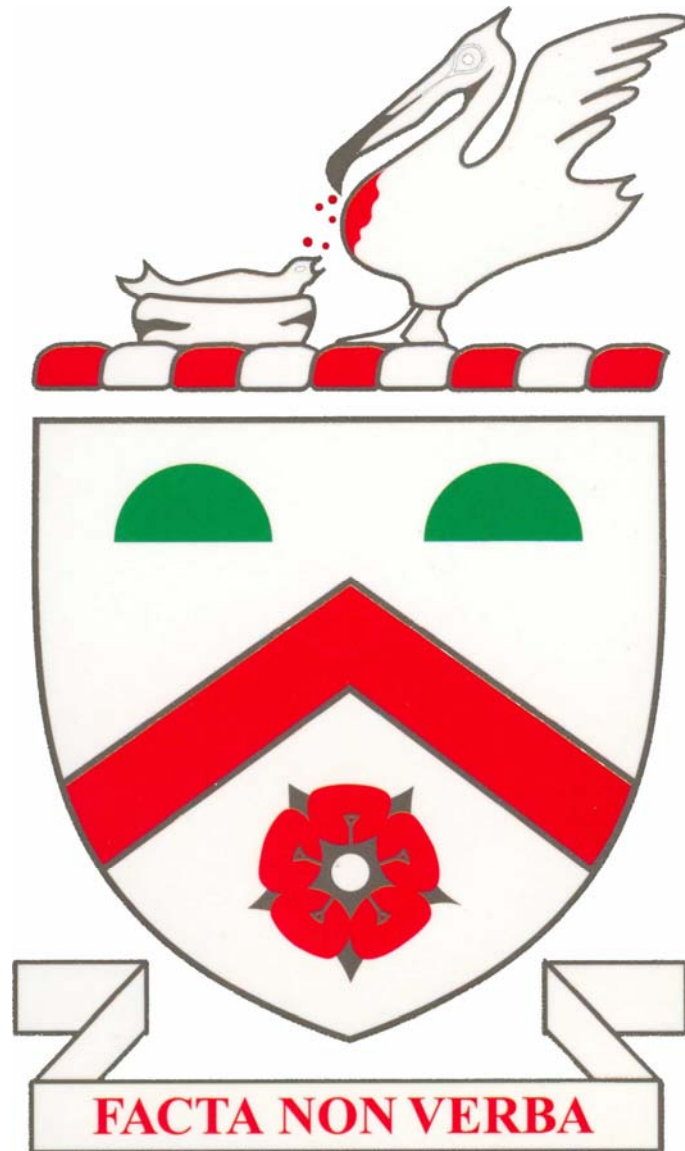


Fred Longworth High School



Parents Handbook
2009—2010

1. HOLIDAY ARRANGEMENTS 2009 – 2010 (all dates inclusive)

Autumn Term 2009	Term Starts	Wednesday 2nd September, 2009
	Half Term	Monday 26 October - Friday 30 October 2009
	Staff Training Day	Friday 27 November 2009 (no students)
	End of Term	Friday 18 December 2009
Spring Term 2010	Term Starts	Monday 4 January 2010
	Half Term	Monday 15 February - Friday 19 February 2010
	Staff Training Day	Monday 12 April 2010 (no students)
	End of Term	Friday 26 March 2010
Summer Term 2010	Term Starts	Monday 13 April 2010
	Bank Holiday	Monday 3 May 2010
	Half Term	Monday 31 May - Friday 4 June 2010
	End of Term	Friday 16 July 2010

2. PARENT/TEACHER CONSULTATIONS

	Open Evening	-	Wednesday 30 September 2009
Year 7	Parents' Raising Achievement	-	Tuesday 13 October 2009
Year 7	Parents' Curriculum Evening	-	Wednesday 11 November 2009
Year 10	Parents' Evening	-	Thursday 3 December 2009
Year 9	Parents' Evening	-	Thursday 21 January 2010
Year 9	Options Evening	-	Wednesday 27 January 2010
Year 11	Parents' Evening	-	Tuesday 12 January 2010
Year 8	Parents' Evening	-	Tuesday 2 March 2010
Year 7	Parents' Evening	-	Wednesday 24 March 2010
Parents' Evenings take place between 4.30 p.m. and 7.30 p.m.			

3. DATES FOR ANNUAL PROGRESS REPORT

Dates for Annual Progress Reports			
	Interim 1	Interim 2	Final Report
Year 7	26 November 2009	19 March 2010	13 July 2010
Year 8	26 November 2009	19 March 2010	13 July 2010
Year 9	26 November 2009	19 March 2010	13 July 2010
Year 10	26 November 2009	19 March 2010	13 July 2010
Year 11	26 November 2009	19 March 2010	28 May 2010 Progress Files Presentation

4. EVENTS FOR YOUR CALENDAR

Y7 CATs tests	-	Wednesday 9 September 2009
School Photograph Day	-	Tuesday 22 September 2009
Year 7 Winmarleigh Hall	-	10 – 13 November 2009
GCSE Presentation Evening	-	Wednesday 4 November 2009
Year 11 Trial Examinations	-	7 - 18 December 2009
Year 9 Options Interview Week	-	1 February 2010
Progress Review Day	-	Friday 26 March 2010
Year 9 Mock SATs	-	May 2010
Y10 Work Experience	-	7 – 18 June 2010
Y11 Leavers' Dinner	-	Friday 9 July 2010
Arts Evening	-	July 2010

5. THE SCHOOL DAY SESSION TIMES FOR 2008 – 2009

Morning	8.35 a.m.	-	1.00 p.m.
Afternoon	1.50 p.m.	-	2.50 p.m.
Staff Meeting	8.30 a.m.		8.35 a.m.
Form/Registration	8.35 a.m.	-	8.45 a.m.
Period 1	8.45 a.m.	-	9.45 a.m.
Period 2	9.45 a.m.	-	10.45 a.m.
Break	10.45 a.m.	-	11.05 a.m.
Period 3	11.05 a.m.	-	12.05 p.m.
Period 4	12.05 p.m.	-	1.00 p.m.
Lunch	1.00 p.m.	-	1.50 p.m.
Period 5	1.50 p.m.	-	2.50 p.m.
End of School Day	2.50 p.m.		



Parents are reminded that for safety reasons students travelling by car must arrange to be dropped off and collected **OUTSIDE** the school grounds.

Students signing in late after registration should report to the Student Office.

If students need to leave school during the school day, they must follow school procedures by signing out at the Student Office, with a note in their student planner.

6. AIMS OF THE SCHOOL

To be the BEST through Belonging, Engaging and Succeeding Together

We will strive to:

- Continuously improve our practice, particularly in our core tasks of teaching and learning.
- Personalise learning and develop pathways for Lifelong Learning – providing a rich and diverse curriculum for all.
- Develop our Arts College specialism with a focus on excellence and opportunity.
- Encourage our young people to play their part as responsible members of local, national and international society.
- Utilise the power of new technology for learning, communication and access to information worldwide.
- Be inclusive of all members of the community.
- Engage the whole community in the education process - through involvement, seeking their opinions and responding to their needs.
- Develop our workforce through reflective practice and continuous professional development.




We will know if we are succeeding if:

- ✓ We receive positive feedback from students and parents together with improving examination and test results;
- ✓ Our curriculum meets the needs of all students and increasing numbers leave school with recognised qualifications;
- ✓ We maintain our Arts College status and more students participate in arts activities;
- ✓ More students are involved in community projects, locally and beyond our immediate neighbourhood;
- ✓ We engage more students in learning how to learn for themselves so that they become more deeply engaged and value the educational process;
- ✓ All students become skilled in using new technologies and traditional printed materials to aid their learning;
- ✓ All students feel that they are valued as individuals and the school challenges non-inclusive practice and any form of discrimination;
- ✓ All our staff feel that they are engaged in helping students to achieve their full potential and that they have every opportunity to develop their careers.

SHAPING THE FUTURE



STUDENTS SHOULD:

1. Attend school regularly and punctually, and in the correct school uniform.
2. Make sure that all personal property and clothing is clearly marked with the owner's name.
3. Behave in a disciplined manner when on the school premises.
4. Be courteous to others at all times and not use offensive language.
5. Report all accidents, occurring on school premises, to a member of staff immediately.
6. Eat packed lunches in the designated areas. 
7. Only bring water, milk and pure fruit juices in plastic bottles/cartons into school.
8. Not bring valuables or large sums of money to school.
9. **NOT** bring a mobile 'phone into school - if it is heard/seen in use it will be confiscated until the end of the week. MP3s/ipods will also be confiscated, if used without permission in lessons. 
10. Not smoke, take drugs or bring drugs into school or in the school grounds and should not, for safety reasons, bring any aerosols or Tippex thinner onto the school premises.
11. Not leave the school premises at lunch time unless a lunch time pass has been issued by the appropriate Head of Year. (Passes will only be issued if parents write to the Head of Year requesting that their child is allowed to go home and accepting full responsibility for their child during the lunch break.) Students **should not** be walking the streets throughout lunch time.
12. Have a bag, pencil, pen, ruler, relevant books and their student planner at the beginning of **each** lesson. Students may be sent home to collect their planner if they forget to bring it into school. Students not in possession of the correct equipment will be expected to purchase missing items from their form tutors or school council representatives at the start of the school day. 

7. SCHOOL UNIFORM *(Pictures available on the school website)*

We expect all students to wear the correct school uniform in the correct way.

- ❖ Black blazer, with school badge
- ❖ A full length school tie appropriate to the year group (available from school and designated suppliers)
- ❖ A plain white blouse/shirt with a top button (without motifs). Fitted blouses are acceptable
- ❖ An approved black lined school skirt with back slit or approved school trousers
- ❖ School trousers/skirts should be obtained from our suppliers and must have the school logo on them in the correct position
- ❖ 'V' necked black jumper (not a sweatshirt) if desired



- ❖ Plain black or white socks (no other colours or patterns)
- ❖ Sensible black shoes (no boots, trainers or high heels, no black trainer style shoes/dolly shoes with diamanté clips etc.)
- ❖ A plain black or cream top coat (no leather, denim jackets, sweat tops, hoodies or cardigans used as top coats)
- ❖ A blue apron for Food Technology (available from school)

Our suppliers are:

Wendy's (Tyldesley)
212 Elliott Street
Tyldesley
☎ 01942 870060

Bang Bang
95 Bradshawgate
Leigh
☎ 01942 673640

Brickleys
27-29 Market Street
Atherton
☎ 01942 870701

Physical Education kit and accessories

Boys

Black shorts
Black outdoor top with school logo
Red polo top with school logo
Red socks
Football boots
Gym/training shoes
(with non-marking sole)



Girls

Black outdoor top with school logo
Red polo top with school logo
Black briefs, red socks
Black kilt type games skirt or black shorts
Gym/training shoes (with non-marking sole)



PE kit is available from school - ask at the Finance Office for an order form

Basic equipment needed every day

An appropriate sized bag to carry their belongings, pens, 1 pencil, pencil sharpener and 1 ruler, 1 set of coloured pencils, pair of compasses, protractor and calculator. Students should always carry a reading book in their bag.

General Points

- Brightly coloured T shirts should not be worn underneath blouses or shirts and the latter should be **tucked in at all times**.
- Cosmetics should **not** be worn in school. Coloured nail polish must be removed before coming to school.
- Extreme hairstyles in terms of colour and cut are not permitted. Braids must be the same colour as the hair and be secured by bands of the same colour.
- Jewellery (including badges) other than a wristwatch is not permitted.** Ears and other body parts should **not** be pierced if it means that sleepers or studs have to be worn during the school day.

Students who arrive at school not wearing the correct school uniform may be sent home to change.

8. SCHOOL ATTENDANCE POLICY

Regular attendance reflects commitment, maximises potential educational achievement and presents a positive image of the school within the community.

Any attendance policy can only work with the full support of Parents/Guardians who have a legal responsibility to ensure that their child attends school and remains in school. However, ultimately we expect students to take responsibility for their own attendance and punctuality.

We expect students to achieve 100% attendance and punctuality but acknowledge that there may be circumstances that prevent this. However, we regard 94% attendance and 95% punctuality as a minimum requirement. Excellent attendance and punctuality are recognised and rewarded.

Punctuality

Morning registration will take place at the start of school at 8.35am. Any student arriving after this time will be marked as being late unless, for example, the absence at registration was for attending a medical appointment where the appropriate absence code will be entered. Any student arriving after 9.20 a.m. will be registered as having an unauthorised absence. Afternoon registration will be at 1.50pm and registers will close at 2.00pm

Students who are late without good reason, on two or more occasions in one week, will be expected to make up the time during a detention at break, lunch time or after school. Parents of students who are persistently late will be notified of this via a letter from the Attendance Officer (Mrs Rea).

First Day Absence

To ensure pupil safety, if your child is absent from school or arrives late you will be notified of this via an automated message. Where possible, we would request that you notify school on the first day of absence via the Absence Line (881986).

Unauthorised absence

Unauthorised student absence of more than one day will be referred to the Attendance Officer who will contact parents/guardians. If there is no acceptable response, a letter (with reply slip) will be sent to the parents/guardians by the H.O.Y./Attendance Officer.

A failure to provide a reason for absence within two weeks will result in the absence being unauthorised.

Persistent Absence

A student who has 20% absence (authorised or unauthorised) at any given time during the academic year is classified as a Persistent Absentee. All absences are monitored on a weekly basis by the Education Welfare Officer (Janine Kinloch). The appropriate HOY and EWO will meet with students who have reached, or are close to reaching, Persistent Absentee status to ascertain reasons for absence and to formulate strategies to improve attendance. Details of any such meeting will be recorded in the child's planner.

Penalty Notices

Parents of students who accrue 5 days (10 sessions) of unauthorised absence may be subject to the issuing of a Penalty Notice Warning. Should attendance subsequently fail to improve a fine may be imposed by the Local Authority (failure to pay may result in prosecution.)

Holidays in term time

Holidays during term time, in accordance with national and local protocols, are strongly discouraged. **Please note that there is no legal entitlement to term time holidays.** Mrs Garretts will consider authorising up to 10 days absence in very exceptional circumstances. Leave of absence forms are available from Reception



and must be completed and returned to the Student Office **at least two weeks prior** to the proposed absence.

Education Welfare Service

Education Welfare Officers (EWOs) work in partnership with schools in order to reduce student non-attendance and to provide a response to the welfare needs of pupils and their families. The school will keep a parent informed if there are concerns about a pupil's attendance and will attempt to address any issues that are creating barriers to learning. If there is no improvement in attendance school may decide to make a referral to the EWS in which case the EWO will contact the parent/carer and support them in trying to improve their child's attendance.

Parents found guilty of school attendance offences could be subject to a penalty of up to £2,500 and/or a period of imprisonment for up to three months.

Homework Policy

Homework is regarded as a crucial part of our students' learning. It is, therefore, a compulsory element of our education provision and is set frequently. Homework is work which is done outside the timetabled curriculum. It contains an element of independent study, in that it is not usually directly supervised or controlled by a teacher, and it provides an extension of the learning activities that take place in school.

What is the value of homework?

1. It allows students to take responsibility for their own learning.
2. It encourages students to develop the practice of independent study.
3. It develops perseverance and self-discipline.
4. It allows students to practise and develop skills learned in the classroom.
6. It allows parents to contribute to the learning of their children by taking an active interest in their child's work.
7. It opens up areas of study and enables students to make use of materials and information that are not accessible in the classroom.

How can parents help?

1. Try to arrange a regular time with your son/daughter to talk about their work in school, especially homework. We ask you to sign their planner weekly and this is a good opportunity to talk through the work that has been set.
2. Providing a study space which;
 - ❖ is free from interruptions
 - ❖ has a table and chair
 - ❖ has space to organise books, dictionaries, pens etc.
 - ❖ has good light
 - ❖ has no television within sight or hearing!
3. Please stop your child from doing unreasonable amounts of homework. Homework will not always be easy and may on occasions require some extended study. We would not, however, wish any student to become

stressed or over anxious about their work, and we do rely on you to let us know, in writing in the planner, if this is the case.

4. Do let us know if your son/daughter does not appear to be doing homework. Sometimes this is due to a 'quality' problem (the same homework can take some students 10 minutes and others two hours!) Sometimes it may mean that it is not being recorded.
5. Please write a note to the form teacher or subject teacher in the planner or exercise book if there is any good reason why your child has not been able to complete their homework. Teachers will normally initial to say that they have seen the note.
6. Please prioritise your attendance at Parents' Evenings.

How is homework recorded?

The homework set is recorded in the student planner.

What if you have a query about homework?

We encourage parents to contact school immediately, whenever they have concerns regarding homework. Contact should be made with the appropriate class teacher, Head of Department or the Head of Year. Further details of the nature and regularity of homework, in different subjects, are available on request.

10. SCHOOL EXAMINATIONS

Mobile 'phones, ipods and other electronic devices with memory capabilities **ARE NOT ALLOWED IN THE EXAMINATION ROOMS** e.g. Sports Hall. Failure to follow this rule may lead to **disqualification**.



11. STUDENT PLANNERS

Each student will be issued with a planner on the first day of term, which will be required for every lesson. The purpose of the planner is to help **all** students to be well organised. It is also an effective means of communication between parents and teachers.



Parents/Guardians need **to sign their child's planner each week** and can make comments in the relevant section, if they so wish. Absence notes should also be entered in the planner. Students who lose or deface their planner will be expected to purchase a new one for £2.50. If a student leaves his/her planner at home, he/she may be sent home to collect it and will be given a whole school detention.

12. REWARDS

The recognition of students' efforts and achievements is an essential feature in promoting high standards and quality learning. At Fred Longworth High School we aim to achieve this through an emphasis on praise and rewards, combined with stimulating and effective teaching and learning.

Staff praise, both verbal and written, is seen as an important way of rewarding students. In addition, the school has a rewards system to acknowledge and reinforce student achievement.

(i) Reward Points

All students will gain a reward point for every lesson in which they behave and will only lose the reward if they show “amber” or “red” behaviour (see section 13).

Each week every student has the potential to keep 30 reward points, on a weekly basis all students are entered into a draw during assemblies. If the number drawn is that of a student who has not lost any rewards over the previous week, he/she will receive a £5 voucher. If the student has lost a reward there will be a rollover to the next week. At the end of the year all the students who have kept their rewards will receive a certificate and prize during the last year assembly.

(ii) The merit system for Y7 and rewards comments for Y9 - Y11

Y7 – Y8

Merits should be awarded for;

- outstanding effort
- significant improvement
- significant achievement related to ability
- significant contribution to school
- acting upon teacher advice to improve performance

Y9 – Y11

Students who have 9 reward comments in at least 5 different subjects will be entitled to a £10 voucher from Mrs Garretts. These comments must only be given for;

- sustained effort over half a term
- the completion of a good piece of coursework or a project
- sustained improvement over half a term
- consistent contribution to whole class discussions over half a term
- significant contribution to extra curricular events, performances or celebrations
- significant contribution to school sports teams over a term

The reward comments must be validated by the appropriate HOY prior to a student seeing Mrs Garretts.

(iii) Excellent attendance/punctuality

There will also be rewards for excellent attendance and punctuality. Each week the form of the week with the best attendance and punctuality, in each year, will be published on the year notice boards and will receive toast vouchers for one day.

(iv) Bronze, silver, gold and platinum certificates

These will be awarded to students who have achieved a high standard in their termly interim assessments.

Toast voucher days:

- Y7 - Monday
- Y8 - Tuesday
- Y9 - Wednesday
- Y10 - Thursday
- Y11 - Friday

(v) Y7 - 11 additional rewards

Each half term Mrs Garretts will decide on a reward for all students who have kept their rewards and credits, for having their equipment and wearing their school uniform correctly.

13. THE GOOD BEHAVIOUR AND DISCIPLINE GUIDE

Traffic Lights

The following 'traffic light' posters will be displayed in all classrooms, indicating the behaviours we wish to see and the ones we do not wish to see:

NEVER (Red behaviours)

- **Hit**
- **Threaten**
- **Use bad or rude language**
- **Refuse to follow teacher's instruction**
- **Steal**

DON'T (Amber behaviours)

- **Talk when a teacher is talking**
- **Interrupt**
- **Answer back**
- **Shout out**
- **Be silly**

DO (Green behaviours)

- **Say 'please' and 'thank you'**
- **Ignore talkers**
- **Put your hand up**
- **Wait your turn**
- **Respect the teacher, other students and equipment**

When students show 'amber behaviours'

Key: HOD = Head of Department HOF = Head of Faculty HOY = Head of Year

Stages to be followed for unacceptable behaviour in lessons

Stage 1

Final warning to be issued by subject teacher, following the teacher's earlier attempt to get the student to behave, using his/her professional discretion. The range of strategies used by the teacher should be reported to the HOD/HOF. A 'loss of reward' stamp will be placed in the student's planner. The teacher will also ensure that the loss of reward is recorded centrally.

Stage 2

Referral to the HOF/HOD by the subject teacher. Action taken will be the same for all faculties/departments.

Action 1: Verbal warning by the HOY/HOD and student apology to subject teacher, (if there is no improvement go to Action 2).

Action 2: A faculty detention (FD) will be given during which a structured letter of apology will be written. This detention will be recorded by the HOF in the student's planner. If there is no improvement the student will be referred to the HOY.

Stage 3

The HOY will place the student in a whole school detention (WSD) which is a very strict one hour detention after school on Tuesdays, Wednesdays and Thursdays. The HOY will record the WSD in the student's planner. There will be no talking and work will be provided to fill the hour. Non-attendance will result in a detention with members of the Senior Leadership Team on Friday. The HOY will filter the referrals and set up one or more of the following:

- Counselling
- Place the student on a daily target card
- 5 day HOY report of Behaviour Improvement Programme BIP report with Senior Leadership Group
- Letter to Parent/Guardian
- Telephone call to Parent/Guardian
- Meeting with Parent/Guardian
- Referral to an outside agency e.g. educational psychologist

If there is no improvement or non-compliance the student is referred to the Senior Leadership Group (SLG) - Headteacher/Deputy Headteachers/Assistant Headteachers.

Stage 4

Exclusion and/or isolation in the school isolation room with modified lesson and break times to maintain a day of isolation from peers. Following isolation students will be placed on report. Students who are excluded several times are also likely to be placed on a Behaviour Improvement Programme (BIP) with a member of the SLG

Students having reached Stages 3 and 4 will immediately return to Stages 3 and 4 if they re-offend and reach Stage 2 when allowed back into their lessons, however, only the HOF/HOD will make the referral to the HOY.

Students showing red and other very serious misbehaviour

Students whose behaviour is very serious e.g. deliberately assaulting another student, will go straight to Stage 4. **Parents will be expected to accompany their child into school following all exclusions** in order to discuss their child's misbehaviour and to

agree targets for improved behaviour. Occasionally, the exclusion may be permanent, for example, in the unlikely event of a student selling drugs.

Further details of the Discipline Policy are available on request

Confiscation Policy

Confiscated items such as jewellery will be kept on the day of confiscation until 2.55 p.m. If brought into school again the period retained will be longer.

Mobile 'phones/ipods/MP3s will be confiscated until the end of the week.

Dangerous objects and cigarettes will only be returned to a Parent/Guardian.

14. POLICY STATEMENT - BULLYING

Rationale

In the UK seven out of ten students have experienced bullying. Bullying is a wilful, conscious desire to hurt, threaten or frighten someone. At present the commonest types of bullying are cyber and verbal bullying. It can be as simple as calling someone a "gay boy" or pushing people in corridors. Some victims of persistent bullying have suicidal tendencies.

Bullying can prevent a student from achieving his/her full potential and can often have a detrimental effect on the victim. Cases of bullying should, therefore, always be taken seriously and acted on promptly.

Purposes

Fred Longworth High School has a responsibility to create and maintain a secure and safe environment at school for all students who are in our care, so that parents may send their children to school in the confident knowledge that they will be protected from any possible bullying.

Guidelines

We **ALL** have a responsibility to reduce bullying.



Students have a duty to themselves, and others, in preventing bullying and taking action should it occur. Bullying is unacceptable and we aim to ensure that students are not afraid to say so should it occur in their presence. Both victims and bystanders of a bullying incident are expected to tell a member of staff. Students who tolerate bullies are supporting them. Pressure from other students can stop bullying.

Parents can help identify the early signs of possible bullying. If parents think that their child, or any other child, is being bullied or is bullying, then they are expected to contact school as soon as possible. Parents of a bully must work in co-operation with the Pastoral Team at Fred Longworth High School to help change their son's/daughter's unacceptable behaviour.

Teachers at Fred Longworth High School will endeavour to create a climate within our community which does not sustain bullying. Teachers will listen to victims of bullying sympathetically and will respect the confidence of any student or parents

reporting a bullying incident. (All discovered bullying will be acted on by the HOY or a member of the Senior Leadership Group.)

The Pastoral Care Team will deal with all known cases of bullying and will often adopt the “**NO BLAME APPROACH**” when bullying is persistent. A student log may be maintained as part of the strategy in order to monitor the situation. When necessary our School Based Police Officer will be involved.

Support for victims of bullying

Students who are being bullied can put a note in a “bullying concerns” message box in the reception area near to the pay ‘phone. The notes will be picked up by Mrs West or Mrs Bailey (our Key Workers) who will give a confidential written reply to students.

Heads of Year/SLG will provide information about where the students can get advice to help them to come to terms with what has happened to them. For example “Little London” and “Childline”.

“The Open Door Policy” exercised by Heads of Year provides ongoing support for the victims and facilitates the reporting of future incidents. There are trained student buddies who can also be contacted for support. Some students prefer to speak to another student rather than to a member of staff.

Bullies also need support and may be referred to the “Babylon Assertiveness” course which specifically addresses the issue of bullying and how such dominant behaviour could be channelled in a more positive way.

15. CHILD PROTECTION

Fred Longworth High School fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with students
- Raising awareness of child protection issues and equipping students with the skills needed to keep them safe
- Developing and then implementing procedures for identifying and reporting cases, or suspect cases, of abuse
- Supporting students who have been abused in accordance with his/her agreed child protection plan
- Establishing a safe environment in which students can learn and develop

We recognise that because of the day to day contact with students, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where students feel secure, are encouraged to talk and are listened to
- Ensure students know that there are adults in the school whom they can approach if they are worried
- Include opportunities in the PSHE curriculum for students to develop the skills they need to recognise and stay safe from abuse

Mr. Hodkinson (Deputy Head) is our school protection officer. For further details please contact the school.

16. SCHOOL EQUALITY POLICY

At Fred Longworth High School every person matters. We endeavour to create a positive ethos through the promotion of tolerance and by fostering understanding and respect between students. All of our students, regardless of gender, race, cultural

background, faith or disability, are given access to a broad, balanced and relevant curriculum. We aim to ensure that all members of the school community are given the opportunity to fully utilise their talents.

For further details of our policy please contact the school.

17. WHAT HAPPENS IF A STUDENT FEELS ILL?

The students subject teacher will sign his/her planner giving permission for the child to go to a school first aider. If necessary the first aider will contact Parent/Guardian should the child need to go home or receive hospital treatment. Outside of lesson time the student should report to the front office or directly to the first aider.



Medication, including paracetamol **CANNOT** be administered to students. Please ensure that the school is informed of any change of **address or telephone number** in case of such an emergency.

Students should NEVER telephone a parent without permission from a member of staff or go home without signing out of school.



18. MEDICAL DROP IN CENTRE/SCHOOL BASED POLICE OFFICER (SBPO)

The Connexions Office is used for confidential counselling during Monday lunch time with Karen Oultram, our school nurse from Tyldesley Clinic.

Our School Police Officer, PC Andy Wright, will be based at Fred Longworth High School for two or three days each week.



19. RESOURCE CENTRE

Students have access to the Resource Centre from 8.15 a.m. until 3.45 p.m. Monday to Thursday and 8.15 a.m. until 3.15 p.m. Friday.

In the Resource Centre they will find information books, all their favourite story books, revision books, magazines, newspapers, DVDs, videos, CDs, language tapes, project boxes and a wealth of information from the Resource Centre supervisor, Mrs Lee.

20. EXTRA CURRICULAR ACTIVITIES

The school provides a wide range of activities outside lesson times.

Details will be issued on the first day of term.

21. PRINCIPAL FIRST AIDER

- Mrs. A. Pritchard
(on site between
8.00 a.m. and 3.00 p.m. each day)



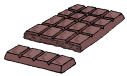




22. SCHOOL FOOD RULES

New requirements for school lunches:

Not less than two servings per day, per child must be provided;	
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at least one should be vegetables or salad and at least one should be fruit	✓
Oily fish such as mackerel or salmon must be provided at least once every three weeks	✓
A type of bread with no added fat or oil must be provided daily	✓
Free, fresh drinking water must be provided	✓
The only drinks allowed during the school day are still or sparkling water, skimmed/semi-skimmed milk, fruit juice, plain yoghurt drinks. Tea, coffee and low calorie hot chocolate are also permitted. NO FIZZY POP	✓

These foods are now restricted or no longer allowed

	NO confectionery	Chocolate bars, chocolate coated biscuits and sweets must not be provided	✗
	Salt and condiments – restricted	Salt must not be provided at lunch tables or service counters	✗
	Snacks – restricted	Crisps must not be provided. Nuts, seeds, vegetables and fruit, with no added salt, sugar or fat, are allowed.	✗
	Deep fried food – restricted	No more than two deep fried foods, such as chips and batter coated products in a single week.	✗
	Meat products - restricted	The following meat products may be provided no more than once per fortnight: Group 1: burger, hamburger, corned meat, chopped meat Group 2: sausage, chipolata, luncheon meat Group 3: meat pie, meat pudding, Melton Mowbray pie, pastie, sausage roll Group 4: any other shaped or coated meat product	✗

24. CONTACTING SCHOOL

Although we don't encourage personal calls to students, if it is necessary to ring into school with a message for your child, it would be helpful if you know your child's **form** and which **lesson** he/she is in at the time. Ask your child to complete the timetable below. Telephone number: 01942 883796

MY CHILD'S TIMETABLE

My child's Head of Year is

My child's Form Tutor is

	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5
MONDAY					
	ROOM	ROOM	ROOM	ROOM	ROOM
TUESDAY					
	ROOM	ROOM	ROOM	ROOM	ROOM
WEDNESDAY					
	ROOM	ROOM	ROOM	ROOM	ROOM
THURSDAY					
	ROOM	ROOM	ROOM	ROOM	ROOM
FRIDAY					
	ROOM	ROOM	ROOM	ROOM	ROOM

