



# Banovallum School

Aim, Aspire, Achieve



Student Induction Booklet 2018



## Contact Us

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## About Us

Our school community at Banovallum seeks to encourage the healthy development of all our students as they change from children of eleven to young adults.

We value endeavour and aim for excellence. Our students' creative capacity is motivating and we strive to develop a passion for learning and a commitment to co-operative working.

We aim to promote intellectual growth, to pass on useful skills, to encourage resilience and initiative and develop a sense of responsibility based upon self-respect and a concern for others.

We act on the need to make the lives of our students purposeful, secure, productive and successful.

Students are encouraged to follow their passion and to become fulfilled and confident in their adult lives as citizens and people of character, able to play a full and positive part in life in modern democratic Britain.

Dear Student

Welcome to Banovallum School.

You may be feeling a bit nervous about your Induction Day on Monday 9th July, but this booklet has been written to help you settle into school as quickly as possible. It will help to answer many of your questions. It may not cover everything, so please ask your form tutor or any member of staff about anything else that worries you.

If you live in Horncastle try to arrive at school by 8.40 a.m. If you travel on the bus make sure you know your pick-up point and be there on time.

Try our canteen during your induction day, £3.50 will be sufficient for your lunch. You will be allowed into the canteen before the rest of the school to give you time to make a decision about the type of lunch you would like. On a normal school day, the canteen is open from 8.15 a.m. for breakfast. If you bring a packed lunch you will be shown where you can sit. You will also need to bring trainers, a notebook, pens and pencils.

When the bell goes at 8.45 a.m. you will be directed to the hall for Assembly. Afterwards, you will have the register taken and a timetable given to you for the day.

Your parents are invited to attend a meeting at 6.00 p.m. in the school hall.

We hope that you will read this through with your parents. There are sections which are for your parents to read, but most of this is just for you.

Make a promise to yourself that you are going to make the most of this fantastic stage in your life and commit to working hard. If you can do that, I know you will shine in lots of different ways.

We look forward to celebrating your success at Banovallum School

Mr Grant Edgar  
Headteacher



Dear Parents

We hope your child enjoys their Induction Day on Monday 9th July. There is a meeting for parents in the evening starting at 6.00 p.m. on the same day where you will have the opportunity to meet with your child's Form Tutor from 5pm and also purchase/order school uniform.

No-one can underestimate the anxiety parents feel as their children move up to secondary school. Banovallum prides itself on being a family focused organisation in which the partnership between school and home is absolutely essential to ensuring success for young people. Over the first few months of transition, there are a number of opportunities for us to meet and check that the students have settled and we are more than happy for parents to contact the school by telephone should any issues arise. It is worth noting as well that the website is regularly updated with the calendar of school events and also has copies of any letter sent out to parents; so it is worth keeping a check on this.

Banovallum has a strong reputation for the quality of relationships between staff and students and this is something to preserve. Students are encouraged to see it as their school and they have plenty of opportunities to be involved in the life of the school beyond the day to day lessons.

The students are organised into Houses which enables a supportive environment in which older students take responsibility for the mentoring and encouragement of younger ones. Again, this has been noted to contribute significantly to the fact that students feel safe in school. Your child's form tutor will be the first port of call for any concerns and will get to know you and them during the next two years.

Essentially, we believe that young people learn best when they are happy and our most important principle is that they enjoy and achieve. There is, however, no contradiction between good order and discipline and a belief that being at school should be full of laughter and joy.

The students are expected to work hard, act thoughtfully and behave respectfully. We promote politeness and responsibility. The uniform is to be worn correctly at all times, including on the journey to and from school.

We also welcome the support of parents in school. There is an active Friends of Banovallum School Association which organises social and fundraising events.

We are very proud of the reputation our students have for participation; achievement and community spirit and all members of the student body are expected to maintain and promote this. We trust that parents will support us in this.

Mr Grant Edgar  
Headteacher

## BANOVALLUM SCHOOL UNIFORM

Our uniform is available from Nationwide School Uniforms in Spilsby who have the facility for on-line purchasing. Further details can be found on the school website [www.banovallumschool.co.uk](http://www.banovallumschool.co.uk)

All students are required to wear the following school uniform:

A black blazer with the school logo (compulsory).

A plain white shirt tucked in appropriately.

Black trousers for boys, belts may be worn but must be black.

Tailored black trousers or approved school skirt for girls.

A school tie.



Black jumper or cardigan with school logo, optional and only to be worn under the blazer.

Plain black traditional, leather/ leather effect shoes- no trainers allowed.

Plain black, dark grey or navy coloured socks.

Plain black tights.



### P.E. Kit

Black shorts (Black or navy tracksuit bottoms can also be worn in colder months).

Black polo shirt with school logo.

Black fleece with school logo for outdoor P.E.

Long black socks.

Trainers or plimsolls.

### Jewellery

In general, the wearing at school, or bringing to school of jewellery is undesirable. A watch, a single pair of studs (in the ears, nose piercings are not permitted), one ring and one bracelet are the only items that should be worn.

Students may be asked in certain lessons to remove their jewellery on safety grounds.

### Enforcement:

Students who persistently refuse to wear their uniform correctly (i.e. shirt untucked, top button undone, blazer not worn, skirt too short) will be issued with a negative mark on their house card. Students who refuse to comply with the school uniform policy, including jewellery, will be given a period of isolation until they comply with the policy. The school reserves the right to send students home to get changed if deemed necessary.

All uniform must be clearly named. This is because it wastes a lot of time searching for missing items and it can be very upsetting if precious possessions cannot be found.

## GETTING TO SCHOOL

You may have to travel to school by bus. If you do, your parents/carers must fill in a travel application form available from the Lincolnshire County Council website:

[www.lincolnshire.gov.uk/parents/schools/school-transport/4-16-transport](http://www.lincolnshire.gov.uk/parents/schools/school-transport/4-16-transport)

A leaflet giving details of school transport is available from the School Office, if parents have any further queries they should contact school transport on 01522 782020.

The bus may be for school students only, or it may be a local bus service which other people are able to use. Please remember this:-

You are wearing our school uniform and your conduct reflects on us.

The buses are often crowded so for safety reasons you must:

Sit, behave sensibly and keep the noise level down.

Do not hesitate to ask for help if you are worried about your journey to and from school, speak to a member of the Student Support team. Remember your bus pass and keep it in a safe place. You must always carry your bus pass when you travel to and from school. You will not be allowed on the bus otherwise.

You are welcome to bring your bike to school but they must not be ridden in the school grounds. In September, you must make sure that you and your parents/carers have signed a form agreeing to several conditions, including locking and securing your bike in the school cycle racks. We expect cyclists to wear helmets.

## Tips for Induction Day

- Wear your primary school uniform.
- Know your route to school.
- Pack your bag the night before.
- When you leave the house make sure you have everything you need, school bag, money, keys, phone (switched off in your bag)
- It is natural to be nervous but look forward to your new experience.
- **SMILE**

## **RESOURCES**

### **Equipment**

All students will find it essential to have a small bag or case suitable for books and games/PE kit. They should also be equipped with a pen, pencil, ruler and rubber. A basic electronic calculator is also desirable. These can be purchased from school through ParentPay.

Mp3 players, cameras, IPods, Ipads and mobile phones are not to be visible in school at anytime and are brought into school at the students own risk. We cannot accept responsibility for any of these items (or large sums of money).

Aerosol cans (deodorant or hair-spray) are not permitted in school (Health & Safety – concern for asthmatic students and setting off the fire alarm system). There is a health & safety risk if any electrical items are brought in to school premises that have not been safety checked. If unsure, always ask before bringing items into school. Beware! Unacceptable items will be confiscated.

### **Library**

The school library can be used before school, at breaks and lunchtime as well as after school. There are computers for use by students, as well as a quiet study area, resources and of course, books to borrow.

### **Computers**

You will be given your own password and work area. The computers in the Library are available for you to do research for homework or to type up coursework. They can be used at lunchtime or after school with permission. You will need to sign the Acceptable Use Policy and abide by the rules.

### **After school supervision**

You may stay for homework after school until 4.30 p.m. everyday except Friday when the library closes at 4.00 p.m.

### **Lockers**

Locker keys are available from September (these may not be all be ready immediately due to students returning keys). Lockers cost £10.00 with £5.00 returned when you return your key. You can keep your locker until the end of Year 11, when you must return your key.

Banovallum School cannot accept responsibility for students' belongings left on the premises.

## **ATTENDANCE**

### **The School Day**

The school day runs with a combination of bells to indicate movement and 'free flow' to allow for ease of movement around the buildings. The times of the school day are as follows;

8:45	Movement bell for registration period
8:50	Registration and assemblies
9:10	Movement bell for period one
9:15 -10:15	Period 1
10.15 – 11.15	Period 2
11:15 11:40	Break
11:35	Movement bell for period 3
11:40 -12:40	Period 3
12:40-1:40	Period 4
1:40 – 2:30	Lunch
2.30	Movement bell for period 5
2:35- 3:35	Period 5

### **Responsibility for punctuality and attendance**

Attendance and punctuality are key to your success at school and you are encouraged to ensure that you miss as little time as possible.

### **Leaving school during the day**

If you have to leave school for any reason, you must sign out at the Student Support Office. We realise that it is not always possible to arrange dental appointments after school hours and during the holidays. When any appointment for essential medical care is to be made during school time, a letter signed by your parents explaining that you will be leaving the School during teaching time should be sent.

It is important to sign back in if you return to school during school hours. We must know who is on site at all times.

### **Sickness**

If you feel ill at school you should see the Student Support office. If necessary, staff will contact parents. Do not use your mobile to phone home without permission.

### **Absence**

Please ask your parents to inform school if you are going to be away. This can be by telephone on the day of illness or in advance in writing if there is good reason for this absence other than illness. We ask parents to consider very carefully before asking permission to remove you from school due to visits or holidays. Holidays during school time are generally not permitted unless there are exceptional circumstances. Holidays should be taken during the designated times please.

Remember that it is often difficult to repeat work, especially practical work and assessments.



## BANOVALLUM SCHOOL STAFF

<b>Headteacher</b>	Mr Grant Edgar
<b>Deputy Headteacher</b>	Mr S Curtis, (Learning & Standards) Art
<b>Assistant Headteacher</b>	Mr I Leary, (Intervention & Attendance) History
<b>Assistant Headteacher</b>	Mrs J Kirkwood (Teaching and Learning) Textiles
Mrs F Anderson	Humanities
Mrs V Ashford	Subject Leader – Food
Mr J Billinghamurst	Head of Science
Mrs J Bird	P.E.
Mr T Bollan	Head of Technology & Creative Arts
Mrs C Cryan	English
Mrs E Elliot	English / R.E.
Mrs Y Fawcett	Science
Mrs A Foote	Subject Leader - Art
Mrs M Garnier	French
Mrs D Gibbs	Science / ITTCo-ordinator
Miss L Herd	Subject Leader of Music
Mrs H Holmes	Science
Mrs A Hughes	English / Literacy Co-ordinator
Mrs A Hunter	Head of House (Hurricane) Head of Religious Education & SMSC
Mrs L Hutton	Maths
Mr D Kisubika	Maths
Miss L Knight	Head of Languages
Mrs J Lamond	Subject Leader - Geography
Miss G Lewis	Progress Mentor/PP Coordinator
Mr D Marriott	Subject Leader History
Mr J Metheringham	P.E.
Mrs K Nosowska	Art
Mrs M Padden	Subject Leader of Drama
Mrs J Priestner	Child Development, Careers Coordinator
Miss V Rutter	SENCO
Mrs M Scott	Head of English
Mrs E Sheehan	Head of House (Spitfire) / Head of P.E.
Miss L Spink	Head of House (Lancaster)
Mrs L Vraj	Science
Mr J White	Head of Maths
Mr P Wingham	Maths
Mrs P Wright	Lead Practitioner Maths
Mrs E Young	English
Mr M Young	Geography

## Learning Support Assistants

Mrs L Armstrong  
Mrs L Bateman  
Mrs L Hicks  
Mrs S Lawrence  
Miss C Learmonth  
Mrs J Morton  
Mrs L Nutt  
Miss D Richards  
Mrs A Thorpe

**SEND Instructor**  
Mrs K Coulson

**Cover Supervisors**  
Mr G Ashford  
Miss L Spink

**Business Manager**  
Mrs K Swain

**Finance Officer**  
Mrs A King

**Finance Assistant**  
Mrs A Newark

**Headteachers P.A.**  
Mrs M J Watters

**Data Administrator**  
Mrs J Hawson

**Administrator**  
Mrs J Fowler

**Exams Officer**  
Mrs C Pearson

**Attendance Officer**  
Mrs L Martin

**Deputy Safeguarding Officer**  
Mrs K Marshall

**Student Support Assistants**  
Miss N Rushby  
Mr M West

**Site Manager**  
Mr P Bushell

**Assistant Caretaker**  
Mr P Campling

**Network Manager**  
Mr A Taylor

**I.T. Technician**  
Mr S Bateman

**Science Technician**  
Miss P Winter

**D & T Technician/  
Assistant Caretaker**  
Mr C Casserly

**Library**  
Ms J MacInnes

**Catering Manager**  
Mrs K Harrison

## HOUSE SYSTEM



As a student at Banovallum, you will belong to a tutor group and your tutor group will be a member of either: Hurricane, Lancaster or Spitfire House.

You will have a form tutor who will support you in your day to day organisation, including:

- registration
- ensuring you meet basic standards and are equipped
- sharing the notices in student bulletin
- checking and signing your student planner
- contact with your parents and teaching staff
- tracking your progress and directing actions for improvement

You can earn points for your house in so many ways: your attendance; your participation in sporting, creative and cultural activities; your attitude to learning and through our rewards system. We hope that every student gets involved in the wider life of the school in some way and you should keep a close watch on the student bulletin to see what opportunities are available.

### Rewards

Recognition for success is an important value at Banovallum School. As well as keeping everyone motivated, it contributes to the competitive aspects of our strong house system.

Students can be awarded **ePraise** points for effort and achievement in class and homework. You and your parents can track your ePraise points online and they can be used in the shop in exchange for school equipment or other prizes.

You can also be rewarded through personal postcards home for exceptional effort and achievement. In addition, we are able to issue hundreds of certificates every term for a range of successes in lessons, in extra-curricular clubs and out of school activities.

### Student Support

We need your focus to be on making progress in school as much as possible but we know that sometimes life events can mean that you need a little extra help. We have a dedicated team of student support staff who are there for just this purpose. You'll be shown where their office is on your induction day.

# Anti-Bullying Policy



Don't let anyone's ignorance or negativity stop you from becoming the person you can be

BETTER WITHOUT BULLYING

In Banovallum School, every student has a right to come to school and feel safe.

Bullying of any kind is not accepted by any member of the school community, which includes all students, staff and parents. As a community, we expect students to adopt a caring approach and to support each other throughout our learning journey.

## On-line and Text Bullying:

Please be aware that you are responsible for anything you publish on social networking sites and it can be checked. Only students over the age of 13 are allowed to use Facebook and, whilst school cannot be responsible for your out-of-school activities, as a member of this community you are expected to behave responsibly and thoughtfully towards your peers at all times.



Put yourself in their shoes

BETTER WITHOUT BULLYING

Cases of text and internet bullying can and have been referred to the police.

## ANTI-BULLYING AMBASSADORS and PEER MENTORS

**“Don’t let your fear of what could happen,  
make nothing happen”**

### Who are we?

- We are two teams of students collaborating to help students here in this school.
- We offer a helping hand and are a supportive group of people.
- Peer Mentors wear a yellow badge on and our photographs are up on our display, opposite the Student Support office
- Anti-Bullying Ambassadors wear a blue “A” badge.
- The peer mentors are Year 10 students who are fully trained in these types of situations.
- Anti-Bullying ambassadors range from years 7 to 11

### How do we do it?

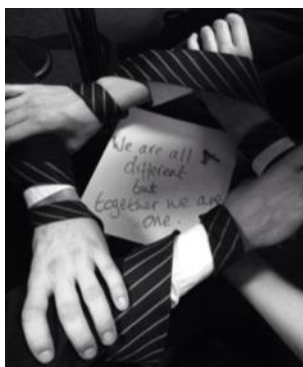
- If you are ever having any problems you can come to Room 16 on Tuesday and Thursday break times.
- We are also around school and you can talk to us whenever you need help.
- When you want to talk to us we will listen carefully to you and if the matter is very serious we will pass it on to a senior member of staff.
- Students Support can also hook you up with a mentor to help you through your specific concerns.

### Why do we do it?

- We do this because we want to make sure every student feels safe, happy and comfortable.
- We don’t want students to feel like outsiders in the school community.
- We want to make a difference and make your school years enjoyable.
- Most of us have been through tough times ourselves and all of us can relate to your problems.
- Everybody goes through friendship issues and we are happy to help.

### What we do?

- We help any students that are being bullied or having problems.
- We are a helping hand and a friend.



WE LISTEN  
WE SUPPORT  
WE SIGNPOST  
WE MEDIATE

## HOMEWORK

Homework is learning which takes place outside the classroom and for which the student is expected to take responsibility.

The school views homework as an **entitlement** for all students and an essential part of the learning process.

The school undertakes to provide **appropriate homework** for all students and to ensure that this work is **individually assessed or covered in class by the teacher**.

Homework can fulfil many functions. The main ones are:

- allowing practice, consolidation and/or extension of work done in class.
- developing good habits of self-discipline, personal responsibility and independent learning.
- developing a range of transferable skills including research, higher order thinking, forming opinions, presenting an argument, writing bibliographies etc.
- providing opportunities for parents to engage with and support their child's learning.

Homework can take many forms. The main ones are:

- **planned tasks** – arranged at the beginning of a term or project as an integral part of the curriculum.
- **preparation for class work** – homework tasks planned at the beginning of a term or session and made known to students at an early stage before the class starts a particular unit of work.
- **extended homework project** – a separate piece of self-contained work in lieu of weekly tasks.
- **spontaneous homework** – emerging from an idea arising during a lesson.

Each of these types of homework serves a different purpose and departments will decide which is most suitable for particular students at a particular time.

Subject teachers will display homework requirements clearly and ensure that all students have recorded it legibly in planners.

In most subjects, homework will be set weekly and will increase as the students progress through the school. Except in rare circumstances, students will be given a minimum of two evenings to complete homework tasks

Students can expect sanctions for failure to produce homework.



## Student Support

**Mr Simon Curtis**  
Deputy Headteacher and Safeguarding Officer



**Mrs K Marshall**  
Deputy Safeguarding Officer



**Miss N Rushby**  
Student Support Assistant/  
Progress Manager 7-8



**Mr West**  
Student Support Assistant



## HOUSE LEADERS



**Mrs A Hunter**  
Hurricane



**Ms L Spink**  
Lancaster



**Mrs E Sheehan**  
Spitfire

# EXPECTATIONS OF STUDENTS AT BANOVALLUM SCHOOL

## GENERAL CONDUCT

As a Banovallum student I am expected to be:

- Polite and well-mannered to all;
- Good humoured and disciplined;
- Appropriately dressed in uniform;
- Quiet and purposeful in moving around safely;
- Honest, fair and considerate towards others;
- Respectful of the environment, equipment and all facilities in school.

## LEARNING CONDUCT

As a Banovallum student I am expected to adhere to the following principles.

- **B**ehaving responsibly
- **A**ttendance is key
- **N**egativity free zone
- **O**pportunities and chances
- **V**aluing differences
- **A**ttitude is everything
- **L**ove of learning
- **L**eading by example
- **U**niform – presentation
- **M**otivation to excel

