pupils requiring medication should leave their medicine in the main office with information from parents explaining dosage etc. In cases where pupils are unable to participate in Physical Education, a medical note or letter from parents should support this.

MOBILE PHONES

The use of mobile phones and any 4G/5G enabled device is not permitted in school at any time. However, pupils who require a mobile phone for emergency use outside of school hours are permitted to be in possession of a phone, but it should be switched off at all times during the school day. If you need to contact your child during the school day in an emergency, then please ring the school office.

MUSIC TUITION

Additional music lessons are available for all pupils and are provided by private tutors on the premises. Requests for tuition on any instrument or voice are to be addressed to Mrs Harrison (Subject Leader for Music) in the first instance. Contact can be made by email: school@hughsexey.org.uk

NEWS

The school publishes regular news stories on the 'Latest News' section of the school website. If parents would like a story to appear about their child's achievements, they can contact the Office manager at the school on school@hughsexey.org.uk.

OUT OF BOUNDS

Pupils are not permitted to leave the school site during the day. (Also see Leaving School Premises above). There are a number of areas on the campus which are out of bounds:

- coach bay and car loop/parking areas
- the main entrance to the school
- rooms not designated for tutor groups at lunch time
- the field during winter months
- the swimming pool area
- the Drama studio and Hall.

Pupils found out of bounds will be disciplined accordingly. Repeated misdemeanours will result in a loss of social time or a lunch time reflection.

PARENT TEACHER ASSOCIATION (P.T.A.)

All parents are automatically members of the P.T.A. The Association supports the School through its Enrichment Fund and provides an important forum for discussion of educational issues. Funds are raised by voluntary donation. The PTA also supports School functions.

PARENTS' EVENINGS

In each academic year there is a Parents' Evening for each year group where subject staff and tutors are available to talk with you about your child's progress. Most parents' evenings are organised by an electronic booking system. Letters will be sent to the main carer prior to the evening; bookings can be made by parents using the online system. Where pupils have two family homes, we would ask parents to liaise with regards to appointments and attend these meetings jointly. Arrangements can be made at other times to meet the tutor, Head of Year or other teachers if problems arise. Please do not hesitate to contact us if you have any concerns about your child's education. If there are concerns regarding your son or daughter at home, we would also like to know as soon as possible. We are always pleased to see parents and carers by appointment.

PERFORMANCES

There are a number of performance evenings throughout the year where parents can see our Performing Arts, Music or Drama productions. Parents should check the parents' section for the calendar of events at the beginning of year as all dates are published here. Pupils taking part in productions and events may have their photograph published in the local press or on our website as part of celebrating pupil achievement.

PHOTOGRAPHS

Pupils taking part in school productions or events may be photographed by the school as part of recording and celebrating success. Photographs may be used for press releases or on our website. Pupils should not take photographs of other pupils or staff without prior consent. Parents can inform the school via the data consent form if they do not wish any images of their child to be used.

PUNCTUALITY

All pupils need to be on site by 8.55am daily for the start of lesson 1 at 9.00am. It is important that pupils arrive punctually since this is a realistic preparation for employment and adult life. Pupils arriving after 9.00am must sign in at Reception to comply with health and safety protocol. Those who arrive late without a valid reason will be spoken to and monitored and may result in a sanction. The morning session starts at 9.00am and the afternoon at 1.40pm. Lateness is recorded on each pupil's attendance record.

PUPIL / PARENT APP

The school uses the SIMS data managing suite to record pupil data such as academic progress, attendance and behaviour. It is also used to inform pupils and parents of homework and events that are taking place. When your child starts at the school you will receive an invitation via email to join the schools SIMS community which, once accepted,

enables you to download the free SIMS app (ClassChart) to your mobile devices, pupils will receive an invitation to the pupil app via their school email address. The pupil app enables them to track set homework and receive messages from their teachers while the parent app not only enables you to monitor their homework but also gives parental access to much of the data held such as timetable and register for your child. Please ensure that we have up to date email addresses for you in our system.

RACIAL DISCRIMINATION

Any form of discrimination is taken very seriously at Hugh Sexey Church of England Middle School. Pupils are encouraged to adopt tolerant and sensitive attitudes to each other including those from different cultures, ethnic backgrounds or faith. Racist or extremist behaviour will not be tolerated and will result in disciplinary action with participation within our restorative justice programme. All racist incidents are reported to the Local Authority.

REFLECTION

We run a system of lunchtime reflections for subjects and Heads of Year. On occasions, a Senior Leadership Team reflection may also take place. Parents will be notified by letter if their child is required to attend an after-school reflection. We ask for parents' support in ensuring that their child attends this important sanction and is able to get home afterwards. Pupils who fail to attend after school reflection will normally have to attend a rescheduled reflection with the additional sanction of a loss of social time. Repeated failure or refusal to attend reflection may result in internal exclusion. In addition, teachers may give pupils reflection during the school day to ensure that class or homework is completed to the appropriate standard.

RELIGIOUS EDUCATION

Religious Education is taught to all pupils. Pupils study Christianity and other world religions. Parents have the right to withdraw their children from this aspect of school life. However, we do request that you discuss this fully with the Headteacher before making a final decision.

REWARDS

Celebrating achievements is an essential and enjoyable part of life at Hugh Sexey and pupils are rewarded in many ways. Pupils who produce a good piece of work or contribute particularly to the school are rewarded with a House Point, which is uploaded to our pupil database and are accumulated as follows: every pupil in receipt of at least 10 House Points will qualify for an entry in the termly Random Generator where three pupils will be selected to receive £5 Amazon vouchers in recognition for their hard work. When pupils have accrued sufficient house points, they will be allocated further recognition as follows – 50: bronze award, 100: silver award, 150: gold award, 200: platinum award. Individual pin badges, to attach to the house lanyard, will be awarded to pupils who make outstanding contributions in areas of school life including music, sport and citizenship. In Key Stage 2, 'Star Pupil' badges will be awarded to pupils who are identified as making a significant contribution to their class. Pupils will be nominated by staff and signed off by the Senior Leadership Team. Tutors will select a pupil of the month and parents will be informed of this success in writing. Subject specific and Year Head postcards are sent home for outstanding

work. Finally, school certificates and achievement cups are awarded to Year 8 leavers and the School Council in the final assembly.

RIGHTS AND RESPONSIBILITY

At Hugh Sexey, to protect our learning environment, pupils are expected to take on the agreements laid out in the 4 Rs which underpin our Classroom Code of Conduct:

RIGHTS – every pupil has the right:

- To feel safe and valued
- To learn without disruption
- To be treated with respect and dignity.

RESPONSIBILITY

- Remain polite, respectful and always show common decency
- Focus on learning and never distract others
- Use courteous language and make school a safe place.

RESPECT

- To contribute to a successful learning environment in all my classrooms
- Treat others' as I would wish to be treated and their property as if it were my own
- Listen to each other and value everyone's contribution.

READINESS

- Complete class work and homework to the highest standard
- Arrive punctually and have all the necessary equipment
- Approach learning with a 'can do' attitude and persevere when things get difficult.

ROAD SAFETY

Pupils travelling to school either on foot, bicycle or by public transport at some point in their journey crossroads. Please ensure your child is aware of their personal safety on the roads and that they are clearly visible, especially on the dark winter evenings. It is a good idea to wear reflective arm bands or fit a reflective strip to a school bag or garment.

SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, all staff and volunteers are responsible for safeguarding and are uniquely placed as responsible adults outside pupils' family homes to detect signs of child abuse. All staff with day to day contact with children provide a positive role in safeguarding, by being able to observe outward signs of abuse, changes of behaviour or failure to develop. The school's safeguarding procedure is available on the school website.

SCHOOL COUNCIL

Pupil voice is valued in many aspects of school life and they have the opportunity to express their views on a variety of topics through the school council. Each tutor group elects class reps to form year group councils who in turn elect representatives to the school council. This structure enables them to discuss issues at all levels throughout the school and share

their thoughts and ideas with staff and senior leaders. The school council not only gives pupils an opportunity to have their say but develops the pupils' ability to debate and listen while building the confidence and self-awareness of good leaders and an understanding of democracy in action.

SEX EDUCATION

Sex Education aims to help pupils prepare for adulthood. It encompasses not only facts about human reproductive processes and behaviour, but also broader emotional and ethical dimensions of sexual attitude. Sex Education is taught as part of the school's PSHE/Citizenship programme with elements included in Science and Religious Education. The programme reflects the age and maturity of the pupils. Parents have the right to withdraw their children from this aspect of the PSHE/Religious Education curriculum, but we do request that you discuss this fully with the Headteacher before making a final decision.

SKATES AND SKATEBOARDS

Pupils are not permitted to use skates or skateboards within the school at any time.

SMOKING AND VAPING

Hugh Sexey Church of England Middle School has a strict whole school community '*No Smoking/Vaping Policy*'. Smoking and/or vaping is not permitted within or in the vicinity of the school. Smoking and vaping is also forbidden on all visits and activities. Any pupil who is found to have been smoking, or in the company of smokers, or in possession of cigarettes on the school site or in the vicinity of the school will receive a fixed term exclusion; this includes the use of E-cigarettes, which are not permitted at school.

SOCIAL NETWORKING

Pupils are encouraged to use social networking sites responsibly. E-safety forms part of the curriculum. Parents are advised to monitor internet access and the use of social networking sites carefully. Pupils do not have access to Facebook, ASKfm, Snapchat etc. from school IT equipment. Parents have found that being a 'friend' on Facebook, or other apps, and having access to their child's username and passwords to enable them to make random checks and monitoring which encourages responsible use and helps to ensure children's safety. This is advisable for any young person under 18. Any form of bullying including cyber bullying is taken seriously. Parents are responsible for any misuse of the internet outside of school hours and are asked to adhere to the age restrictions of such sites. www.ceop.police.uk and www.thinkuknow.co.uk are useful information sites and for reporting potential online abuse. Recent psychology reports suggest limiting screen time, including sound media and gaming to under nine hours a week in order to limit the negative impact of this important aspect of modern living. Additional information on e-safety can be found on our website.

SPORTS KIT

Sports Kit – supplied by Deane & Sons, Bath Street, Cheddar, BS27 3AA

Telephone: 01934 742530

There is also an online service at <http://www.deaneandsons.co.uk/c/22/Hugh-Sexeys>

Games

- Red and black reversible rugby shirt
- Black and red games shorts or plain black games shorts

- Black with red topped knee length games socks or plain black or red games socks
- Trainers
- Football boots are suitable for all games activities. Sport specific boots (e.g. rugby boots) can be used for the appropriate sport
- Shin pads for football and hockey
- Gum shield for rugby and hockey
- Towel
- Hockey stick (optional)

PE

- School branded or plain red round neck PE t-shirt
- Black and red shorts or plain black games shorts
- Black with red topped knee length socks
- One-piece swimming costume or swimming trunks (not Bermuda type)
- Towel

Optional Kit

- Black and red hooded school sweatshirt for added warmth
- Plain black hoodie for additional warmth
- Black and red skort (girls only)

We particularly ask pupils not to wear eye, nose and other facial jewellery. National guidance requires that all jewellery be removed for PE and games and it is advisable not to wear ear studs on games days.

SWIMMING

The outdoor swimming pool is used in the Summer Term to support the delivery of the swimming curriculum. It is also open for free swimming at lunchtime when supervised. No pupil should enter the swimming pool area unsupervised.

TEACHING GROUPS

Pupils are taught in mixed ability classes throughout the school. We have smaller teaching groups in Design and Technology and Key Stage 2 Computing.

TELEPHONE CONTACT

The office staff are able to take messages for pupils from parents but would be grateful if this service is only requested if the message is really urgent. Messages are passed on as soon as possible. Messages for staff will always be taken and passed on at the earliest convenient time

TOILETS

Toilets are open throughout the day. To avoid unnecessary disruption, we discourage pupils from leaving lessons and encourage them to make use of the facilities at break and lunchtime. Each Key Stage have designated toilets available for their use. In the event of a related medical problem or an emergency, pupils will be issued with a card that gives them permission to be out of their lesson by their Head of Year.

TOYS

Toys such as Fidget Spinners are a banned item unless specified as part of a specific learning plan.

TRANSPORT

Pupils who reside outside a three-mile radius and within the school's designated transport area are entitled to free transport through the Local Authority. Prior to admission, parents will be informed by letter, from Somerset County Council, of the route, time and pick-up place. Free transport is not provided for pupils either living within the three-mile radius or outside the catchment area. If you require any details regarding County or Contract tickets or generally have any questions or complaints about school transport, you should contact the Transport Officer, County Hall, Taunton - Telephone 01823 355367. Applications for school transport should be directed to Somerset Roads and Transport Team on 0300 123 2224. Pupils are expected to behave in a responsible manner when travelling on school transport. They should remain seated and must wear a seat belt at all times. In the interests of safety, pupils who misbehave on coaches could lose their entitlement to a place. When travelling by county transport, it is a legal safety requirement that no pupil, other than those authorised by Somerset County Council, may travel on the bus, or change route without permission. In the event of a pupil missing his/her coach in the morning, he/she should return home and make alternative arrangements to travel to the school. Should a pupil miss a coach on the return journey, he/she should report to the Main Office where the necessary arrangements to contact parents will be made. In the event of delayed transport, pupils should remain on school premises until a relief coach arrives.

TUTOR GROUPS

On entry to the school, each pupil is placed in a tutor group. The tutor meets the group every day and is the main contact for each. The tutor is there to monitor attendance, academic progress, emotional development, help pupils to organise their work and provide guidance if there are any problems, as well as deliver daily collective worship. The Head of Year is always on hand to provide extra support.

UNIFORM

How pupils dress for school is an important part of how they behave and helps to set the right expectations and standards as a school community. At Hugh Sexey Church of England Middle School, we encourage our pupils to take pride in their appearance and we receive strong parental support.

Our uniform supplier is: Deane and Sons, Bath Street, Cheddar, BS27 3AA

Telephone: 01934 742530

There is also an online service at <http://www.deaneandsons.co.uk>

Uniform List (the only branded items are the school tie and if you chose to wear one the pullover/cardigan and summer polo shirt)

Maroon V-neck pullover or cardigan with school badge.

Trousers: short or long; plain black, smart school style only. These must not be jeans.

Skirts: plain black in classic 'A' line or pleated. Skirts must be at least knee-length and should have no fashion detailing.

Shirts/blouses: plain white with collar and buttons that fasten to the neck; worn with school tie, which must be in a small knot covering the top button. In the Summer Term only, a **maroon polo shirt with school badge** may be worn.

Socks: plain white, grey or black; ankle or knee length.

Tights: plain black.

Shoes: Flat black leather style which are robust and suitable for walking. Trainers or canvas style daps are not permitted.

Coats: water-resistant coats without slogans or predominant logos. Tracksuit tops and hoodies (either over the head or zip-up) are not allowed as coats.

Hair fastenings: hair ties, clips and bands should be functional and discreet.

Please may we ask that all items of uniform are clearly marked with your name and tutor group. Thank you for supporting our dress code. For more details see the parent section of the school website.

VALUABLES

It is important that all children take care of their property. Money should always be kept to a minimum and never left unattended. Pupils are allowed to bring telephones and electronic equipment into school but do so at their own risk. During PE lessons, items of value should be handed to the teacher for safe keeping. The school cannot take responsibility for valuable items not handed in to staff.

VALUES

Hugh Sexey Church of England Middle School endorses the Christian values of Koinonia, Trust, Compassion, Thankfulness, Endurance and Justice and the motto of 'Together we believe; Together we achieve' with the aim of getting the best out of everyone.

AIMS OF OUR SCHOOL

For pupils, we aim to: provide good order, develop self-discipline, stimulate, encourage and support so that each feel valued, confident and motivated.

For learning, we aim to: provide the skills for daily life and an education which develops every attribute of every student to the full.

For community and environment, we aim to: encourage a sense of responsibility and respect for the immediate environment, the world beyond and the individuals, groups and nations who share it.

For staff, we aim to: foster the development and motivation of all staff within a spirit of mutual support and collaboration.

VANDALISM

The school has very few problems of vandalism or graffiti by pupils. Where damage is done to the school buildings, equipment or surroundings by pupils acting in a careless or thoughtless manner, they are expected to contribute towards repair or replacement. In this way, we hope to encourage responsible behaviour.

VISITING SCHOOL

Should you need to visit the school and meet with staff, please arrive by the front entrance and sign in at Reception; a visitor's lanyard must be worn. Visitors must be accompanied by a member of staff at all times.

VISITS

The school provides excellent opportunities for all pupils to be involved in a wide range of educational visits. These include visits to the theatre, museums, exhibitions, local fieldwork, sporting events and exam board revision sessions. There are also residential trips with opportunities to go abroad.

VOLUNTEERS

Do you have a little time each day to listen to a pupil read? Do you have an interesting job or skill which you would be willing to share in one of our job talks? We would be pleased to hear from you. Please contact us by writing to Hugh Sexey Church of England Middle School, Blackford, Wedmore, Somerset. BS28 4ND or Telephone 01934 712211/E-mail: school@hughsexey.org.uk. All volunteers will be subject to the necessary safeguarding checks.

WATER

We encourage pupils to drink water during the day. The school provides drinking fountains for pupils to use at break and lunchtimes. Pupils may bring a clear plastic water bottle in to the school and can drink water from this at any time providing that it does not disrupt a lesson or compromise health and safety.

WESSEX LEARNING TRUST

In November 2016, Hugh Sexey Church of England Middle School joined with six other partner schools (Kings of Wessex Academy, Axbridge Church of England First School, East Brent Church of England School, Lympsham Church of England First School, Mark First and Pre-School Church of England School, Weare School First School, Wedmore First School) to form a Multi School Trust named the "Wessex Learning Trust." Since its formation Brent Knoll Church of England Primary School, Nailsea Secondary School, Fairlands Middle School, Cheddar First School, Shipham Church of England First School, Draycott and Rodney Stoke Church of England First School, Winscombe Primary School, Sandford Primary School and Crispin Secondary School have also joined the WLT. More information about the Wessex Learning Trust can be found at: [Wessex Learning Trust](#)

PLEASE KEEP THIS BOOKLET IN A SAFE PLACE FOR FUTURE REFERENCE

**Hugh Sexey Church of England Middle School, Blackford, Wedmore, Somerset. BS28 4ND
Telephone 01934 712211**

E-mail: school@hughsexey.org.uk

The information contained in this booklet was correct at the time of publication but may be subject to change at any time.