



Farmor's School

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AN ACADEMY

# **PARENT INFORMATION BOOKLET**



Moving from primary to secondary school is an exciting and significant event in your child's life. It is an important milestone which marks a change in expectations of your child regarding crucial life-skills such as independent working and self-organisation.

When a child starts at secondary school, they are expected to cope with a whole variety of new experiences and changes, many of which demand skills and abilities that they have not used before. We hope this booklet will support you and your child in coping with some of these changes.

### **The main differences between primary school and Farmor's School**

Most students will need to travel further to get to school, often by bus. This will mean that they will need to be organised to make sure that they catch the bus on time.

They will have 14 different subjects and teachers, this means that they will need to bring in different equipment and books each day for each lesson. We advise that students pack their bags the night before to make sure that they have the correct equipment each day. They also need to think about the type of bag they use. Can all the equipment fit in it? Is it easy to carry? Can they pack it themselves?

The school site is much bigger than their primary school and students will be taught in many different areas for each subject. They will need to learn the school layout and how to get to lessons on time.

Students will have a tutor; every morning they will register with them, receive daily notices and have an opportunity to speak to them about any issues or concerns they may have.

Homework will be set by each subject, on a regular basis, so they will need to look on the '**Show My Homework**' website (<https://www.satchelone.com/login>) each day to ensure that they do not miss anything. They will need to learn to manage their time so that they are able to complete all homework and hand it in on time.

They will have the opportunity to work in Science laboratories and Design and Technology workshops where they will be taught about Health and Safety. Teaching styles may vary for each subject. Each lesson is 1 hour long.

These changes can be a challenge for some students, but we find that they soon get used to our school; staff and older students are always willing to help and support.

## Initial worries and concerns

When there is change there is apprehension about the new systems and challenges that lie ahead, from parents and students. It is quite normal to worry about things and although they are common concerns, most children report that they are no longer worried about them after just a few weeks.

1. **Getting lost** – Please reassure your child that there are lots of people who will be willing to help them find their way during the first few days. There will be orientation activities for the students to complete on their first day which will give them an opportunity to explore the site with their tutor group.
2. **Too much homework** – We have a fantastic internet based system called ‘**Show My Homework**’ which details what homework they have been set by each subject, and when it is due to be handed in. Providing they do the homework as they get it, they should be able to complete all work set to a high standard. However, if they experience problems they must speak to their tutor or subject teacher as soon as possible, so that we are able to support them.
3. **Meeting new people** – This year we have students from 37 Primary schools starting Farmor’s, some of whom don’t know anyone. It can be scary, but we do have lots of opportunities for them to meet new people: tutor time, clubs at lunch time, library at break and lunch.
4. **Having lots of new teachers** – Students will find it difficult to remember all the new teachers names, so it is a good idea to make a note of the subject and teacher name. It will take a little while to get use to the different teaching styles and routines.
5. **Not getting to lessons on time** – In the first week of starting in September there will be people around the school to help students find their lessons. Teachers will understand that students may get lost or go to the wrong room in the first week. Students could use break time and lunch time to make sure they know where they are going next.
6. **Not having the right equipment and books** – Students should pack their bags the night before by checking their timetable and making sure they have the right equipment for each subject. If they do forget something, they need to speak to their subject teacher at the beginning of the lesson.
7. **Getting a detention** – Detentions are only given out for inappropriate behaviour or missed homework and take place at lunch time or after school. To avoid detentions students should behave in appropriate ways in lessons and around the school, please refer to the student charter. If there is a problem with homework, speak to a teacher before it is due in. Please support us with our behaviour policy to ensure students get a consistent message about where our behaviour boundaries are.
8. **Work being harder than primary school** – Work does get hard, but it will be age-related and work will be appropriate for their learning needs. If students are having difficulties, they should speak to their subject teachers.
9. **Missing the bus** – Students should be at the bus stop at least 5 minutes before the bus is due. However, if they do miss the bus they should contact home to arrange a lift into school. If it means that they will be late to school, you will need to phone the school to let them know.
10. **Bullying** – They should speak to their tutor or any adult they feel comfortable talking to. We have anti-bullying ambassadors who are Y11 prefects that they can talk to. Bullying is not tolerated at Farmor’s and it is our responsibility to ensure that all students are fully supported. Students can also email [tellsomeone@farmors.gloucs.sch.uk](mailto:tellsomeone@farmors.gloucs.sch.uk), these emails are monitored by the Anti-Bullying ambassadors.

During your child's time at Farmor's School they may need help and support for a number of different reasons. At Farmor's we have a strong support system which your child can use to help them solve their issues whether they are small or large. Their tutor should be the first person they turn to for pastoral issues along with their subject teachers for academic issues. If they feel that their tutor or subject teachers are unable to resolve their concerns, they can see the Head of Year, Mr Wood.

### Who can help?

- Tutor – Settling in period, general issues and concerns
- Subject teacher – Subject related issues
- Head of Year - Issues that are unresolvable by the tutor or subject teacher
- Student services – If your child feels unwell, needs medical assistance, needs to phone home
- Prefects – Getting lost, general questions about school, bullying
- The School Link Nurse and counselling are by referral only, by student or parent request
- SEND – Mr Dan, the school SENCO is available to help with any SEND questions

### Who to contact about.....?

Farmor's School is a much larger school than you or your child will have been used to and it can seem like a more formal place. This section is to help guide you to the right contact if you have any queries.

- If your child is **absent** due to illness – phone **Student Services on 01285 712302, select option 2** by registration time so that relevant people can be informed.
- If your child needs **time off** from school you will need to email the request to [admin@farmors.gloucs.sch.uk](mailto:admin@farmors.gloucs.sch.uk)
- If you wish to discuss **specific** concerns, phone the main reception and ask to be transferred to the relevant head of department or tutor.
- For **other queries** that you feel the tutor or Head of Subject is unable to resolve, please phone to speak to the Head of Year who may invite you in for an appointment to discuss the matter further.
- If you have any questions or problems with **ParentPay, cashless catering or buses** you can either email or phone the finance department [finance@farmors.gloucs.sch.uk](mailto:finance@farmors.gloucs.sch.uk)
- Parents will receive a weekly parent bulletin via email each Friday. This contains information such as trips, links to the website for letters, weekly notices, safeguarding and online safety information updates.

It can be difficult to speak to a teacher in the day because of their teaching commitments; therefore it may be easier to email them. We aim to respond to parent emails within 2 working days

Your child will be placed in a Tutor Group and will usually remain in the same one until the end of Year 11. The tutor will have daily contact with your child and will be responsible for their overall well-being during the school day. Tutors also have teaching responsibilities, but can be contacted by phone or email. It is important to pass on any relevant information about your child to their tutor if you feel it may or could affect them at school.

## Farmor's Staff – 2021/2022

Headteacher	Mr M Evans
Deputy Headteacher	Mrs E White
Business Lead	Mrs S Hughes
Assistant Headteacher (Pastoral)	Mr R Eckersley
Assistant Headteacher (Sixth Form)	Mrs T Kelly
Assistant Headteacher (Inclusion)	Ms N Sturla
Assistant Headteacher (Teaching and Learning)	Ms C Wells

### Heads of Department

Art	Mrs T Parker-Woolway
Business Studies & Economics	Mr P Imeson
D&T	Mrs M Smith
English	Ms S Simmonds
Geography	Mrs Bachelor
History	Mr J Speake
IT	Mrs H Bristow
Mathematics	Mrs A Lines
Modern Languages	Mr S Pike
Music	Mr J Driver
PE	Mr P Hockey
Performing Arts	Mr T Newman
Science	Dr S Bettington
Social Sciences	Mr Jeremy Johnson

### Head of Year

Year 7	Mr P Wood
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### Year 7 tutors

7ADS	Dr A Short
7NAB	Mrs N Barrett
7JIW	Mrs J Wilton
7NJC	Dr N Crook
7AJS	Mr A Smith
7VCO	Mr V Colonna

### SENCO

Mr M Dan

### Student Services

Mrs L Whiteman  
Mrs G Hartshorn

### Finance

Mrs J Simmonds

## **School day**

### **Monday**

**8.45am - 9.25am registration and PSHCE with tutor**

9.30am – 10.30am period 1

**10.30am - 10.50 am Break (food can be bought from the canteen or snack shack)**

10.55am – 11.55am period 2

12.00pm – 1.00pm period 3

**1.00pm – 1.30pm Lunch (food can be bought from the canteen or snack shack) and clubs**

1.35pm – 2.35pm Period 4

**2.45pm – buses leave**

### **Tuesday, Wednesday, Thursday & Friday**

**8.45am - 9.00am registration or assembly**

9.05am – 10.05am period 1

10.10am - 11.10am period 2

**11.10am - 11.30am Break (food can be bought from the canteen or snack shack)**

11.35am – 12.35pm period 3

12.40pm – 1.40pm period 4

**1.40pm – 2.20pm lunch (food can be bought from the canteen or snack shack) and clubs**

2.25pm – 3.25pm period 5

**3.35pm – buses leave**

## Equipment

Your child will be given exercise books for each subject and text books will be available for them to use in class. In Year 7 it is highly unlikely that you will be asked to provide text books, but you may wish to support their learning at home with additional texts. Should you want advice on the books to buy, please do not hesitate to contact the relevant department. Your child will need to be fully equipped for school and it is a good idea to have two of everything so that if an item is lost it is easy to re-equip quickly.

### Essential Items

- ☐ Pencil case
- ☐ HB pencil
- ☐ Rubber
- ☐ Calculator
- ☐ Headphones (see below for details)
- ☐ Black pen
- ☐ Ruler
- ☐ Sharpener

### Advised

- ☐ Glue
- ☐ Coloured pencils
- ☐ Protractor
- ☐ Compass
- ☐ Memory stick

### Headphones

The music department does not supply headphones for students to use in their Music lessons for hygiene reasons. We ask that students should come to their Music lessons equipped with a pair of headphones that they can use.

The headphones can be any style you wish, but should have a mini-jack connector (like the one you need for an iPod or MP3 player) in order that they can be plugged in to the iMac computers.

Reminder – school rules regarding the use of personal music players in school is prohibited and we politely ask that you make sure your child respects this and therefore should have headphones out of their bags only if required during a Music lesson.

### Drama

During Drama lessons, students are asked to remove their shoes and sit on the floor. This allows them to take part in practical activities safely and keeps the floors clean for them to work on. Tights should be worn with skirts and if possible, trousers rather than skirts should be worn on Drama days.

### Lockers

Lockers are available for all year 7 students to use, please contact the Finance Department for more information.

## **Student Charter**

The Student Charter is produced by the school council

### **Focus**

- I will concentrate and engage in class in order to complete my work to the best of my ability.
- I will ask questions if I do not understand something or need help.
- I will involve myself in discussions with the teacher or my classmates.
- I will try to remain on task at all times.

### **Achieve**

- I will work hard, listen and participate in order to reach my potential.
- By putting in effort and focusing on my schoolwork, I will achieve my goals.

### **Respect**

- I will value others and myself in a positive way.
- I will care about others feelings and well-being.
- I will look after school property.

### **Manners**

- I will follow the school rules, respecting other students in and out of lessons.
- I will be polite and courteous to my fellow students and staff.

### **Organised**

- I will come to every lesson with the correct equipment/kit.
- I will hand my homework in on time and complete it to the best of my ability.

### **Resilience**

- Resilience is the ability to bounce back from hardship.
- When I find something difficult or fail, I will continue trying in order to improve myself.

### **Succeed**

- If I follow F.A.R.M.O.R.S. I will succeed.
- Success will lead me to greater opportunities for further success.



## **The Use of Computers, Internet & Email at Farmor's School**

Farmor's School is pleased to offer students access to a computer network for email and the Internet. It should be noted that the school does not accept liability for personal devices within school. To gain access to email and the internet, all students must obtain parental permission as verified by the signatures on the form attached.

### **What is possible?**

Access to email and the internet will enable students to explore thousands of media rich websites and other repositories of information and to communicate with internet users around the world. Whilst the school has selected an Internet Service Provider (EXA networks) which attempts to filter out any unsuitable material, families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Although the aim of the school is to use internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students of access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

### **What is expected?**

Students are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behaviour and communications apply. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilising the school's computer resources. Use of personal equipment such as tablets and smart phones within the classroom is by prior agreement with the teacher. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

### **What are the rules?**

**Privacy** – Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that students are using the system responsibly.

**Storage capacity** – Users are expected to remain within their allocated disk space and delete email or other material which take up excessive storage space.

**Illegal copying** – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's workspace.

**Inappropriate materials or language** – Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behaviour. Should students encounter such material by accident, they should report it to their teacher immediately.

## **Brief advice for students when using IT**

**These are guidelines to follow to prevent the loss of network privileges at school:**

1. Use a computer in such a way so as not to harm other people or their work.
2. Respect computers and network devices just as any other school equipment.
3. Only use those programs that are already installed on the network - do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Copyright laws are there for a reason – don't break them.
5. Do not view, send, or display offensive messages or pictures.
6. Keep your password to yourself – don't share it with another person.
7. Only print out material when absolutely necessary. The School employs a print quota system, allocated for the printing of coursework. Additional print credit can be purchased for personal printing.
8. Only access your account – not anyone else's folders, work, or files.
9. Notify a teacher immediately, if by accident, you encounter materials which are against the rules of appropriate use.
10. Be prepared to be held accountable for your actions and for the loss of privileges if these rules are not complied with.

## **Social Media & Mobile phones**

We do not allow mobile phone use at Farmor's, due to its potential to negatively impact on school life. Phones are allowed at school as long as they are turned off and in a student's bag or locker. Over the last few years social media activity has increasingly become an issue for all schools. Conversations that take place over social media outside school can impact on behaviour and relationships in school and if so we will take action in line with our behaviour policy.

**The minimum age requirement for all social media sites is 13**, however many children are circumventing this. Social media can be a powerful influence in a child's life and once children have access to it, they can be very unwilling to give it up. Some young people are on their phones all the time – in their room, on the bus, in bed at night, when they are eating, while you are trying to talk to them, and while they are trying to do their homework. Social media alerts can mean that they are living in a perpetual state of interruptions which impacts on their ability to concentrate and sleep.

Our experience is that, despite what they are told, some children will say and do things on-line that they would never do in the real world. This can have a serious impact on friendships, self-esteem and personal safety. The majority of friendship issues the pastoral team deal with in years 9 and 10 stem from social media issues.

So what can we do about this? In school, we have a programme of education about social media and internet use which we deliver in PSHCE lessons and assemblies. As parents and carers, we suggest that you regularly check what your child is doing on line. Don't be afraid to restrict their access to the internet; make sure phones stay downstairs or ask for the phone to be handed in at an agreed time. Talk to your child about their internet use and make sure that they are aware of the dangers associated with social media. For further information, [www.childnet.com](http://www.childnet.com) & [www.saferinternet.org.uk](http://www.saferinternet.org.uk) has lots of advice for parents on the subject and explains how to set up parental controls.

**There are apps which allow you to monitor how much screen time is used and limit app downloads. Here is a link to internetmatters.org which has a page containing information about these apps.**

**<https://www.internetmatters.org/resources/monitoring-apps-parents-guide>**

### **Suggested guidelines**

- ✓ **Do talk to your child about what they do on their phone and which apps/websites they use**
- ✓ **Don't allow mobile phones in the bedroom after 9pm**
- ✓ **Be aware of the age limit of certain apps - are they older enough to sign-up to them?**
- ✓ **Set-up your own account so that you can monitor their activity**
- ✓ **Check what is on their phone**

## FARMOR'S KEY STAGE 3 (YEAR 7 TO 9) UNIFORM

**Shirts/Blouses:** plain white shirt or blouse with no patterns and straight collars (vendor optional). Shirts should be tucked in . *Short sleeved shirts can be worn in warm weather.*

**Jumpers:**

Blue v neck jumper with Farmor's logo embroidered on the left breast (purchased from PMG School Wear).

**Coats:**

Coats may be worn over the top of the uniform but should not be on during lessons. 'Hoodies' (*a top of sweatshirt material with a hood*), sweatshirts or cardigans are not considered substitutes for a coat and are not allowed.

**Ties:**

School branded clip-on ties with House coloured stripe (purchased from the school using Parentpay. Once paid, for ties will be issues in September).

**Trousers or Shorts:**

Black trousers or knee length shorts (vendor optional). Trousers should not be skin tight/drainpipe style.

**Skirts:** Pleated skirt (vendor optional). Skirt length should be 'decent' (when a student stands upright and places their hands by their sides, the skirt should be longer than their fingertips).

**Socks or Tights:** Black

**Shoes:** Black. Flat heeled. No trainers. No canvas shoes. No prominent logos.

**The following are not allowed in school for KS3 and KS4:**

- Unnatural hair colours or 'extreme' hair styles (clipped hair should be no shorter than grade 1, hair accessories must be subtle and dark coloured).
- Excessive make-up (including coloured nail varnish).
- Jewellery (including rings, bracelets, necklaces, additional earrings\* or any other kind of piercings). *\*One pair of small sleeper or stud earrings may be worn (one in each ear). These must be removed for PE lessons. One charity band may be worn.*
- ***Therefore new piercings should only be done at the start of the summer holidays.***
- Belts with large buckles and brightly coloured tops that show through under shirts.
- Headphones and portable music players (unless in lessons with the expressed permission of a teacher).
- Mobile phones or games consoles, which are visible and switched on during the school day.

## Farmor's School PE Kit

No jewellery is allowed whilst doing PE and all piercings must be removed. Defiance of this rule will result in a sanction. Long hair must be tied back.

Uniform Supplier: <http://pmgschoolwear.co.uk/shop/search/q/farmors>

Students may wear their PE kit to school on PE days. Since the students wear shorts/skorts for PE, we allow students to wear appropriate navy/black leggings or tracksuit bottoms. These need to be plain without prominent logos or the Farmor's Tracksuit, available from a separate supplier from the standard school uniform: <https://macronstoregloucester.com/club-shop/e-i/farmors-school/>

If you have any further questions about the PE kit or the tracksuit please contact Mr Hockey  
- Head of PE ([phockey@farmors.gloucs.sch.uk](mailto:phockey@farmors.gloucs.sch.uk))

### PE KIT FOR ALL

- Farmor's sports polo shirt
- Farmor's panelled shorts/skort
- Farmor's outdoor sports socks
- White indoor sports socks
- Sports trainers

### GIRL'S CURRICULUM

- Farmor's 1/4 zip fleece
- Farmor's leggings (*optional*)

### BOY'S CURRICULUM

- Farmor's rugby shirt
- Rugby / football boots

## **Farmors Catering**

Farmor's School Catering offers a range of hot and cold break and lunch options for students at Farmor's School, as well as providing lunches for pupils at Down Ampney primary school.

We are striving to improve the catering experience for our students; we now offer Gluten Free and Dairy Free options.

School meals can be paid for via ParentPay and students can use our biometrics system or pin number.

## **Free School Meals**

To apply for Free School Meals for your child please visit the Gloucestershire County Council website for information and the application form <http://www.gloucestershire.gov.uk/educationgrants>

If you don't have access to a computer, please speak to us and we will be happy to support you in making an application. You will need an email address and your National Insurance or National Asylum Support Service (NASS) number when you apply.

If your child is currently receiving Free School Meals, it is not necessary to apply again.

For further support and advice you can contact the Free School Meals Team by emailing [freeschoolmeals@gloucestershire.gov.uk](mailto:freeschoolmeals@gloucestershire.gov.uk)

## **Personal, Social and Health Education (PSHE)**

The PSHE programme covers many topics relating to your child's wellbeing and development, including relationships and sex education. Parents can view an outline of the PSHE programme on the school's website <https://www.farmors.gloucs.sch.uk/academic/subjects/pshe>

The PSHE curriculum introduces appropriate content at each stage of a child's development. The curriculum is in line with the Department for Education's statutory guidelines. Sensitive topics, such as contraception, alcohol and drugs awareness, and staying safe online, are taught with a moral underpinning and promote the values of tolerance and diversity of belief.

Parents have a right to withdraw their child from sex education taught through the PSHE programme. Further details are available on the school website.

## **Tips for a successful Farmor's experience**

- ✓ Spending time with your child in the first few weeks and help them to establish a routine.
- ✓ Check their timetable and help pack their bag with them the night before.
- ✓ Take an interest in your child's homework and subjects.
- ✓ Ask them about what they have learnt and what new experiences they have had at school.
- ✓ Check 'Show My Homework' daily with them to see what homework they have and when it needs to be handed in. [www.satchelone.com](http://www.satchelone.com)
- ✓ Help them organise their time to make sure that they are able to complete the work and hand it in on time.
- ✓ Always keep the school informed about things that may impact on their learning or effect their general health and wellbeing.
- ✓ Do not hesitate to contact their tutor, subject teachers, or Head of Year if you have any queries. If a positive line of communication is built between the parents and the school, it will have a positive influence on the student's school experience.
- ✓ Be aware of any changes of that could indicate a concern or problem. Ask them about their lunch to ensure that they have bought or eaten it. Check their uniform periodically. Look out for changes in personality, their use of emailing or messaging and ask them about friendship groups. If you have any concerns, please contact the school as soon as possible.
- ✓ Finally, praise their achievements and school experiences as much as possible.

## **Glossary**

CAT	Cognitive Ability Test
DT	Design and Technology – food, textiles, resistant materials, graphics
HOY	Head of Year
SEND	Special Educational Needs and Disability
EHCP	Educational Health Care Plan
EAL	English as an Additional Language



## Email addresses

### Tutors

7ADS	ashort@farmors.gloucs.sch.uk
7NAB	nbarrett@farmors.gloucs.sch.uk
7JIW	jwilton@farmors.gloucs.sch.uk
7NJC	ncrook@farmors.gloucs.sch.uk
7AJS	asmith@farmors.gloucs.sch.uk
7VCO	vcolonna@farmors.gloucs.sch.uk

### Head of Year

Mr P Wood	pwood@farmors.gloucs.sch.uk
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<b>General queries</b>	admin@farmors.gloucs.sch.uk
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<b>Finance</b>	finance@farmors.gloucs.sch.uk
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## **Term Dates 2022-2023**

### **Term 1**

Monday 5<sup>th</sup> September – Inset Day, School Closed to Students

Tuesday 6<sup>th</sup> September – Years 7, 10 and 12 Return to School

Wednesday 7<sup>th</sup> September – All Year Groups Return to School

Thursday 20<sup>th</sup> October – Term Ends

### **Term 2**

Monday 31<sup>st</sup> October – All Students Return

Friday 16<sup>th</sup> December – Term Ends

### **Term 3**

Monday 2<sup>nd</sup> January – New Year Bank Holiday

Tuesday 3<sup>rd</sup> January – Inset Day

Wednesday 4<sup>th</sup> January – All Students Return to School

Friday 17<sup>th</sup> February – Term Ends

### **Term 4**

Monday 27<sup>th</sup> February – All Students Return to School

Friday 31<sup>st</sup> March – Term Ends

### **Term 5**

Monday 17<sup>th</sup> April – All Students Return to School

Monday 1<sup>st</sup> May – School Closed May Bank Holiday

Friday 26<sup>th</sup> May – Term Ends

### **Term 6b**

Monday 5<sup>th</sup> June – All Students Return to School

Friday 21<sup>st</sup> July – Term Ends