

CLEARANCE FORMS

When a student leaves the school, he/she is issued with a Clearance Form, which must be signed by all relevant subject staff, Curriculum Leaders and School Librarian indicating that all books have been returned. The form will be returned to the Achievement Leader before the student leaves.

HEALTH AND SAFETY

Everybody using the school site has a responsibility to ensure Health and Safety measures are observed, including reporting any matter that could be a risk to other students, staff or visitors. The whole school site is designated as a non-smoking area.

LOCKERS

Lockers are available for hire whilst your child is at this school. The charge for this facility is £20. On return of the key a £5 deposit will be returned when your child leaves school. Unfortunately there are not enough lockers for each student, but students are able to share i.e. brothers and sisters, friends.

WATER BOTTLES

Students may drink **water** during their lessons, and when on the field and in the dining areas, where there is not a health and safety risk. The bottles must be transparent. Water bottles are for sale at the School Bank.

SUPPORT AND STUDENT WELFARE

On a day-to-day basis support and encouragement in the pastoral system is achieved by teamwork between Tutors and Achievement Leaders. The Tutor Group will remain constant during the student's five years. The students meet the tutor twice a day for registration and the whole Year group meet together for one assembly a week. The Achievement Leaders and Tutors work together to monitor progress and performance and set targets. They also ensure high standards of behaviour for learning are maintained.

To assist staff in providing the necessary welfare for students, other agencies are networked. These include: Education Welfare Service, Child and Family Guidance, Education Psychology Service, Outreach and Social Services. The school also employs a trained counsellor.

The Achievement Team comprises:

Year Group	Achievement Leaders	Pastoral Assistants
Year 7	Mr Shaul	Ms Domican
Year 8 and 9	Mrs Rixon	Mrs White and Mrs Gisborne
Year 10 and 11	Mrs Walls	Mrs Bracking and Ms Liano

SCHOOL COUNCIL

The School Council is a democratically elected body within the school. It meets each month to discuss and make decisions on issues raised by the students through Year Council Meetings. The School Council makes recommendations to the Leadership Team of the school. A governor, a member of the Leadership Team, a member of staff from Administration and the Site Leader attend meetings. Representatives from the School Council give feedback to their Year Group in Assembly. Minutes of the School Council are distributed to every Tutor Group to be displayed and can be found on a school notice board near Student Reception.