



Glyn
School

**Parent and Carer
Handbook
Year 6 into Year 7
Transition
2020 - 2021**

Learn - Achieve - Enjoy - Succeed

Glyn School Ethos and Values

Glyn School's mission is to inspire a love of learning and achievement that is founded on the virtues of integrity, respect and a desire to succeed. Every person is highly valued and expected to achieve their potential through academic challenge, sporting endeavour and technological innovation.

Behaviour Expectations

Our values are encapsulated in the way all members of the Glyn community work together, we ask that everyone strives to abide by our Home School Agreement:

As a Parent or Carer of a student attending Glyn School you agree to the following:

- Ensure that your son attends school regularly, on time, properly uniformed, and well equipped.
- Inform the school about any concerns or problems that might affect your son's work or behaviour.
- Support the school's policies and guidelines for behaviour.
- Support your son as necessary in completing homework at home.
- Attend Parents' and Carers' Evenings and other events to remain informed about your son's progress.
- Get to know about your son's life at the school by getting to know his Tutor and supporting school events and teams.

Glyn School will:

- Provide a learning environment in which students can develop to the best of their ability.
- Contact Parents or Carers if there is a problem with attendance, punctuality, appearance or equipment.
- Inform Parents and Carers about any concerns or problems that affect their son's work or behaviour.
- Provide regular assessments and an annual report or record of achievement.
- Set and provide feedback on regular homework.
- Arrange consultation and information events for Parents and Carers.
- Keep Parents and Carers informed about school activities through the school website, regular letters home, newsletters, and notices about special events.

Our Behaviour for Learning Policy clearly sets out our expectations for behaviour and the range of sanctions which will apply if students disrupt learning in the classroom or behave inappropriately. We also feel it is important to recognise positive behaviour and achievements which follow our rewards procedure.

Further information regarding our behaviour expectations, rewards and sanctions, documents and policies can be found by visiting our Home/Key Information & School Policies webpage and clicking on the Behaviour and Expectations link:

<https://www.glynschool.org/1911/key-information-school-policies/category/14/behaviour-and-expectations>

Attendance

Attendance and academic success are closely linked therefore it is very important that your child attends school every day. As a school, our attendance target for each student is no less than 97%. Further details regarding attendance vs attainment information can be found [here](#). Students should not be absent from school without previously obtaining the permission of the Headteacher, except in the case of illness or emergency.

Our Attendance Officers oversee the school's registration system. Schools are legally required to keep accurate records of student attendance. Registers are legal documents and can be submitted as evidence in court.

Further details regarding our Attendance and Absence Procedures, What Happens if a Student Becomes Unwell During the School Day, Leave of Absence for Exceptional Circumstances Form and Penalty Notices can be found in our Attendance webpage and key information documents link which can be found on our Home / Parents & Carers webpage / Attendance:

<https://www.glynschool.org/1950/attendance?search=attendance>

Illness - outside and during school hours

A daily message must be given by 9am (or earlier if possible) informing the school of an absence due to illness. This can be done by telephoning the absence line on 020 8716 4949 - Option 1 (Years 7-11), or emailing attendance@glynschool.org

If your child falls ill during the school day, they should inform their classroom teacher, who will then give them permission to go to the medical room. The student reception team will assess the situation and contact Parents and Carers if deemed necessary. Under no circumstances should your child contact you directly by phone or text.

Lateness

Tutor time starts at 8.40am, as such any students that arrive to school at 8.40 or after are late for Tutor time and in turn the start of school. (Please note the Sainsbury's gate and Hessel Grove gate will be locked at 8.40am therefore students will all be expected to walk round to the main school gate). At the main school gate their names will be recorded and they will be notified to attend a 20 minute 'late' detention on the same day; this will take place during the second half of lunch break. Should a student fail to attend this detention they will be issued an hour's detention to be served the following week on Wednesday after school. Students that arrive after 8.55am should go directly to Student Reception via the main school gates to sign in; where they will also be advised of the 20 minute late detention as explained above.

Any student that is over 30 minutes late for school will automatically receive a one hour detention the following week.

Where extenuating circumstances might apply, these sanctions can be adjusted and removed, as we will always work with the Parents, Carers and students to ensure all sanctions are applied consistently and fairly.

Medical Appointments

Please make appointments out of school time. However, if your child needs to leave school for a medical or dental appointment during school time, please email details of the date and time of the

appointment to attendance@glynschool.org or by ringing the attendance line on 020 8716 4949 - Option 1 (years 7-11) prior to the appointment.

Holidays

The Headteacher cannot authorise leave of absence for the purpose of a holiday during the school term and would ask that families avoid planning periods of time away during the term because of the clear link between excellent attendance at school and excellent progress. 90% attendance means that a student has missed a day each fortnight from school, a rate of absence which raises significant concerns. For all unauthorised absences there may be a penalty fine. Further details can be found on the Attendance webpage and in the document link.

Careers Information, Advice & Guidance (CIAG)

Glyn School is committed to providing students with high quality carers guidance and Inspiration in schools regarding education pathways, apprenticeships and careers. Further details of our CIAG programme and relating documentation can be found on our Home / Students / Careers Information, Advice & Guidance webpage:

<https://www.glynschool.org/1970/careers-information-advice-guidance?search=career>

Celebration Evenings

Glyn School holds a variety of evenings celebrating the achievements of students. Our main annual celebration evenings are for Creative Arts, and special invites for those nominated to attend Speech Night and/or our Sports dinner.

Complaints

If you wish to complain to a member of the Leadership Management Team, Headteacher or Chair of Governors/School Strategy Board, we would ask you to follow the Complaints Policy and Procedure which can be found on the Home / Key Information & School Policies webpage - GLF Schools Central Policies tab:

<https://www.glynschool.org/1911/key-information-school-policies/category/23/glf-schools-central-policies>

Communication between Parents, Carers and the School

We would advise Parents and Carers to contact the school if there is a concern about any aspect of their child's welfare, just as the school will contact Parents and Carers to convey and discuss any concerns staff have about students. In the first instance we would ask that you contact your child's teacher or form tutor. Our staff aim to acknowledge email queries within 48 hours, however it may take a little longer if the reply is more detailed. If you feel it would be more appropriate or you would like to escalate the query or concern, the Head of Faculty (for curriculum) or Head of House (for Pastoral) can be contacted. A list of contact details can be found on our Contact Us webpage: <https://www.glynschool.org/2426/staff-contact-list> .

Each student will also be issued with a planner. They should use these to note down Homework, detentions and any key dates which may be given to them by their Tutors or teachers. This is also a good way to communicate with teachers and in turn we recommend you look at your child's planner on a daily basis. Within these planners are also a number of helpful resources such as; reading lists, key vocabulary and key information about school.

ParentApp

SIMS App is a useful app that Parents and Carers can download onto their smartphone. All Parents and Carers who have been marked as priority 1 contacts on the registration pack will be

sent SIMS App login credentials. The SIMS App allows Parents and Carers to, amongst other things, amend their contact details, view their child's attendance and access school reports.

We send all communication to Parents and Carers via our SchoolComms email system. It is essential that if any of your or the child's contact details change they are updated on the ParentApp as soon as possible. You can also contact communications@glynschool.org if you need further guidance.

At Glyn, we are conscious of our environment and whilst we still consider some information booklets best presented in hard copy, we endeavour to email electronic documents wherever possible. If you would like a hard copy of any electronic documents or communication sent, please contact communications@glynschool.org

Educational Visits

Glyn School offers the opportunity for students to partake in off site activities and trips both in the UK and overseas. These trips provide an enhancement to their curriculum learning and provide a broad cultural experience. Further details of all trips and visits will be communicated with Parents and Carers together with payment options. Our trips and visits follow our Educational Trips and Visits Policy.

Extracurricular Activities

There are plenty of opportunities at Glyn School to join clubs and to get involved in extracurricular activities. A full list is published at the start of each year on our website under the Home / Student / Extra-Curricular webpage: <https://www.glynschool.org/1979/extra-curricular?search=curricular>. A Freshers Fair is also held in the first term so that students can see what is on offer and learn more about all the clubs and activities on offer.

Homework

In Year 7, a student can expect up to six pieces of homework, only English and Maths are set in the first four weeks whilst students settle into life at Glyn School. After this time homework for other subjects will be introduced. Homework setting will vary between each Year group. Further information regarding our Knowledge Organisers and Homework Policy Link can be viewed on the following webpage: Home / Students / Knowledge Organisers: <https://www.glynschool.org/2285/knowledge-organisers-1>

House System

When your child starts at Glyn School they will be placed into one of eight Houses. You will be notified of which House they have been allocated prior to starting the academic year to enable you to purchase the correct House uniform. The Houses are made up of one Form group from Years 7 to 13. The House names are:

- Abbey, Bourne, Carew, Derby, Merton, Oaks, St Benet, Tudor

The sense of community in each House is very important and students soon get to know the other students in their Tutor group very well over the first few months, as well as the older students in the same House who will be able to help and support the students as they settle in. Each House has a House Captain, Community Captain and Sports Captain in Year 11 and Senior Prefects in the Sixth Form.

Further information regarding House Competitions, House Reward System and the highly sought after Victor Ludorum Trophy can be found on our Home / Admissions & Transition webpage / House system: <https://www.glynschool.org/2161/the-house-system>

Internet Safety

At Glyn School we are very aware that our students use the internet not only for school work, but for gaming and social networking. We deliver Internet Safety through our Personal, Social, Health and Economic (PSHE) programme, additionally, during Year 7 ICT lessons, we explain key aspects of Internet Safety to all students. Further guidance and useful links can be found on our Home / Parents & Carers / Internet Safety webpage:

<https://www.glynschool.org/1966/internet-safety?search=safety>

We expect our students to use the school's computers with care and to comply with our e-safety guidance.

Lockers

Due to a limited supply, we only offer the opportunity of lockers to some of our SEND students or students with specific needs only. If you would like to find out if your child qualifies, please contact

transition@glynschool.org

Mobile Phones

Students are allowed to bring mobiles to school, however it is at the child's own risk. They should be switched off and not in sight. Students should not have mobiles out during lesson time unless a teacher has allowed them to. If a student is seen with their mobile out, it will be confiscated as per our Mobile Phones Policy Procedure. This can be found within our Behaviour for Learning Policy, located on our Home / Key Information and School Policies - Behaviour and Expectations tab:

<https://www.glynschool.org/1911/key-information-school-policies/category/14/behaviour-and-expectations>

News

Glyn School publishes a regular newsletter. It is full of information about up and coming events, important dates, activities and events that have taken place both in and out of school. It also reports on any special achievements made by our students over the previous weeks. We would ask that you take the time to read our newsletters which highlight important notices and celebrates life at Glyn School.

ParentPay

This system allows you to provide your consent and pay online for your child's school trips and extracurricular activities. It is a cashless system where Parents and Carers can also add lunch money.

Every Parent and Carer will receive login details to set up their child's account. It is important to keep your child's ParentPay account for the canteen topped up.

Parents and Carers Evenings & Progress Reporting

We keep you informed about your child's progress in a variety of ways. We produce regular progress reports looking at both attitude to learning and/or academic progress and offer Parents' and Carers' evening for each year group and have dedicated information evenings for specific year groups regarding curriculum, revision and student options. You will be able to view our list of events and reporting dates on our school calendar webpage: Home / News and Events / Full Calendar: <https://www.glynschool.org/2010/full-school-calendar>

Parent Staff Association (PSA)

We are extremely grateful to our active and well supported PSA. The money raised is used for a huge range of projects and equipment that is not available within the school budget.

Glyn School's PSA has an excellent range of second-hand uniform. They also hold several events throughout the year to raise funds which include Mufti Days, Christmas Fair and School Discos for Years 7 and 8.

There are also easy ways for you to support the PSA from donations, setting up internet cashback sites linked to the PSA, Business Sponsorships and helping out with events and activities. Further details can be found on the PSA webpage, Home / Parents & Carers / Parent Staff Association & Fundraising:

<https://www.glynschool.org/1954/parent-staff-association-fundraising?search=association>

The PSA also has a Facebook page that you can join so you become part of the growing community of Parents and Carers.

We would kindly ask that you complete the PSA booklet so that you can support all their fundraising activities and ventures.

Parking

We would ask that Parents and Carers drive and park considerately in the surrounding roads to Glyn School. The area around the school entrance becomes very congested and can present, not only an inconvenience to neighbours, but a safety risk of students trying to cross the road at the start and end of the school day. We ask Parents and Carers to park a short distance away and avoid parking across residents' driveways and on yellow lines. Hessel Grove is pedestrian only and should not be parked in, driven or cycled down.

There is limited parking capacity in the main school car park, we ask that you consider parking in Weston Road/Kiln Lane area. Sainsbury's car park is a five minute walk from Glyn School but please note that they operate parking regulations and penalties.

Pastoral Support

Every member of staff is here to help students settle into school life. Each House has a Head of House, and a Deputy Head of House who liaise with the Assistant Headteacher and Pastoral Lead. The Pastoral Team also includes Senior Learning Mentors for Key Stage 3 and Key Stage 4 students and each Form will have their own Form Tutors. Further information can be found on our Home / Admissions & Transitions webpage / Student Support:

<https://www.glynschool.org/2162/student-support>

Peripatetic Lessons - Drama and Music

The Drama department uses an external Lamda teacher, who works every Friday, tutoring students from all Year groups to prepare for a Lamda Acting exam. These lessons last 30 minutes and can be done by a single individual or as a pair to prepare for a duologue exam. Exams are at varying grades which can be agreed between the student and teacher. Payments are arranged directly with our Lamda teacher who has been working at Glyn since January 2020 and other local schools for over five years. Students can take a maximum of two peripatetic lessons including Music and Drama per week.

The Music Department offers private tuition for a wide range of instruments and we hope our students will take advantage of the many musical opportunities available. Here at Glyn School, we are very lucky to have high calibre musicians to tutor students. We currently offer lessons for a vast range of instruments including Guitars, Strings, Brass, Woodwind, Vocals and Percussion. These lessons take place once a week for half an hour. The application form for these lessons can be found on the Instrumental Tuition webpage, located under the student section or via this Google form link: <https://forms.gle/qkNsYYxwwq9oT3NF6> . Along with the opportunity for students to have

instrumental lesson we have many Extra Curricular clubs that may be of interest to students including Podcast Club, Ukulele Club, Junior Band, Vocal Group and many others. These clubs take place either during the morning or at lunchtimes.

Safeguarding

Glyn School takes the safeguarding and Child Protection of its students extremely seriously. We have a dedicated Safeguarding Team lead by our Designated Safeguarding Lead who can be emailed with any safeguarding concerns at glynsafeguarding@glynschool.org. Details of our safeguarding team can be found on our webpage Home / Our School / Safeguarding: <https://www.glynschool.org/1933/safeguarding>

Our Safeguarding and Child Protection policies and any relating documents can be found on our webpage Home / Key Information & School Policies - Safeguarding and Child Protection tab: <https://www.glynschool.org/1911/key-information-school-policies/category/25/safeguarding-and-child-protection>

School Day

Our school day begins at 08.40 and ends at 15.10. We expect students to arrive by 08.30 so they are ready for Form time. Please note that students can be asked to stay until 15.40 (30 minute detention) without prior notice from the teacher or school.

Expected arrival by	08.30
Registration/Form time	08.40
Period 1	09.00
Period 2	10.00
Break	11.00
Period 3	11.20
Period 4	12.20
Lunch	13.20
Period 5	14.00
Registration/Form time	15.00
Departure time	15.10

The two week timetable has 50 hours of lessons running each fortnight, each week containing 25 hours. The weeks are divided into Week 1 and Week 2 and these are clearly laid out on the students' timetables and on their Sims App.

School Fund

The School Fund provides money for 'extras' that add to the quality of life and enrich the educational experience of students at Glyn School over and above the normal educational programme. We ask families to make an annual voluntary contribution to Glyn School and further details, together with a consent form can be found in the Admissions Registration Booklet. If your circumstances change and you do wish to sign up to support the School Fund, please email communications@glynschool.org

School Sites

Glyn School has two sites. One for the main school and the other at Priest Hill Playing Fields, which is used for Games lessons. Further details regarding the location of classrooms can be found on our Home / Admissions & Transitions webpage / Finding your way around Glyn School

<https://www.glynschool.org/2163/finding-your-way-around-glyn-school>

The key school areas for Years 7-11 are:

- **Catering**

Cucina, our catering company supply food in two areas for Year 7 - 11 students. The main canteen is open 7am until 5pm daily and offers a variety of hot and cold food throughout the day. Street Kitchen offers light snacks at break and lunchtimes. Cucina operate a cashless system and payment can be made by ParentPay and debit card. Further information regarding capping your child's daily purchase, Free School Meals, dietary requirements and details of Frequently Asked Questions can be found on the Cucina webpage: Home / Student / School Catering:

<https://www.glynschool.org/1978/school-catering?search=catering>

- **Learning Resource Centre (LRC)**

The LRC is open and supervised from 8.10am - 4pm daily and is open to all students. The LRC can be used by students from two year groups each break and lunchtimes, the rota is displayed on the noticeboard outside the LRC.

As well as a huge selection of books and other resources, there are many activities including Homework, Chess, Book and Board Game Clubs. There are also computers to use outside lesson time for homework and research. Further details can be found on our LRC webpage: Home / Students / Learning Resource Centre:

<https://www.glynschool.org/1977/learning-resource-centre?search=library>

- **Proctor Hall and Sports Hall**

The Proctor Hall is our main Hall and is used to hold special day and evening events, student assemblies, and student PPEs (pre public exams) throughout the year. The Sports Hall is used for the PE curriculum and extracurricular sporting activities, as well as large events and whole school assemblies. It is also used for the summer examinations.

- **Student Reception**

Student Reception is open from 0800-1600 Mon-Fri to all students. Students are welcome to visit Student Reception before school, at break or lunchtime and after school. They can only visit the Student Reception during lesson time, if permission has been granted by the classroom teacher. The Student Reception team is available for any general queries students may have, as well as lost property, mobile phone confiscation collection, borrowing uniform and any medical needs. The Medical Room is situated in Student Reception.

- **School Field**

Priest Hill is used for Games lessons. The location of the site can be viewed on our school site webpage. Students are walked to or from Priest Hill for Games lessons by PE staff. The Games lessons are usually a double period, therefore will usually start with registration at Priest Hill at the beginning of the day or finish with registration at Priest Hill at the end of the day

Sixth Form

Our Glyn Sixth Form comprises both male and female students in Years 12 and 13. A large number of our Year 11 students stay at Glyn School and continue on to our Sixth Form. There is a diverse choice of subjects, with personalised student support and a wide range of enrichment activities. Sixth Form students have their own dedicated Private Study area and Canteen/Common room which are based in our Chaloner Building.

Special Educations Needs and Disabilities (SEND)

Our SEND department supports students who require varying levels of support to help with their studies and wellbeing. Our SEND department liaises with our Transition Team to ensure students that require additional support are identified via the Admissions Registration Booklet and Student Transition Online Questionnaire. Our SENCO works closely with Parents and Carers, students and outside agencies to ensure the necessary provision is put in place to meet the student's needs.

Sports Teams and Fixtures

During Saturday mornings Glyn School fields many sporting clubs. Our students have represented Glyn in many events including track and field, cricket, rugby, tennis, badminton, table tennis, basketball, swimming and of course, in football. Football and rugby trials take place at the beginning of Year 7. Trial dates can be found on our Home / Admissions and Transition webpage / Football and Rugby Trials:

<https://www.glynschool.org/2160/football-and-rugby-trials-september-2020?search=trials>

All sporting teams have regular practices after school and these can be found on the Extra Curricular Timetable.

Student Leadership Team

Each year the school elects a Year 12 Head Boy and Head Girl. Together with their Deputies to help lead and support the student voice of the school. They deliver at most Parents' and Carers' evenings throughout the year, as we value their input and are proud to have them publicly represent the school. Perhaps one day, your child will have gained this prestigious position and have their name permanently placed on our Head Boy and Head Girl boards, displayed in our main Proctor Hall.

Student Parliament

Members of Glyn Parliament (MGP) are elected through a democratic process. The Student Parliament comprises of two elected representatives from each Year group. The role of MGPs is to voice the suggestions and concerns of the student body. Glyn Parliament also plays an important role in discussing, with staff members, potential changes within the school which will impact the students. Student feedback is vital in ensuring our students understand and value our systems and processes.

Technology for Learning - Chromebooks

Chromebooks are being rolled out to each year group to support the delivery of our curriculum. We encourage all students to take up this opportunity and further details about Chromebooks for Learning, Frequently Asked Questions and Video Presentation can be found on our Home / Chromebooks webpage: <https://www.glynschool.org/2002/introduction>. Further communication regarding individual Year groups will be sent out directly.

Travelling to School by Bicycle

To increase the safety of our students travelling to school by bicycle, we ask that Parents, Carers and students read and comply with our guidance. The Agreement for Travelling to School can be

viewed within our Behaviour and Expectations document folder on the Home / Key Information & School Policies webpage:

<https://www.glynschool.org/1911/key-information-school-policies/category/14/behaviour-and-expectations>

As part of the Admissions Registration booklet, Parents, Carers and students must sign a consent to follow the procedure and guidance, a copy of which can also be obtained from Student Reception.

Uniform and Equipment

Our uniform is supplied by Stevensons which is located in the Lester Bowden building in Epsom or via their online shop. Full details of suggested stationary items, a list of the required uniform and links to the Stevenson Uniform shop can be found on our Home / Admissions & Transition webpage / Uniform and Equipment: <https://www.glynschool.org/2166/uniform-and-equipment-1>

Website and Twitter

We welcome all Parents, Carers and students to familiarise themselves with our website which always has our latest news and current information. You can also follow us on Twitter

Website: www.glynschool.org

Twitter: [@gynschoolepsom](https://twitter.com/gynschoolepsom)

The transition to secondary school may seem daunting and we hope the above information and links are useful to you. You may wish to view our dedicated Transition webpage, Home / Admissions and Transitions: <https://www.glynschool.org/1949/transition-information> which contains a variety of information you may find usefully together with our 'Frequently Asked Questions' and Top Tips section which answer many queries and questions that have been asked before.

If you still cannot find the answer to your transition question, then please email: transition@glynschool.org

We look forward to welcoming your child to Glyn School.



Contact details

Glyn School
The Kingsway
Ewell
Surrey
KT17 1NB

School Telephone:
020 8716 4949

Student Attendance Line:
020 8716 4949 - Years 7-11 Option 1
attendance@glynschool.org

General Email:
Glynmail@glynschool.org

Transition Email
transition@glynschool.org

Website:
www.glynschool.org

Follow us on Twitter
[@gynschoolepsom](https://twitter.com/gynschoolepsom)