

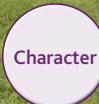


Year 7 School Information Pack



September 2022

Please read the information contained in this booklet carefully and retain for future reference





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WELCOME

HEAD	Ms L Mills
SENIOR DEPUTY HEAD	Mr C Killen
DEPUTY HEAD	Mr J McInerney
DESIGNATED SAFEGUARDING LEAD	Mrs C Guitane



WELCOME

We are delighted that you have chosen to join us in Year 7 in September. We look forward to welcoming you.

At Drayton Manor, our aim is to provide an education which is ambitious and uncompromising in the pursuit of academic excellence as well as rich in both character and personal development. These principles enable us to develop personally rounded and highly knowledgeable students who strive to be exemplary citizens.

Our school mission statement and curriculum are underpinned by the core values of Ambition, Character and Civic Virtue. We believe these values are central to being successful at this wonderful school and will be crucial for success in life, alongside all the skills and qualifications our students will gain during their time with us.

From challenge and inspiration in the classroom to a range of extra-curricular activities, there is a huge breadth of opportunity available to students at Drayton Manor. Our role is to help students to navigate these options, to make the most of every day, and to commit to being the best version of themselves as they progress along the journey.

We look forward to welcoming you to our school in September.

Ms L Mills
Head





CULTURE AND ETHOS



IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

OUR AIMS

Drayton Manor High School seeks to provide the highest possible standard of education for all its students and to promote the maximum possible development of individual students' talents and potential within a tolerant and caring community.

The school's aims for its students are:

- An education based on the highest expectations
- A safe, secure, well-disciplined and stimulating working environment
- A broad, balanced and relevant education
- The highest standard of teaching, personal support and guidance
- Regular and frequent homework with a published timetable for every year group
- Frequent marking of work
- The support and implementation of the Drayton Manor High School Equal Opportunity Policy
- Regular feedback and reporting on progress including a written report and parents' evening once a year
- A wide range of learning experiences including use of the library and ICT facilities
- Opportunities of a wider range of extra activities

We also see as central to the school ethos the partnership that exists between the school, parents and students. We see this partnership as a contract between parents, students and the school. We feel that it is instrumental in ensuring that students commit themselves wholeheartedly to the hard work that will ensure they are successful at Drayton Manor.



IMPORTANT INFORMATION FOR STUDENTS AND PARENTS



CALADRIUS
THE POWER TO
SUPPORT OTHERS



PHOENIX
THE POWER TO
REJUVENATE



GRIFFIN
THE POWER TO
BE COURAGEOUS



PEGASUS
THE POWER TO MAKE
POSITIVE CHANGE

HOUSE SYSTEM

Our House system plays a key part in Drayton Manor's culture and ethos. It establishes opportunities for engagement in extra-curricular activities, working with charities and providing leadership opportunities for students of all ages. It also enables us to teach students the values of Ambition, Character and Civic Virtue. A new programme of events and activities is published every half term which includes sports competitions, debates, baking, art and many others. The House system also ties into the school calendar and provides activities relating to certain weeks, such as 'resilience week'.

Each House has a set of House Captains made up of students who display the school's values in everything they do. These students are responsible for the promotion of the House system and design and organise whole school events. House Captains decide on a local charity that the House will support with the aim of students 'knowing' the charity and having a meaningful impact on fundraising and raising awareness. The end of each term sees a whole school celebration where a number of factors will decide on the awarding of the House cup. These include results from competitions, House attendance, and the students' rewards record.

YEAR AND SCHOOL COUNCILS

The school has Year Councils made up of representatives from each tutor group and a very active School Council. They are involved in policy and decision making within the school. For example they helped to draw up the student statement of our Home School Agreement, the anti-bullying policy, Our Student Charter and premises development.

WELLBEING AMBASSADORS

Wellbeing ambassadors are student representative with the responsibility for leading and promoting the wellbeing of the school population. As a wellbeing ambassador they are part of a wider group of elected students, each with a particular focus, e.g. anti-bullying, mental health, online safety or environmental. Collectively, they work across the school as peer supporters and wellbeing campaigners running events throughout the school year - wellbeing ambassadors are at the very heart of our school's wellbeing.



IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

STUDENT CHARTER - OUR VALUES IN KEEPING US SAFE AND WELL

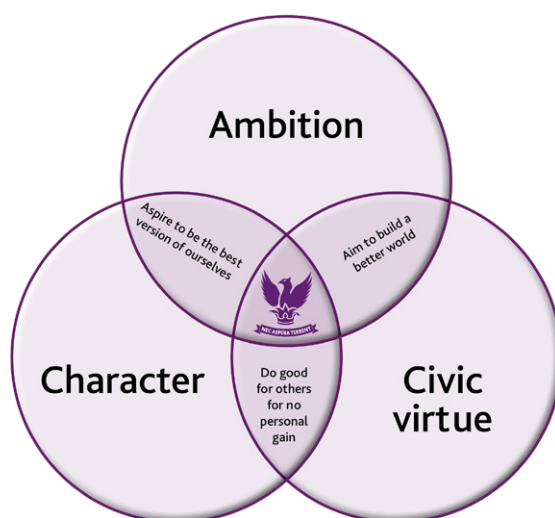
As a student body, we are clear that we do not accept behaviours which deliberately hurt or upset a member of our community either physically, verbally or mentally.

These behaviours can include:

1. Spreading gossip or malicious rumours
2. Deliberately causing anxiety by ignoring others or excluding them from friendship groups
3. Being a member of an intimidating group
4. Threatening, aggressive or intimidating behaviour, including inciting others to threaten or intimidate
5. Creating an unsafe situation
6. Name calling including making comments about someone's physical appearance
7. Making fun of others and use 'banter' as an excuse to mock, ridicule or pass offensive comments
8. Physical violence towards members of our community
9. Interacting with organisations or groups that promote extreme views, hatred or violence
10. Racist behaviours that harasses and offends ethnic backgrounds, religions, geographical origin or skin colour
11. Sexist behaviours that demeans, intimidates or harms
12. Homophobic, Biphobic and Transphobic behaviour showing intolerance towards others gender identity or sexual orientation
13. Use of digital devices to send, post, or share negative, harmful, false, or inappropriate content online about a member of our community
14. Invading personal space or unwelcome physical contact
15. Revenge or retribution against a student that has reported incidents

If we see or experience these behaviours, we will:

- Tell an adult or ask a friend to tell someone for us. The adult could be anybody who works at the school, or a parent or both
- We can also tell a wellbeing ambassador who can be identified from the Student Leadership Team photo or by their yellow badge



SITE

Situated in Drayton Bridge Road, the school is easily accessible from all parts of the borough. Bus routes E1 and E3 run past or close to the school, as do other services through Greenford or along the Uxbridge Road. Hanwell and Drayton Green (Stations) are just three minutes walk from the school. Many students decide to cycle or walk to school. Students who cycle are required to wear a helmet.

IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

SCHOOL SAFEGUARDING

Drayton Manor High School fully recognises its responsibilities to safeguard and promote the welfare of all children and young people and the role it plays in the wider safeguarding system. The school will ensure it creates a culture of vigilance and that all necessary steps are taken to protect children and young people from harm so that every child and young person who attends the school should be able to participate in an enjoyable and safe environment and be protected from harm.

If there are any concerns, contact the Designated Safeguarding Lead, Mrs C Guitane on 0208 357 1900 ext 1311





EXPECTATIONS



EXPECTATIONS FROM OUR STUDENTS



ATTENDANCE

Parents and students will, no doubt, understand that full-time and punctual attendance throughout the term is essential. Students should only be absent if they are unfit to attend school. Medical and dental appointments must be arranged outside school hours as leave of absence for this purpose is only given for orthodontic or emergency treatment.

The hours of attendance are 8.55am - 3.30pm. The lunch break for Year 7 students will be 12.30 - 1.30pm. There will be special arrangements for the first day of term to help students joining the school. Students in Years 7 to 11 are not authorised to go off site at break or during lunch.

HOLIDAYS

In accordance with guidance from the Department for Education parents are not permitted to withdraw their children from school to go on holiday during term time. Amendments to the Education Regulations no longer allow the Head to grant leave of absence for the purpose of a family holiday.

EDUCATION FOR ALL

The school is opposed to prejudice and discrimination in all their forms. It is determined to counter discrimination whenever it occurs and seeks to develop an educational environment in which there is recognition of the positive benefits and opportunities afforded by living in a diverse society.

BEHAVIOUR AND EXPECTATIONS IN SCHOOL

A high standard of behaviour is essential on the way to and from school (especially on public transport) as well as on the school site. Students are expected to adhere to the school's Wider Community Code and to show respect for others, to teachers, non-teaching staff, students and members of the public at all times. Students should display a high standard of behaviour as part of their efforts to show good character. Students are expected to move around the site calmly and with pace and purpose. In lessons, students must work hard and follow all staff instructions the first time. Students are responsible their own standards of behaviour and will be rewarded for good behaviour.

Around the school site students communicate in a calm voice to support our purposeful atmosphere. They are also required to wear the uniform properly with ties full length and shirts tucked in at all times whilst in school and also when travelling in the wider community.

END OF THE SCHOOL DAY

Association with any outsider (apart from parents) is strictly forbidden. This rule exists to promote the welfare of the students. In order to ensure that it can be effectively enforced, it must also apply to members of the student's family unless the school has been made aware of any special arrangements required. It is also essential that under no circumstances should our students visit any other school at any time unless this has been authorised in advance. We will sanction any of our students who contravene this rule. Students are to travel straight home from school without waiting around in the location. Students will not visit any shops close to the school. At the bus stop students form a line allowing the public to board the buses first.

EXPECTATIONS FROM OUR STUDENTS

SHINE

At Drayton Manor we want all students to become well-rounded individuals who will go out and make active and positive contributions to society. Being a Draytonian is more than just academic success, it is about demonstrating the school's core values of Ambition, Character and Civic Virtue in all areas of student life. Shine incorporates learning beyond the formal curriculum including enrichment, student leadership, our rich and varied assembly and tutor programme and important aspects of personal development such as Relationships and Sex Education, Social, Moral, Social and Cultural development and Personal Social Health and Economic education.

Students at Drayton Manor also have curriculum time dedicated to SHINE where Year 7 students will focus on:

- Forming positive relationships and resolving conflict
- Health and wellbeing
- Online safety and using technology constructively
- Understanding the changes young people go through - both physical and emotional.

During SHINE lessons, students will also have the opportunity throughout the year to participate in collective singing where each year group will learn and perform songs that celebrate and reflect the diversity of our student body.



WEAPONS POLICY

Any student found in possession of an offensive weapon places themselves at risk of permanent exclusion and will receive a minimum of a fixed term exclusion. If the Head is satisfied on the balance of probabilities that a student has brought an offensive weapon onto the school site with the intent to threaten or harm another person they will be excluded permanently. A copy of this Policy is available on the school's website.

PROHIBITED SUBSTANCES INCLUDING DRUGS

We would like to take the opportunity again to make it clear that any student who brings drugs to school places themselves at risk of permanent exclusion. A copy of the school's policy on Prohibited Substances including Drugs is available on the school's website.

ONLINE SAFETY

You will be aware of national concerns regarding safe use of the internet. Through lessons and assemblies the school continues to teach students how to use the internet safely. A useful resource for parents is the ThinkUKnow website: www.thinkuknow.co.uk. You will find a link to ThinkUKnow from the home page on the school website. All students and parents will be expected to read and sign the school IT acceptable use policy.



UNIFORMS - GIRLS

UNIFORM - GIRLS

Requirements are kept to a minimum and details are given below. School dress should be smart and practical for day wear. Extremes of fashion in hair style or colour, in skirt style or length or in trouser style or length, or in shoes, ornate buckles, belts, hair ribbons or other accessories are not suitable. Earrings should be small plain studs or sleepers only and limited to one pair to be worn in the ear lobes. Expensive watches should not be worn, and the wearing of jewellery is restricted to items of a religious symbolism which should be worn under school uniform.

All girls are expected to wear to and from school and on official school occasions

- Navy blue blazer with school badge and school tie
- A navy blue skirt, 'A' line or pleated, that is no shorter than knee length (please ensure that a suitable length skirt is purchased to allow for this and growth) or navy blue tailored full length trousers (jeans, cords or similar wear are not allowed)
- A plain white non-fitted school shirt with a top button to accommodate school tie
- A pullover (must be v-necked and navy blue in colour)
- Black shoes which can be polished (boots/trainers/sports shoes/mules/high heels are not acceptable)
- Plain navy blue, black or fawn tights or plain navy blue socks
- Outdoor clothing should be suitable for school and all coats must be plain black or navy blue only with no logos, reflective strips, brightly coloured or metallic zips and buttons (gilets, leather coats, short fashionable jackets, brightly coloured anoraks or coats, coats with any type of fur on them, hoods with white fleecy or brightly coloured lining, hooded sweatshirts are not suitable).

HAIR

Hair should be of one natural colour only. There should be no extreme of fashion in hair colour or style. Number one cuts and hair patterns are not acceptable. Long hair should be safely and appropriately secured in practical and science lessons.

GAMES

- Reversible Amber/Navy Shirt with collar
- Navy blue outdoor socks
- Studded footwear/football boots
- Navy shorts
- Navy jogging bottoms
(optional - for outdoor games in winter months only)
- Navy sweat top
(optional - for outdoor games in winter months only)

PE

- White sports shirt with collar
- Navy blue shorts
- White ankle socks
- White trainers (not plimsolls - soles must not be black)

SWIMMING

- Swimming Costume
- Swimming Hat
- Towel

The school's outfitters is Kevins, 17 The Broadway, Greenford, Middlesex UB6 9PH.

ALL ITEMS MUST BE CLEARLY MARKED



UNIFORM - BOYS

UNIFORM - BOYS

Requirements are kept to a minimum and details are given below. School dress should be smart and practical for day wear. Extremes of fashion in hair style or colour, in trouser style or length, or in shoes, ornate buckles, belts, or other accessories are not suitable. Earrings should be small plain studs or sleepers only and limited to one pair to be worn in the ear lobes. Expensive watches should not be worn, and the wearing of jewellery is restricted to items of a religious symbolism which should be worn under school uniform.

All boys are expected to wear to and from school and on official school occasions

- Navy blue blazer with school badge and school tie
- Mid-grey trousers (jeans, cords or similar wear are not allowed) which should hang down to the shoes and should not be tucked in to socks
- A plain white shirt
- A pullover (must be v-necked and navy blue in colour)
- Navy socks
- Black shoes which can be polished (trainers/sports shoes are not acceptable)
- Outdoor clothing should be suitable for school and all coats must be plain black or navy blue only with no logos, brightly coloured or metallic zips and buttons (gilets, leather coats, short fashionable jackets, brightly coloured anoraks or coats, coats with any type of fur on them, hoods with white fleecy or brightly coloured lining, hooded sweatshirts are not suitable).

HAIR

Hair should be of one natural colour only. There should be no extreme of fashion in hair colour or style. Number one cuts and hair patterns are not acceptable. Long hair should be safely and appropriately secured in practical and science lessons.

GAMES

- Reversible amber/navy shirt with collar
- Navy outdoor socks
- Studded footwear/football boots
- Navy shorts
- Navy jogging bottoms
(optional - for outdoor games in winter months only)
- Navy sweat top
(optional - for outdoor games in winter months only)

PE

- White sports shirt with collar
- Navy shorts
- White ankle socks
- White trainers (not plimsolls - soles must not be black)

SWIMMING

- Swimming trunks (above the knee)
- Swimming Hat
- Towel

The school's outfitters is Kevins, 17 The Broadway, Greenford, Middlesex, UB6 9PH.

ALL ITEMS MUST BE CLEARLY MARKED



PREPARATION



PREPARATION IS KEY

SCHOOL ORGANISATION

To ensure that sufficient personal help and guidance is provided, each student on entry will be placed in a tutor group. The form tutor will act as personal tutor to individual students and work under the guidance of the Head of Year who is responsible for the welfare, progress and discipline of all the students in their charge.

HOMEWORK AND THE LIBRARY

Homework forms an important part of students' education. Each student's success at school and their future career is linked to self directed learning. Parents should provide the opportunity for an appropriate amount of private study during the evening. The library is open before school, during break time, lunch time and after school for students to complete independent study. Homework is set using an online tool called Show My Homework which helps students and parents to track homework. Parents and students will be provided with login details to their personal account during the first week of term.

All students will be encouraged to use the school library and the public libraries. The range and amount of their reading outside of work set by the school will be an important influence on their future lives. The school library is open and supervised by library staff 8am to 5pm Monday to Thursday and 8am to 4.30pm on Friday. Recommended reading lists for Year 7 will be made available before the summer.

Each year group has a homework timetable. Homework is shared with students and parents using an online platform called Show My Homework. The following is intended as an indication of the minimum time expected to be spent on homework in a normal week

(Year 7 - 6-7 hours) (Year 8 - 7-8 hours) (Year 9 - 8-9 hours) (Year 10 - 9-10 hours) (Year 11 - 10-11 hours)





STUDENT KNOWLEDGE ORGANISERS

All students are issued with a school knowledge organiser that contains a range of information including a timetable and pages tracking progress for recording rewards. The diary is the main form of communication between school and home. Parents are asked to state clearly lunch and travel arrangements and medical appointments. The homework timetable will also be entered in the knowledge organisers. Students are expected to record details of homework and assignments set. Parents are asked to look at and sign the knowledge organisers at least once a week and to contact the Head of Year if the time spent on homework is consistently much more or less than it should be. Parents should use Show My Homework alongside knowledge organisers to monitor the completion of homework.

ACCELERATED READER

All students in Year 7 will be part of the Accelerated Reader Programme. This is a special reading programme that aims to further independent reading and develop students' reading abilities. Students and parents and Carers will be inducted into the programme in September.

ABSENCE THROUGH ILLNESS

In all cases of absence through illness, the school should be informed by telephone each day of absence and a note given to the form tutor when the child returns. The Student Welfare direct line is 020 83575607 or email studentabsence@draytonmanorhighschool.co.uk. When you start the school, you will be able to use the MyEd App to report the absence. We will provide you with the instructions at the beginning of the Autumn term.

PREPARATION IS KEY

LEAVE OF ABSENCE SOUGHT FOR AN EXCEPTIONAL CAUSE

In accordance with guidance from the Department for Education, the Head may not grant any leave of absence during term time unless there are exceptional circumstances.

If a leave of absence is sought, a letter should be sent or brought to the Head of Year no later than two days before the date when the leave is required.

STUDENTS UNWELL IN SCHOOL

If a student is unwell in school, they will need to go to the Medical Room. On occasions, the student may need to be sent home with parents collecting them. Please ensure that the school always has up-to-date contact telephone numbers for this contingency.

TELEPHONE CALLS

Telephone messages can only be taken and passed to students in a real emergency involving serious illness in a family. The administration office staff are not normally able to leave their work in order to carry messages to students.

MOBILE PHONES

Mobile phones must not be brought to school, under any circumstances. Please see the Mobile Phone Policy which is available on the school's website.

LUNCH

Lunchtime arrangements are listed below. Parents are asked to choose one of these for their child.

- A self-service Dining Hall with a wide choice of healthy eating items at clearly marked prices. Students pay at the counter according to the cost of the food chosen.
- A packed lunch may be brought to school and eaten in the Dining Hall, School Hall or outside.

The catering service has been selected for their healthy eating policy and quality food. Their menu is varied and nutritious offering excellent value for money. The school operates a cashless catering system using Biometrics and parents will need to fund students' accounts through ParentPay.

In order to make it easier for parents and carers to make payments to the school and to reduce the number of cash and cheque payments made in school, we request that you use our e-payment method using a debit or credit card. This can be done online using a website called ParentPay.

If you already have a ParentPay account with another ParentPay school, you can simply log in to that account and add you other children via the Add a Child tab on your home page.

If you are new to ParentPay, you can activate your secure online account using the unique activation username and password which the school will provide you with before they start school.



PREPARATION IS KEY

FREE SCHOOL MEALS

Further information about entitlement to free school meals can be obtained from the Ealing Education Department, Perceval House, 14-16 Uxbridge Road, Ealing W5 2HL or online in the education section at www.ealing.gov.uk. All completed application forms should be returned to Perceval House to ensure meals commence at the beginning of Autumn term.

Students entitled to a free school meal will automatically receive a meal for the appropriate value on each day.

REWARDS, ETHIC OF EXCELLENCE, SPIRIT OF ENDEAVOUR AND AWARDS OF MERIT

Rewarding our students for their positive behaviour is an integral part of the school culture. To motivate them to always be their best and support them in achieving their goals, we regularly host celebrations to honour students who have consistently demonstrated the school values of Ambition, Character and Civic Virtue.

Ethic of Excellence

The Ethic of Excellence Award rewards students who have demonstrated sustained excellence in a subject, a one-off outstanding work of for contributing to the school community and have been nominated by their teachers.

Spirit of Endeavour

The Spirit of Endeavour Award recognises students who demonstrated excellent work ethic and worked incredibly hard to make improvements in key areas of their studies.

Awards of Merit

Awards of Merit acknowledges students who have had significant effort, achievement, involvement in extra-curricular activities and contributions to the improvement of our school community.

CAREERS

The Careers Advisor is based in school and is always willing to give advice and information to any parent or student. All students have citizenship lessons throughout their school career. These form an important part of their education and the ethos of the school.

PERSONAL PROPERTY

Each student in Year 7 will be able to share a locker. A deposit of £5.00 is required for a key. Large sums of money and other valuables such as electronic equipment, mobile telephones and electronic games should not be brought to school. During games and PE sessions valuables should be handed to a member of staff. We regret that, in common with most schools and other organisations such as hospitals, we cannot accept responsibility or liability for personal property including clothing and jewellery in school.

GAMES

The school has access to facilities for football, rugby, hockey, netball, cricket, tennis, athletics, cross-country, badminton, basketball, swimming and golf, although one or two of these are limited to particular age groups. A substantial programme of matches is undertaken against other schools in most of these sports and students are expected to be available if selected for the school team.

PREPARATION IS KEY

EXTRA-CURRICULAR ACTIVITIES

Your child will at times be participating in PE at the school field which is approximately one mile away from the school. Students are required to walk to and from the games field unless other means have been specifically organised by, or agreed with the school. Cycling to the field is not allowed. Other local based studies linked to the curriculum sometimes take place. Students should go in groups of at least two. Students must cross at pedestrian crossings at all times and PE staff will see them off-site and meet them at the field. The PE Faculty will give further guidance. Students coming and going between the main site and the school field are not allowed to associate with people other than the school's staff, or fellow students going to and from the field. Students must also travel directly to and from the field and not enter shops.

OUT OF SCHOOL ACTIVITIES

There is a wide range of activities apart from sport. These include Choir, Orchestra, Junior Strings, First Aid, Cookery, Creative Writing, Theatre Visits, organised visits abroad, Drama Club and Computer workshops.

ALUMNI

The former students association (Draytonians) plays a particularly active part in local sport and all students are invited to join at the end of their school career.

REPORTS

All students at Key Stage 3 will receive three Reports each academic year. Each term, students will receive information on the progress they are making in key assessment areas in each of the subjects they study. The Reports will also contain a grade for students' Attitude to Learning in each of these subjects studied.

APPOINTMENTS

The school welcomes the closest possible co-operation between teachers and parents. It is always helpful to hear from parents about any matter that concerns their child or children. Parents should usually contact subject teachers or form tutors in the first instance. Parents communicate with staff using the student knowledge organisers, letter, telephone 0208 357 5607 or email adminoffice@draytonmanorhighschool.co.uk for the attention of the member of staff: Name/Code. Unresolved or individual issues should be referred to Head's of Faculty/Year. Senior Staff will liaise closely with parents and Head's of Faculty/Year.

COMMUNICATION

The school newsletter is sent to parents and carers every half term. The letter details updates of news and events from the term as well as key information for the coming term. The school also sends a weekly bulletin of events which parents can attend and keep them updated on school activities. The address of our school website is www.draytonmanorhighschool.co.uk. It is regularly updated with key information. It is essential that the school has a current email address and mobile telephone number by which to contact you.

SAFER SCHOOLS OFFICER

The Safer Schools Officer is PC Mughal, his role is to provide support to students, staff and parents. PC Mughal works closely with the school to ensure our students are safe around the local area and at off site events.



Drayton Manor offers a number of opportunities in music education:

All students in Year 7, 8 and 9 follow a structured course developing solo and ensemble performance skills. Students learn to play classroom instruments such as electronic keyboards and ukuleles. We teach composition skills, both individually and in groups, as well as aural skills in musical perception and musical literacy. Music technology is incorporated throughout the curriculum and the department holds a suite of iMacs and MacBook Pro laptops for students' composing and recording.

In Year 10, 11, 12 and 13 students may, if they wish, take Music as a GCSE or A level.

SPECIAL INTERESTS

For those students who have a special interest in music the School offers tuition in the following:

- Strings - Violin, Viola, Cello, Double Bass, Guitar
- Brass - Trumpet, French Horn, Euphonium, Trombone, Tuba
- Woodwind - Flute, Clarinet, Saxophone, bassoon, oboe
- Keys - Piano
- Singing
- Drums



INSTRUMENTAL LESSON PRICES AND LENGTH

Instrumental lesson length will be thirty minutes long. Group lessons may be a maximum of four students but are not available on the piano or drums.

Individual lessons	£100 per term
Paired lessons	£55 per term
Group lessons	£40 per term
Instrument loan	£30 deposit, refundable upon safe return of the instrument in good repair, subject to availability
Concessions	For students receiving free school meals or those who have ever received free school meals in the last six years
Individual lessons	£25 per term
Paired/group lessons	£20 per term
Group lessons	£15 per term
Instrument loan	£20 deposit, refundable upon safe return and in good repair, subject to availability

Please do not send any payment until contacted by the Music Department.

ENSEMBLE PLAYING

There are a wide range of ensembles on offer at Drayton Manor High School. Students taking lessons are encouraged to take part in these, but membership is not limited to those who take lessons at school. Everyone who can play to the required level is strongly encouraged to take part and these ensembles are a regular feature of school life in assemblies and other school events. Ensembles available at the school include:

Open Ensembles

- Flute Band
- Sax Band
- Greenhorns
- Clarinet Choir
- Junior Strings
- Senior Strings
- Pop Choir
- Orchestra
- Wind Band
- Yr 7 and Yr 8 Choirs
- Fusions

Auditioned Ensembles

- Chamber Choir
- Sixth Form Band
- Funk Band
- Goldenhorns
- Upper Strings
- Guitar Band
- Rock Band
- Jazz Group
- Auris



PERFORMANCES

There are a variety of performing opportunities across the academic year. The annual Christmas Concert takes place at the end of the Autumn Term and involves performances from students from all year groups in a varied range of styles. There is also an annual school production which usually takes place in the Spring Term. Recent productions have included The School of Rock, The Witches and Peter Pan. Other performing opportunities include the House Music Festival, Year 7 concert, Lunchtime Music events and the Arts Faculty Summer Showcase.

ART AND DESIGN

When your son/daughter joins the school, they will be timetabled with one hour of Art and Design per week.

One of the requirements of Art and Design is for students to work in an A4 sketchbook, containing cartridge paper. They will be required to bring this to every Art lesson. This means that they will need it during their first week of school and at their very first Art lesson.

We recommend that you buy a sketchbook containing cartridge paper and that it should be sewn, rather than ring-bound or glued. We are able to provide your son/daughter with a sketchbook containing cartridge paper, embossed with the school name, sewn and in portrait format for the price of £1 and a set of sketching pencils at the price of £1.

If you wish to purchase the sketchbook and/or pencils, please tick the box on the front of the School Information pack. Your son or daughter will then receive their sketchbook/pencils in their Art lesson.

If the cost is a concern please send your son/daughter to see Mr Sutherland, Head of Art, in the Art Department, during the first week of school in September.

PURCHASE OF SKETCHBOOK AND PENCILS FOR ART AND DESIGN

Sketchbook £1
Pencil £1

Payment can be made by cash or cheque in the envelope provided.



BIOMETRIC CONSENT

The school operates a cashless catering system which is designed to streamline the process for students buying meals and snacks from the Dining Hall and allows you, as parents, to see what your child is consuming.

Parents will need to use ParentPay to fund and top up their son/daughter's account. You will receive a letter advising you how to log into your ParentPay account before your child is admitted to the school. If your son/daughter is entitled to free school meals, there is no need for you to fund and top up the ParentPay account.

To access the cashless catering system, students will need to have their finger measurements (biometric reading) taken. Once a student has selected their meal they will go to the till and place their index finger onto the biometric reader, this will then display their account on the screen and debit the relevant amount. As a parent you will be able to view your child's menu choices through ParentPay.

In line with the school's Privacy Notice we require the consent of at least one parent in order that the biometric information of your child can be processed. Please be assured that this information remains within the school and that the biometric information taken is an algorithm and not the actual finger print.

If you choose not to have your child's biometric information registered, the school will provide an alternative method of identification with a 4-digit PIN code. The preference of the school is to use biometrics as this is a more secure and faster method and we appreciate your co-operation with regards to this matter.

Please complete and sign the Biometric Consent Form in your Admissions Pack.



ONLINE SAFETY RULES AND ACCEPTABLE USE AGREEMENT

I agree that I will

- Only use school ICT systems, including but not limited to the internet, Microsoft Office, digital video, laptops and desktops for school purposes
- Not share any personal information such as full name, phone number or address unless guided to by a staff member
- Not download or install software on school technologies
- Not use the school resources to play games (either online or downloaded) other than those directed by a teacher
- Ensure that external storage devices used in school, including USBs, only contain files appropriate for school use
- Only log on to the school network and other platforms with my own user name and password
- Ensure that when 'unmuting' myself (for example of Microsoft Teams)
 - there is no inappropriate background noise
 - I will only do this when asked
 - I will contribute positively and appropriately when invited
- Not reveal my passwords to anyone and change them regularly
- Not browse, download, upload or share material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher
- Seek approval from by my teacher and/or parent to meet someone as part of a school project
- Ensure that my online activity, both in school and outside school, will not cause distress to others
- Report any cases of cyber bullying to a member of staff immediately
- Respect the privacy of others' work on-line
- Not attempt to bypass school ICT security systems
- Make sure that all communication with others is responsible, appropriate and sensible, remaining polite at all times, writing in full sentences and using suitable salutations and sign-offs.
- Report any damage to technical devices, or inappropriate use of ICT systems immediately to a member of staff even if I am not responsible
- Always log off when I have finished working

I will not

- Use school communications systems for personal use
- Forward emails without consent of the person who wrote the email
- Visit inappropriate or banned websites, such as those that exhibit pornographic, sexist, racist, extremist or homophobic material
- Access social networking sites or chat rooms whilst on the school network
- Record, publish or distribute images or videos of other members of the DMHS community without formal permission
- 'Unmute' myself (for example on Microsoft Teams) when/if
 - o I am not invited to
 - o There are inappropriate background noises
 - o I am not going to contribute positively or appropriately to the lesson
- Use digital technology in any way to bring DMHS into disrepute
- Download or stream any content that is not directly linked to my learning

ONLINE SAFETY RULES AND ACCEPTABLE USE AGREEMENT

- Use school ICT systems, including the internet, email, MS Teams, digital video, mobile technologies for to bully, harass upset or insult anyone
- Use personal communications systems eg Hotmail accounts for school use of any description
- Distribute, access or store images, text or materials that might be considered indecent, inappropriate, pornographic, discriminatory, sexist, racist, homophobic, extremist, obscene or illegal
- Access copyrighted information in a way that violates the copyright
- Broadcast unsolicited personal views on social, political, religious or other non-school related matters
- Transmit unsolicited commercial or advertising material (SPAM)
- Undertake deliberate activities that waste staff effort or networked resources
- Introduce any form of computer virus or malware into the school network
- Access another person's Microsoft Office account or any other password protected platform eg Show My Homework, Unifrog
- Share my passwords with anyone else
- Plagiarise work for homework, coursework, classwork at any time or share my work with other students for the purpose of plagiarism

I understand that

- All my use of the Internet and other related technologies will be monitored and logged both on and off site
- These rules are designed to keep me safe and that if they are not followed, school sanctions will be applied
- DMHS will check my computer files and may monitor the internet sites I visit and/or messages I send/receive both on and off site
- Lessons on Microsoft Teams/Zoom will be recorded
- If I fail to follow the rules outlined above, my access to the internet and/or the computer network will be affected and I will face sanctions as outlined in the school's Behaviour Policy.

EQUIPMENT LIST, LOCKERS AND BOOKS

EQUIPMENT FOR LESSONS

Students should have, as personal property, the equipment detailed on the attached list. Calculators will be needed in lessons at all stages in the student's career. Students need one at home which they can use for Homework and should, if possible, carry one with them although it is at their own risk and must be indelibly marked. The school cannot undertake to provide calculators for lessons or for examinations.

- A4 school bag with shoulder straps
- A reading book
- Pencil case
- Eraser
- Pencil Sharpener
- Ink pens(s)
- Green biro
- Lead pencil(s) HB for Art and Design
- Set of six coloured pencils (felt tips are not required)
- 2b pencil
- A4 Cartridge paper sketchbook
- Glue stick of the Prit Stick type
- A set of drawing instruments (30cm ruler, protractor and pair of compasses) in a simple case
- A scientific calculator. We recommend Casio FX-83 (approx £6.00)
- Eradicator fluid in bottles is not allowed
- Re-useable water bottle

All items to be marked with student's name

LOCKERS

Each student in Year 7 will be able to share a locker. A deposit of £5 is required for a key. Lockers will be allocated to students during the first week of term. Large sums of money and other valuables such as personal stereos, pagers, mobile telephones and electronic games should not, however, be brought to school. During games and PE sessions valuables should be handed to a member of staff. We regret that, in common with most schools and other organisations such as hospitals, we cannot accept responsibility or liability for personal property, including clothing and jewellery, in school.

BOOKS

Textbooks are issued by the different departments as necessary. It is important that all textbooks are returned promptly at the end of each course. Lost or damaged books will be charged at the full replacement costs. This also applies to school library books.





FURTHER INFORMATION



PARENT TEACHER ASSOCIATION

Welcome to the Parent Teacher Association of Drayton Manor High School. There is no subscription fee and you will be a member for as long as your child attends the school.

When children transfer to a secondary school, many parents miss the degree of involvement with the school community and the close contact with other parents built up over a number of years at primary school. Being involved in the PTA will enable you to build similar links with other parents whose children attend Drayton Manor High School.

Our main activities are termly meetings to discuss aspects of our childrens education, fund-raising mainly through car boot sales - and the occasional social event!

What do you get out of becoming more involved in the PTA

- A sense of belonging to the school community
- Get to find out a little more about what's going on in the school
- Get to know some of the teaching staff
- Contribute directly to your own child's schooling
- Give something back to the school community
- Contribute to discussions about how the money raised is spent
- Bring new ideas to the table
- Have some fun!

If you are interested in coming to PTA events or helping out with the car boot sales (just an hour and a half taking the money on the gate), please email at the address below. Information about PTA meetings and events can be found on the school website at www.draytonmanorhighschool.co.uk.



SCHOOL POLICIES



The following policies and guidance are available on the school website. Please contact School Reception if you require copies.

- Admissions Policy
- Attendance and Punctuality Policy
- Behaviour Policy
- Anti-Bullying Policy
- Careers Education, Information, Advice and Guidance Policy
- Charging Policy for School Activities
- Child Protection and Safeguarding Children Policy
- Children with Health Needs that Cannot Attend School Policy
- Collective Act of Worship Procedure
- Complaints Against the School Procedure
- Curriculum Guidance Policy
- Cycling to School Policy
- Education Visits Policy
- Equality and Diversity Policy and Guidance
- Health and Safety Policy
- Health, Sex and Relationship Education Policy
- Home School Agreement
- Inclusion Policy
- Letting Hire Policy
- Looked After and Previously Looked After Children Policy
- Managing Allergic Reactions/Anaphylaxis Policy
- Mobile Phone Policy
- Offsite Activities Policy
- Online Safety Policy
- Physical Intervention to Control or Restrain Students Guidance
- Policy on Prohibited Substances including Drugs
- Privacy Notice
- Procedure for Complaints Against the School Policy
- Provider Access Policy
- Staff Code of Conduct Policy
- Supporting Students with Medical Needs Policy
- Speakers Policy
- Student Bursary Policy
- Use of External Agencies Policy
- Visitors Policy
- Weapons Policy
- Wireless Terms of Use and User License Agreement/Disclaimer Policy



VOLUNTARY SCHOOL DONATIONS

VOLUNTARY SCHOOL CONTRIBUTION

There is a special school fund for the purpose of meeting expenditure on school activities, which cannot be financed from public funds. For many years, however, this fund has been unable to cover the cost of all those wider activities which are provided for students.

Therefore, it is hoped all parents will make a contribution. This will enable the school, among other things, to cover many of the travelling and refreshment expenses of school matches and to support other extra-curricular activities and societies. The Voluntary School Contribution will be £10 per year per family, payable on the first or second day of the Autumn Term, and normally by the youngest child.

VOLUNTARY SCHOOL CONTRIBUTION

- This is a voluntary contribution which helps support activities for the students and improve the facilities and resources of the school
- £10 per family per year payable in September, normally by the youngest child



COMPLAINTS PROCEDURE

COMPLAINTS PROCEDURE

Parental concerns about the school or the curriculum will be responded to and handled sensitively. Initial concerns or enquiries will be dealt with at an informal level whenever possible. In most cases issues can be resolved with an individual member of staff.

Procedure for Complaints Against the School is available on the school's website.



DRAYTON MANOR HIGH SCHOOL

Drayton Bridge Road, London W7 1EU