



THE  
COLESHILL  
SCHOOL



## STEPPING UP BOOKLET



ArthurTerry  
Learning  
Partnership

[www.thecoleshillschool.org](http://www.thecoleshillschool.org)

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Good  
Provider



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# Welcome to The Coleshill School

Dear students,

I am delighted to welcome you to The Coleshill School, a school which is graded 'Good' in all areas and is a top performing school in the local area.

We are a welcoming school with high expectations of all our students in terms of achievement and behaviour. Our motto of 'Word Hard, Be Kind, Take Responsibility' reflects everything we do. We will work with you and your family to ensure that you make outstanding progress in order to achieve your full potential. We look forward to finding out all about your talents and interests.

We believe in rewarding success and celebrating achievement so it is up to you to show us what you can do! We have fantastic teachers here who will challenge you to be the best that you can be. You will be well looked after by a strong pastoral team; you will meet your Year Leader and other key staff who will be working with you during the induction process.

We look forward to you joining us in September.

**Mr. Ian Smith-Childs**  
**Headteacher**





# Term Dates and the School Day

## Term Dates

Year 7, Year 11 and Sixth Form Students will start school on **Wednesday 6th September 2023** at **8.45 am**.

Year 7 will spend the day getting to know their school and teachers, making new friends and engaging in some fun team building activities.

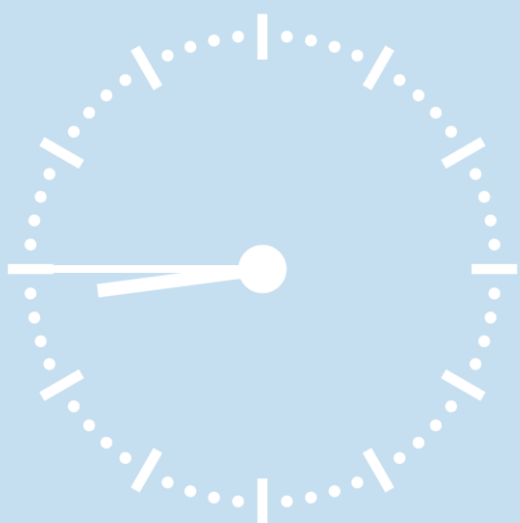
### School Term Dates for the Full Academic Year 2023-2024

Provisional teacher training dates have been set and can be found on the website:

<https://coleshill.warwickshire.sch.uk/our-school/term-dates-2023-2024/>



## Times of the School Day



<b>Tutor Time</b>	08:45-9:05am
<b>Lesson 1</b>	09:05-10:05am
<b>Lesson 2</b>	10:05-11:05am
<b>Break</b>	11:05-11:25am
<b>Lesson 3</b>	11:23-12:25pm
<b>Lunch</b>	12:25-1:10pm
<b>Lesson 4</b>	1:10-2:10 pm
<b>Lesson 5</b>	2.10-3.10pm

**Work Hard.  
Be Kind.  
Take Responsibility.**





# Getting To School

## Travel to School

The school promotes and encourages safe and sustainable travel for all students to and from school. This includes methods such as walking, cycling or using public transport and will bring health and wellbeing benefits by doing so.



## Arriving at School in the Morning

Students can enter school site via the Coventry Road or via Packington Lane. It is important that students walk on the pavements at all times and not on the road way, and must take care and pay attention to the cars and buses in the area.

The students should enter school via the side gate, to the left of the Sixth Form Centre with the main entrance for use by staff and visitors only. There are staff on duty in the canteen from 8am and students who arrive to school at this time may go to this area, as the rest of the site is unsupervised.

## Dropping Off and Collecting Students

Where there is no alternative and parents choose to drive their child to school we encourage them to car share wherever possible. It can be difficult to park near to the school, especially at the beginning and end of the day. Parents/carers are asked to be mindful of local residents and to ensure they do not obstruct driveways or the school main entrances on Coventry Road and Packington Lane. The school site has a maximum 5mph limit. You are not allowed to drive onto the main car park for student and staff safety.

**Morning drop off** - please drive into the school and make a complete loop in the turning circle before dropping off your child, being mindful of other cars and students walking into school.

**Afternoon collection** - there is no access permitted to drive onto the school site at the end of the day for health and safety reasons. The school is very busy at this time with the school buses coming on to the school site and turning circle.





# Travelling Safely to School

Safe travel to school is the responsibility of parents/carers and students as well as a priority for the school.

## A446 Dual Carriageway

The school is situated near a very busy dual carriageway and as a condition of accepting a place at the school, all **parents/carers must agree to not allow their child to cross the A446** under any circumstance or by any method - as the road is deemed too dangerous to cross on foot or bicycle. The school has a zero tolerance policy of students crossing this road at any time. The information below - which encourages walking and cycling to school - excludes crossing the A446 under any circumstances.



## Walking to School

Where students live a reasonable distance from school they are encouraged to walk to school - as long as there is a safe route to do so. They are also encouraged to wear reflective clothing such as arm bands and other accessories.

## Cycling to School

Students are encouraged to cycle to and from school, however they are expected to do so safely and must ride along designated routes to maximise safety. They must wear a helmet at all times and ensure that the bike has suitable lights, and are encouraged to wear reflective clothing such as arm bands and other accessories. Students must keep bikes in one of the designated bike racks either in the front car park or behind the school side gates and ensure their property is locked with a suitable bike lock. Students storing bicycles at school do so at their own risk. It is preferred and recommended that students have undertaken some cycling proficiency training before choosing to cycle to school.



## Bus Transport

There are a variety of school buses that are available and full details of the services that operate are available here: <https://www.thecoleshillschool.org/parents/transport>

### School Buses

For support with applying for Warwickshire school buses you will need to apply via the Warwickshire School transport website – which you can access through the link below:

<https://www.warwickshire.gov.uk/transporthelpunder16>

### Public Buses

The National Express Bus service, X70, runs along the Coventry Road, and there is also a school service 891 which operates morning and afternoon, coming on to the school site. Full details are on the school website.

Parents and students are responsible for their behaviour on school journeys. Students on buses must act in a manner conducive to the school's Behaviour Policy and are reminded that they are ambassadors for the school at all times. The school will impose sanctions for students who behave inappropriately on school journeys.



# How Parents/Carers Can Help and Support

Schools are only as good as the support they get from the parents and carers, and at The Coleshill School we always value this support.

## Please help us by:

Ensuring that your child starts every day in a positive way by arriving on time (8:40am for a 8:45am start) in full school uniform, with the appropriate books, equipment and PE kit, having eaten a good breakfast

Talking to your son or daughter about work and progress at school and letting us know straight away if you or she/he has any worries or concerns

Letting us know if your son or daughter has a particular talent, gift or skill that we might encourage and develop further

Ensuring that reply slips on letters and emails that are sent home are completed, signed and returned straight away. It is often worth checking school bags for letters however the majority of contact is over email

Important letters will often be followed by a text, an email or will be available on our website. It is essential you let us know if your contact details change so that you can keep up to date with all of the latest information

A strong partnership between school and home is essential and we appreciate parents/carers working with us and supporting on matters such as study and behaviour. It is also effective for students to see school staff and parents/carers working together in partnership to maintain standards.

Your first point of contact should be your child's tutor.



# Information for Parents and Carers

## Lost Property

Please mark all property with your child's full name and tutor group. Any student who has mislaid an item of clothing or equipment should contact the Student Support Office.

## Mobile Phones and Accessories

The Coleshill School will not accept responsibility or liability for the loss or damage incurred to any valuable items such as mobile phones, tablets etc. staff will not look after them for safe keeping - for example, during PE lessons. We have a policy of **no mobile devices/headphones anywhere in school**. If staff see students with these items they will be confiscated. On the first occasion, the device will be given back at the end of the day. However, on the second occasion, parents/guardians will be asked to collect the device themselves.

## Meetings at School

As a parent/carer if you need to arrange a meeting at the school you can either:

- \* Call the school main reception
- \* Email [enquiries@thecoleshillschool.org.uk](mailto:enquiries@thecoleshillschool.org.uk)
- \* Email your child's form tutor, relevant subject teacher or Year Leader

We aim to arrange appointments where possible within 48 hours. Please ensure a booking is made when a meeting is required, it is not possible to meet with a member of staff without a prior booking. When you visit the school, please report to the Main Reception who will sign you in and issue you a visitors' badge.





# Communications with Parents and Carers



## Text Messaging

The school uses a text messaging service whereby we are able to send text messages/emails to advise you of school events, updates and closures. In order to ensure that this service is effective, it is essential that you keep us up to date with your current mobile phone number.

@ColeshillSchool



The Coleshill School,  
an 11-19 Business and  
Enterprise Academy



## School Website and Social Media

The website, [www.thecoleshillschool.org](http://www.thecoleshillschool.org), provides a central source of information on school activities. The homepage is also used to advise parents of any emergency closure due to extreme weather or site problems. It also features useful links to other sites and information for parents, carers and students. Keep an eye on the dedicated area for new Year 7 students starting in September.

We also use Twitter and Facebook to keep you up to date with our daily activities. We encourage you to have a look and leave us a comment.

## MCAS (My Child At School)

This is the parent portal used for accessing your child's main school record. It shows information on their timetable, attendance, behaviour and SPIRIT events, and also enables you to receive important school communications via push notifications. You will be contacted with your unique login details before the start of the September term. The website is accessed here:

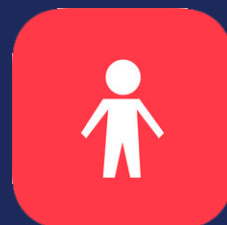
<https://www.mychildatschool.com/MCAS/MCSParentLogin>



## Go4Schools

Go4Schools is another application for parents, and is where school progress reports are published and accessed by students and parents. Once your child is enrolled you will be able to set up your own account by going to the website and clicking 'First-Time User'. The website is accessed here:

<https://www.go4schools.com/sso/account/login?site=Parent>



**It is recommended that you download both MCAS and Go4Schools app from the AppStore or Google Play.**



# Attendance

At The Coleshill School we have worked hard to improve the attendance of our students which is currently 96%. We would ask you to help your child achieve this target in the following ways:

Encourage your child to be punctual and attend every day

If you need to report that your child will be absent from school, please text the school on **07860 054 473** before 8:30am on each day your child will be absent – advising the reason for their absence. You can also get in touch about attendance or report absence by emailing [datateam@thecoleshillschool.org](mailto:datateam@thecoleshillschool.org)

When your child has been absent, encourage them to return to school so they can begin to catch up on work they have missed. We have support in place for any missed work to be completed during the school day



If you are at all concerned about your child not wanting to come to school, or notice any change in behaviour/attitude towards school, please contact the school Attendance Team:

**Tel. 01675 462435 / Email. [rawlins.t@thecoleshillschool.org](mailto:rawlins.t@thecoleshillschool.org) or [edwards.n@thecoleshillschool.org](mailto:edwards.n@thecoleshillschool.org)**

## We will keep you informed about your child's attendance by:

- ▶ Contacting you by break time via text if your child is absent and we do not receive a reason why.
- ▶ Sharing your child's current attendance at parents evenings, on school reports and through the 'My Child at School' App.
- ▶ Contacting and visiting you at home if we have concerns about your child's attendance.

## Holidays During Term Time:

There is never a good time to take your child out of school. There is a clear link between good achievement and good attendance. We **do not** authorise any holidays during term time. In extreme circumstances a leave of absence may be requested by completing a form which can be collected from the Student Support Office – which is necessary for any absence request. If you choose to take your child out of school for an unauthorised holiday and your child has persistent unauthorised absence, you may be issued a fixed penalty notice.

## Illness, Accident or Medical Issues:

The Coleshill School has trained first aid officers and a member of staff is always on duty to provide first aid during school hours. Should your child become unwell during the school day they will be encouraged to continue at school if they can. If this is not possible a first aider will make the decision whether or not to contact you to ask you to collect your child. **Students should not contact parents** directly.

Parents will be contacted where medical concerns or emergencies arise or if a student needs to attend hospital. In this instance, it is vital that the school has the most up to date telephone numbers for parents/carers so please make sure these are kept up to date with the school.

Where students have a medical condition or health care plan that requires administration of medication or following an agreed schedule or programme (e.g. diabetes, asthma), please make sure this is highlighted on the admissions form you return to school.



# Conduct

## Punctuality

All students should be on school site by **8:40am** ready for an **8:45am** start. It is important that students arrive to school on time. Key messages are often delivered at the start of the day and by arriving late they will miss important information. Students arriving late to school will be issued with behaviour points and if punctuality is a consistent issue students will receive a detention.

## Mobile Phones and Accessories

The Coleshill School will not accept responsibility or liability for the loss or damage incurred to any valuable items such as mobile phones, tablets etc. staff will not look after them for safe keeping - for example, during PE lessons. We have a policy of **no mobile devices/headphones anywhere in school**. If staff see students with these items, they will be confiscated. On the first occasion, the device will be given back at the end of the day. However, on the second occasion, parents/guardians will be asked to collect the device themselves.

## Student Code of Conduct

As students of The Coleshill School, in order to achieve excellence we will:

Be ready to learn for our lessons: meaning we will turn up on time, with the correct uniform and equipment in order to start learning as quickly as possible

Complete all home learning set meeting all deadlines and producing work to the best of our ability

Show sustained interest and commitment to our learning: we will contribute to classroom discussions as necessary and support others in our class if they require help

Treat the school environment and all members of the community with respect

Demonstrate SPIRIT skills





# Home Learning

We believe that home learning is part of being a “Coleshill Learner”.

It embraces The Coleshill School’s ethos of **SPiRiT** by encouraging and facilitating: Self-management, Perseverance, Innovation, Reflection, Independence and Teamwork.



## Aims of Home Learning:

To provide opportunities for students to work independently and to take responsibility for their own learning

To encourage students to develop a self-disciplined and self-motivating attitude to study

To help students recognise the link between good study habits and higher standards of achievement

To develop skills and encourage revision and consolidation of work covered in class

To extend learning covered in class by use of meaningful learning activities and develop research skills

To support parents’/carers’ understanding of what their child(ren) are learning in school and develop home school links

In Years 7, 8 and 9, students will receive Home Learning in: Mathematics, English, Science, MFL, Humanities and Creative. Much of the Home Learning is set on the students’ iPads using Showbie or Seneca. Students will be provided with their log-in details when they join the school.

For further information about Home Learning, please visit:  
[Home-Learning-Policy-website-ready.pdf \(coleshill.warwickshire.sch.uk\)](#)



# School Uniform - Why



The Coleshill School uniform is one of the ways by which the local community recognises our students. It is an important part of the school's identity and students presenting themselves in a smart, positive and acceptable manner maintains our reputation of a disciplined and respectable establishment.

All students should come to school every day in neat and clean uniform, showing the pride that they take in belonging to The Coleshill School. The support from parents and carers in ensuring this is essential.

Members of staff are also expected to support the uniform policy, both in class and around the school. The uniform policy supports the ethos of the school by determining the boundaries of acceptable dress. The wearing of the school uniform also supports our commitment to equal opportunities.

Students are expected to wear correct school uniform at all times in school and on journeys to and from school.

**NEWBURGH**



**GREVILLE**



**DUDLEY**



**BEAUCHAMP**







# School Uniform - What

Items with \* can only be bought from our school suppliers

School Uniform : Girls	School Uniform : Boys
Black Blazer with embroidered school badge * <b>or</b> Black Blazer with sewn on school badge	Black Blazer with embroidered school badge * <b>or</b> Black Blazer with sewn on school badge
House Tie (available to purchase from school via Parent Pay)	House Tie (available to purchase from school via Parent Pay)
Plain Black Tailored Trousers with school crest * (not skin-tight, jeans or leggings)	Plain Black Tailored Trousers (not skin-tight or jeans)
Black Skirt with school crest *	
Plain White Shirt (with collar to take tie and must be able to be tucked into skirt/trousers)	Plain White Shirt (with collar to take tie and must be able to be tucked into trousers)
Black V-Necked Jumper * <b>(optional)</b>	Black V-Necked Jumper * <b>(optional)</b>
Black Socks	Black Socks
Black or Neutral Tights (not patterned)	
Plain Black Belt with Plain Buckle	Plain Black Belt with Plain Buckle
Black Shoes – no trainers, no visibly branded or logoed shoes, no different coloured soles or logos. Must be made from polishable leather (or leather substitute), no canvas is allowed).	Black Shoes – no trainers, no visibly branded or logoed shoes, no different coloured soles or logos. Must be made from polishable leather (or leather substitute), no canvas is allowed).

PE and Games : Girls	PE and Games : Boys
Polo Shirt (girls' fit) – House-coloured with school crest *	Falcon Rugby Jersey - House-coloured with school crest *
Mid Layer (girls' fit) – House-coloured with school crest *	Polo Shirt (Akoa) – House-coloured with school crest *
Shorts – House-coloured with school crest *	Shorts – House-coloured with school crest *
Socks - House-coloured *	Socks – House-coloured *
Trainers	Trainers
Track Pants (Akoa) - black/red with school crest * <b>(optional)</b>	Track Pants (Akoa) - black/red with school crest * <b>(optional)</b>
Leggings (Akoa) - with school crest * <b>(optional)</b>	





# School Uniform – Specifics (1)

## Shoes

Flat black leather shoes with black soles and no other colours or marking (including any branding) are to be visible. Trainers, boots, heels, pumps or branded footwear such as: Converse, Nike, Huarache, Adidas flux, Vans, Puma etc. are **NOT** allowed.



## Shirts

Shirts must have a collar (casual shirts are not permitted) and must be worn appropriately, i.e. shirts must be tucked in, collars buttoned to the top and ties worn



## Trousers

Trousers should be tailored; that is, trousers that are smart and business-like. No jeans, leggings or tight trousers are allowed. Trousers should be plain black and must not have decorative zips or buttons and must have the school emblem.

Please do not assume that stores who label their stock as 'School Wear' are an appropriate purchase. Please use the photographs above as a guide. If in doubt contact your child's Year Leader.



# School Uniform – Specifics (2)

Students are expected to wear correct school uniform at all times in school and on journeys to and from school.

## Uniform Suppliers

Most garments may be purchased in stores throughout the area. However, school badges, house ties and items in house colours or with the school logo on can only be purchased through our school suppliers. Purchases can be made either online OR at the store in Sheldon.

Clive Mark Schoolwear  
2286 Coventry Road  
Sheldon  
B26 3JR  
Tel: 0121 722 2286  
[www.clivemark.co.uk](http://www.clivemark.co.uk)

## Coats, Hats and Accessories

- \* Coats must not be worn instead of the school blazer
- \* Hoodies must not be worn in place of a coat
- \* Gilets must not be worn in place of a coat
- \* Coats must not be worn in classrooms
- \* Hats must not be worn whilst in school uniform
- \* Hoodies, sweatshirts, cardigans or vest tops (including gilets) should not be worn in school
- \* Hair accessories must be black, small, unobtrusive and functional

## Hair

Hairstyles should be neat and conservative, in harmony with the blazer and uniform. In general, they should not be excessive or extreme, e.g. closely or decoratively shaved patterns on the scalp. **Parents/carers should seek guidance from the Year Leader about the suitability of hair styles BEFORE a visit to the hairdresser, if their child is considering a hairstyle which differs from the norm or may be considered as extreme.** Colours which are not natural e.g. green/red/blue/pink/purple are not acceptable for school.

## Make-up

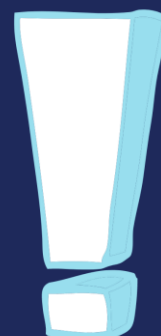
- \* Make-up is **not allowed**.
- \* Nail varnish or any false nails are not allowed.
- \* Students breaching the make-up guidelines will be required to remove it.

## Equipment

- \* A strong waterproof bag for carrying books
- \* Reading book
- \* A pencil case with the following:  
blue/black pens, red pen, pencils, ruler, eraser, scientific calculator, protractor, compass

Clothing and property should be clearly marked/labelled with the student's name.

It is essential that children carry ALL items of equipment listed above every day.





# Things To Look Forward To...

The following trips and visits are just a few that have taken place for students at The Coleshill School:

## Overseas Trips & Visits



- \* Barcelona, Spain
- \* Euro Disney, France
- \* Auschwitz, Poland

## Other Recent Trips & Visits

- \* Theatre visits
- \* Royal Shakespeare Company
- \* Universities (Cambridge, Warwick, Birmingham)
- \* The Houses of Parliament
- \* Art Galleries in Birmingham and London



## Enrichment Clubs & Activities

We have an extensive range of extra-curricular clubs and are always open to new ideas. Various activities usually take place: Computer Club, Library & Resource Centre, Home Learning Club, Performing Arts, School productions and rehearsal, STEM Club (Science, Technology, Engineering & Maths). We run **sports clubs/teams including**; Football, Cricket, Netball, Trampolining, Gymnastics, Dance, Track & Field, Rugby and Basketball.



## Children's University

We aim for all of our Year 7 students to be enrolled in the Children's University. This is an exciting project that reflects our vision of students learning beyond the classroom and aspiring for excellence. Students are introduced to the programme at the start of the year and collect stamps in their 'passport to learning' for attending after-school activities. This can include activities completed outside of school. For more information you can visit the website [www.childrensuniversity.co.uk](http://www.childrensuniversity.co.uk)

## Rewards

Students at the school are rewarded through the use of **SPiRiT** points for being ready to learn and committed to being the best that they can be. In return, we enter students for various prize draws as well as organising rewards trips. Examples include: pizza and movie afternoons, Drayton Manor Adventure Park, Tamworth Snowdome for ice-skating and snow adventures, and Alton Towers.



## Student Leadership

We actively encourage the involvement of students to support the leadership of the school through joining the Student Leadership Team - an initiative which is highly valued by staff and governors.

**Student Leaders may get involved in some of the following roles:**

One to one and Group Mentoring  
Anti Bullying Committee  
Children University Ambassadors  
Coleshill Youth & School Council



# Safeguarding, ParentPay & Financial Assistance

## Safeguarding

**'Under the Education Act 2002 (Section 175), schools must make arrangements to safeguard and promote the welfare of children.** The Children Act 2006 requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer and where appropriate seek their consent to a referral to Social Care. **This will only be done where such discussion will not place the child at increased risk of significant harm.** Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.'

## ParentPay

The Coleshill School is a cashless school which means we cannot accept cash for any types of school payment. **ParentPay** is the school's online payment system that lets you make secure online payments by credit and debit card.



It can be used to pay for school meals and other items such as uniform, trips and music lessons and offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week.

Parents will have a secure online account, which is activated using a unique username and password. The School will send you information on how to activate your account and your activation details in due course.

## Financial Assistance

Since July 2014, Warwickshire has changed their Free School Meals application process, making it much easier for parents/carers to find out whether they are eligible. The process can be completed quickly online using the link below. You will only need your contact details, national insurance number and child's details in order to apply. If your child is currently receiving free school meals at a Warwickshire Primary school, this information will be passed to us and you do not need to reapply. If your child is currently receiving Free School Meals at a school outside of Warwickshire or attended a school under a different Local Authority, **you will need to reapply**. You can do this by visiting: <http://www.warwickshire.gov.uk/freeschoolmeals>.

The process is quick and confidential and provides further benefits to your child. For every child who is eligible for Free School Meals, The Coleshill School receives additional government funding called the Pupil Premium, which provides funding to support whole school improvement and other resources to help with things such as: home learning, bus passes, uniform and peripatetic music lessons. The spending of the Pupil Premium is intended to improve the achievement of students who:

- \* **Are entitled to free school meals, or have received free school meals in the last 6 years.**
- \* **Are in care or children whose parent/carers serve in the armed forces.**
- \* **Have been adopted from care, or who left care under a Special Guardianship Order/ Residence Order.**

Should you have any questions, please contact: **Mrs. Fletcher** ([fletcher.j@thecoleshillschool.org](mailto:fletcher.j@thecoleshillschool.org)).