

**Believe.
Achieve.
Succeed.**



**MOVING
UP**



Beginning your new chapter...

**Cottingham High School
and Sixth Form College**





“
**We strive for
excellence in all
that we do.**
”

Dear Parents and Carers

I am delighted that your son/daughter will be joining us in September and would like to take this opportunity to extend a very warm welcome to our school.

In this booklet, you will find some important information that I hope you will find useful and will help your child to make a successful start to their time with us.

As the Headteacher of Cottingham High School and Sixth Form College, it will be a privilege to work alongside students, parents, staff, governors and the community to help develop our young people into responsible and considerate citizens who will gladly contribute to their local community. The success of your child will depend on many factors, one of them being a strong working partnership between the school and home. We are committed to being a school which listens carefully and

responds appropriately to your views.

As a parent of three children myself, I understand how important and difficult it can be to choose the right secondary school for your child, and therefore we take very seriously our responsibilities when parents entrust us with their child's education and well-being. We will set high expectations in all areas of your child's development from the academic to behaviour. We will endeavour to provide the right

Welcome to Cottingham High School and Sixth Form College



Contents

- 04 *Vision*
- 05 *Key People*
- 06 *Our School Day*
- 07 *Transition – This Year*
- 08 *The First Day*
- 09 *Catering*
- 11 *Travel to and from school*
- 12 *Dress Code*
- 15 *Attendance/Absence/Medical*
- 16 *Positive Discipline*
- 18 *What will my child study*
- 19 *Inclusion*
- 20 *What can you do to help?*
- 21 *Assessment*
- 22 *Home/School Communication*
- 23 *Frequently Asked Questions*

environment and encouragement for all of our students to develop into confident and caring people, who feel positive about themselves and others. To support your child achieve these expectations, we have a strong pastoral system which values and cares for each student as an individual.

Your child will be joining a school that offers a wide range of exciting extracurricular activities to enrich and enhance their educational experience: trips and visits, after-school clubs, Alternative Curriculum Days and much more. Please encourage your child to make the most of these fantastic

opportunities.

Our students are excited, happy and proud to attend Cottingham High School and Sixth Form College and we are proud to work here. Our school is improving year on year and I am pleased to say that our examination results from our Y13 and Y11 students continue to place us as one of the top performing schools in the local area.

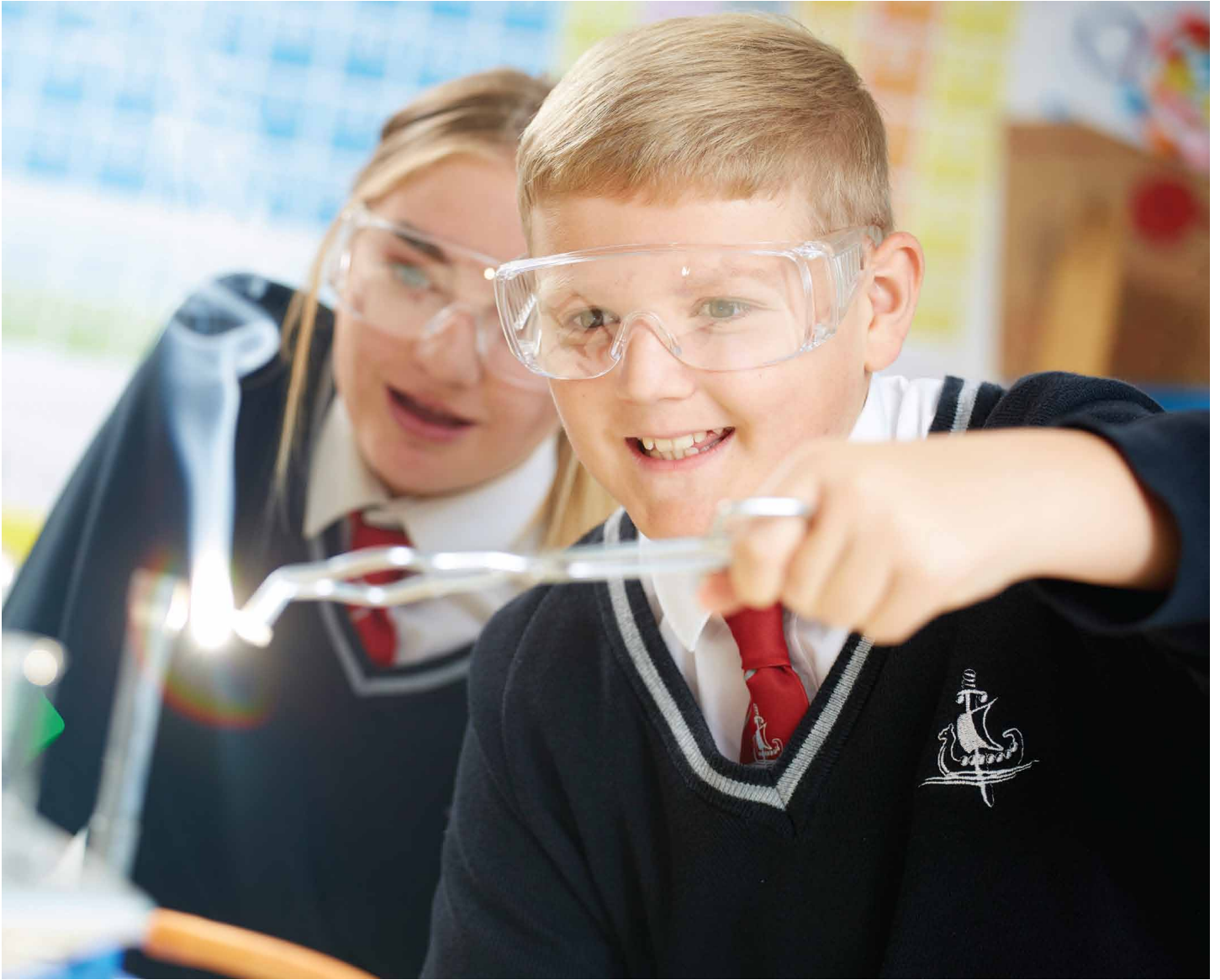
All of us at Cottingham High School and Sixth Form College look forward to working closely with you and your child: together we will believe, achieve and succeed.

Yours faithfully

Mr Loz Wilson
Headteacher

**Believe.
Achieve.
Succeed.**

Our Vision



**A school that provides all students
with exciting opportunities that
build confidence, develop skills and
promote academic excellence.**

★ Key People ★



Mr Wilson
Headteacher



Mr Clement
Assistant Headteacher



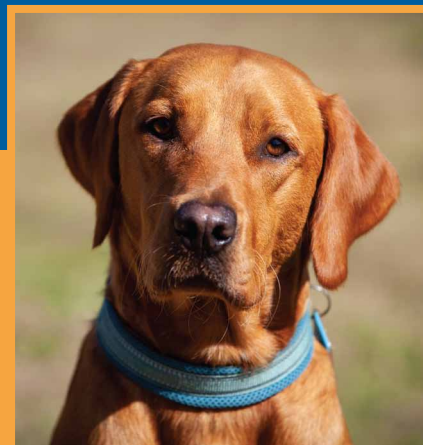
Mrs Cassidy
*Year 7 Pastoral Manager and
Transition Coordinator*



Miss Haiselden
SENCo



Miss Hill
Child Protection Coordinator



Marlowe
School Therapy Dog

***If you have any urgent transition concerns between
now and starting in September, please contact us
on: Transition@cottinghamhigh.net***

Our School Day

Students should arrive at school no later than 8.45am.

Students can go to the Peer Mentor Room, the library, the KS3 playground or KS3 social area if they wish.

Additionally, the canteen is open for breakfast from 8.15am. A supervised homework club runs daily in the library to offer support from 8.00am.

If a student arrives late, her/his name will be recorded and a written warning given in their planner.

If a student arrives in school without the correct uniform or equipment, she/he should go to Student Services in the library to ask for a replacement. A note should also be written in the planner by a parent/carer to provide an explanation.

8.50 - 9.05am: Tutor time
9.10 - 10.10am: Lesson 1
10.10 - 10.30am: Break time
10.30 - 11.30am: Lesson 2
11.30 - 12.30pm: Lesson 3
12.30 - 1.00pm: Lunch time
1.00 - 2.00pm: Lesson 4
2.00 - 3.00pm: Lesson 5
3.00pm: The school day ends



A supervised homework club runs daily in the library to offer support from 8.00am.

Transition 2021



Your Child's Transition

As places have now been allocated, pastoral members of staff will visit primary schools for an introductory meeting with our new students.

These meetings take place during the school day. They will happen during June and are designed to give Year 6 students the chance to find out more about Cottingham High School and to ask questions about secondary school life. These sessions are intended for students only.

Induction Evening for Parents and Carers: Wednesday 30 June 2021 at 6.00pm

Students and their parents/carers can visit the school to attend a presentation about our curriculum, school systems and other information helpful to transition.

There will also be a meeting with the form tutor and other key staff, such as the Head of Year 7, in order to ask any questions.

Year 6 Induction Week: Monday 19 - Friday 23 July 2021 8.45am-3.00pm

A key aim of the week is that students familiarise themselves with our buildings, routines and staff so that they are well prepared for their first day in September.

They will sample lessons, take part in team building activities and start to make new friendships in order to support a smooth transition.

1:1 Meetings

Parents and carers will have the opportunity to meet with the Head of Year 7 if they wish to discuss any aspect of transition in greater detail.

These meetings provide an opportunity to let us know any specific information that will help us support your daughter or son so we can personalise our provision and tailor support, where needed.

The first week at Cottingham High School

On the first day of school in September, Year 7 will be the only uniformed year group in school.

This will enable the year group to have a calm and relatively quiet day to settle into high school life. We ask that all students line up with their tutor in the lower playground, before being taken into school for a welcome assembly.

There will be lots of members of staff out and about to guide our new students to their classrooms (**look out for the blue jackets.**) Students will be taken to the canteen areas slightly earlier during their first week.

Throughout the transition period and beyond, your child's safety and wellbeing will remain paramount. We will continue to comply fully with all government guidance and will adapt any planned sessions accordingly, while still maintaining the best possible experience for our students.



The First Day

What is needed on the first day?

- A strong bag. This should be big enough to carry all the books and equipment needed for the school day.
- A pen, pencil, ruler, calculator and student planner are the minimum equipment expectations. CHS will provide the student planner on the first day. It would also be useful to carry colouring pencils, a rubber and a pencil sharpener.

A PE kit is not needed on the first day.

- Credit on the gateway app to buy a lunch or bring a packed lunch.
- Bus fare or pass if necessary.





Our Catering



We operate a cashless catering system, which uses biometric (fingerprint) technology to identify each student.

This not only speeds up queuing time at tills but also avoids the issue of students losing their money. In addition, parents/carers are able to closely monitor spend and products purchased.

If you choose not to have your child registered we can provide the alternative of a four-digit PIN code, but the preference of the school is to use biometrics. Fingerprint technology is more secure and faster than any other method of identification.

There are various ways in which you can add money to your child's account:

Via the School Gateway app - The School Gateway enables you to credit your child's account online using a credit/debit card or bank transfer. There is a smartphone app for parents available for download called 'School Gateway' for Apple (iOS 8 on the iPhone 4S or later, iPad, iPod Touch) and Android (4.0 / Ice Cream Sandwich or later) devices.

Please download this new app to your phone (it's free). It will help us improve communication with parents – and save the school money.



1

Search for "School Gateway" in the Apple App Store/Google Play or on your phone go to www.schoolgateway.com/apple (Apple) or www.schoolgateway.com/android (Android).



2

Install the app and if you are asked then say yes to "Allow Push Notifications".

4

The system will send a PIN code to your phone; please [enter this PIN code](#) and the app will be activated for you.



3

When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school.



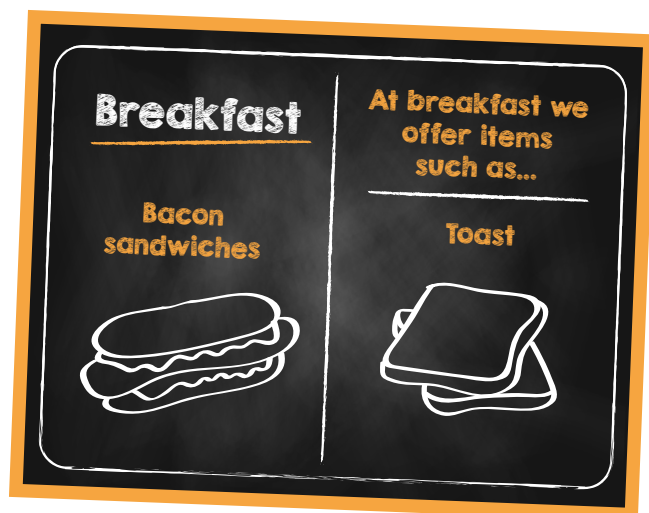
As soon as you've got the system set-up, all of the text messages we send you will appear in the app; you'll receive notifications/alerts as normal.



If you change your email address or mobile telephone number, please let us know so we can update our records.

The Canteen

The canteen doors open at 8.15am for students to buy breakfast items such as bacon sandwiches and toast.

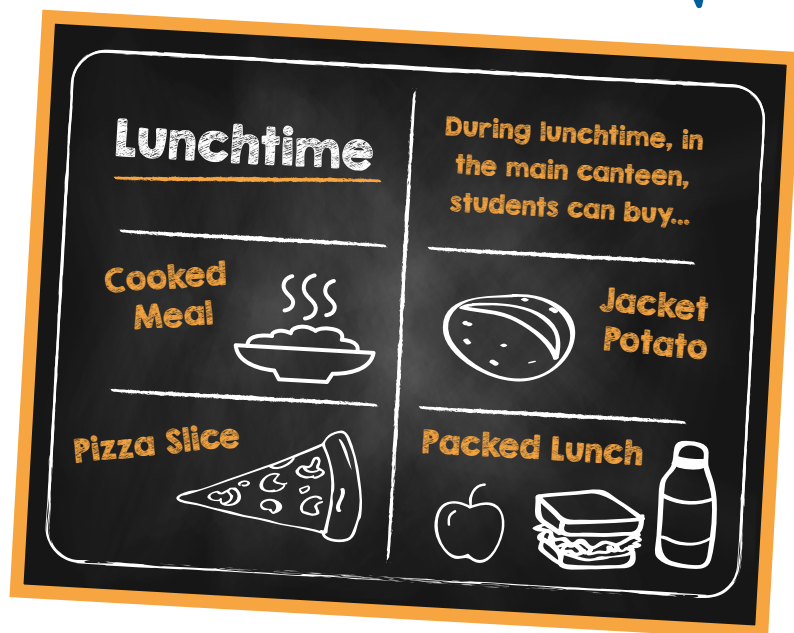
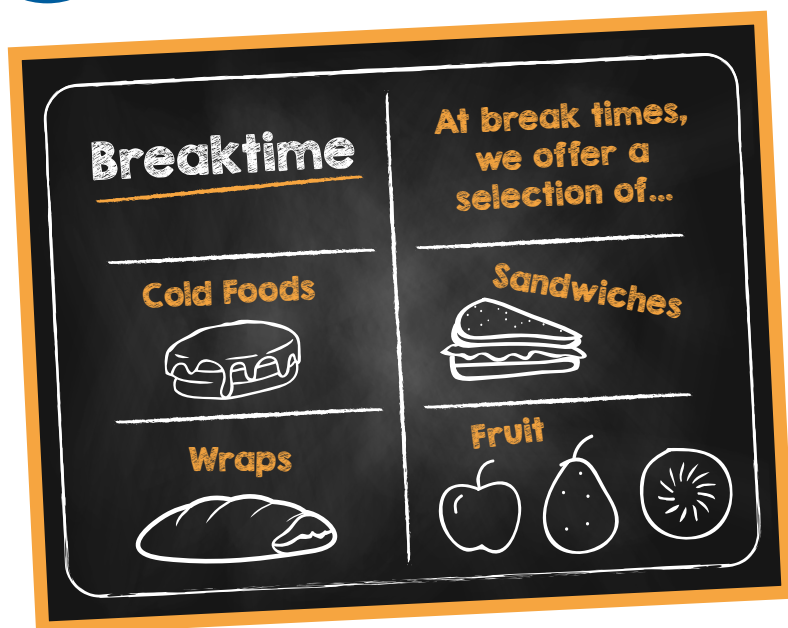


Vegetarian meals are provided daily and if you require a more specific diet, please let us know.

At lunch time at the social area hatch we serve a selection of cold foods and drinks.

Our catering team provide delicious, freshly cooked food, and current weekly menus can be viewed on the school website.

We ensure that fresh water is available throughout the day, either via jugs in the canteen or the water coolers in the cloakroom entrances near the social area.



If your child is in receipt of a free school meal and they already attend an East Riding primary school then you do not need to do anything and the allowance will continue at Cottingham High School.

If, however, your child has free school meals and currently attends a Hull school, you need to inform us that they are entitled to free school meals as this information is not transferred between councils. If you do not inform us, there may be a break in eligibility.



★ Travelling to and from school ★



We ask that whilst students are wearing their school uniform and travelling to and from school that they represent Cottingham High School in a positive manner.



Please wear a cycle helmet at all times.

If you are bringing your child by car, please park on Harland Way at either end of the yellow lines in order to keep the bus lay-by free and help us to ensure that our students are safe.

We ask that you do not use the staff car park for student drop off/collection. The entrance/exit barrier will be closed at **2.50pm - 3.10pm** each day to allow for the safe departure of students.

If your child is travelling by bus please see the 'Bus Route Information' on the Cottingham High School website.

If your child is going to cycle to school, we insist that they wear a suitable cycle helmet. Students not wearing a helmet will receive a written warning in their planner.

Please ensure that your child's bicycle has two working brakes and that it is in road-worthy condition.



We have bicycle sheds in order for students to lock their cycles and ask that students bring a suitable lock with them.



☆ Our Uniform ☆

School Dress Code for Years 7, 8 and 9



- **Black V-neck jumper** with grey trim round the neck and the school logo
- **And/or Savile cut (boys) black blazer** with the school logo
- **And/or Colchester cut (girls) black blazer** with the school logo
- **Plain white shirt**
- **Maroon tie** with the school logo
- **Plain black, full length trousers.** Belts must be plain black and with a small buckle.

Please note that the following are not permitted:

cords, jeans, brushed denim, combat style trousers/multiple pockets, ski pants/leggings, trousers with multiple zips or slits in the legs, extreme hipster styles, pinstripe or other patterned styles. They must not be skinny, stretchy or skin tight.

- **Black knee length skirt**, not stretchy or skin tight.
- **Flat, black shoes which can be polished.** Boots above the ankle and trainers are not permitted.
- **Shorts (boys)** may be worn during the summer term (only available through sportswearinternational.com).

Our P.E. Kit



All young people from Years 7-11 are expected to wear the Cottingham High School PE Kit during their lessons.



Girls

- Panelled skirt - black/red
- Panelled polo shirt with the school logo - black/red
- Panelled 1/4 zip top with the school logo - black/red
- Sports trainers - with non marking soles
- Football/hockey boots - advisable
- Football socks - 3 stripe top with 'chs' or plain black
- White sports socks - (ankle socks)
- Track pants - black/red (KS4 only) (optional)
- No jewellery

Boys

- Panelled rugby shorts - black/red
- Fully reversible panelled rugby shirt - black/red
- Panelled polo shirt with the school logo - black/red
- Panelled 1/4 zip top with the school logo - black/red (optional)
- Football socks - 3 stripe top with 'chs' or plain black
- Sports trainers - with non-marking soles
- White sports socks - (ankle socks)
- Football/hockey boots
- No jewellery

Dress Code



Where can I buy my child's school uniform?

All items of uniform can be bought from SteadySchoolWear, in store and online.

Before visiting the store, please call ahead to check how current COVID restrictions may impact your visit. Please allow up to two weeks for online orders to be delivered.

Online orders: <http://steadyschoolwear.co.uk/>
The Steady School Wear shop is located on:
29 Holderness Rd, Hull, HU8 7NA.
Tel: 01482 322982

If you are unable to order online or visit the store, there will be a 'pop-up' event in school prior to your child starting with us. Dates of the 'pop-up' event will be communicated by email and the school website. School ties are available to purchase from school at a cost of £4.68 on the School Gateway.

Can my child wear jewellery and/or make-up?

We do not allow jewellery or body piercings, including necklaces and bracelets, with the exception of one plain stud per ear and one ring on a finger.

If your child has a piercing over the summer holiday, this should be done in the first two weeks of the holiday. This is to allow enough time to heal so your child can follow our jewellery policy when they come back in September.

If your child wears excessive make-up, they will be asked to clean it off.

False nails/eyelashes are not allowed.

Our school haircut/hairstyle policy

We expect our students not to have extreme hairstyles.

This includes tram lines, designs cut into the hair and unnatural colours, such as green, blue, purple and bright red.

What if my child does not comply with the school uniform policy?

If there is good reason why your child is not wearing the correct uniform, please write a note in the planner to explain why.

You should also tell us when the issue will be resolved. We can loan suitable uniform.

We may ask your child to attend a detention, internal isolation and/or parental interviews with the Head of Year or the Headteacher. Your child could also be excluded if they fail to comply.



Cottingham High School reserves the right to determine whether any particular garment is suitable for wearing whilst on school premises. This principle also applies to hairstyles and make-up.



Attendance



Attendance and Absence

Children who attend school regularly have been proven to do better in school. As a result of this, the minimum attendance target for all students at CHS is 96%.

There is a clear link between high levels of attendance and better achievement. For example, in 2007 91% of children with less than six days absence gained at least five GCSEs. Of the children who had more than twelve days absence, only 36% achieved at least five GCSEs.

However, if your child is absent due to illness, a medical appointment or family circumstances, a telephone call must be made on each day of absence, ideally before 8.45am. This should be followed by a note upon return.

Please see our School Absence leaflet for guidance on medical appointments and illness.

Your child's progress, development and success depends on a number of factors: one of these is regular attendance.

What to do if my child is ill?

When your child is absent, please call the school absence line on – 01482 847498 as soon as possible.

If your child has a medical appointment, please write a note in the note section of the planner and call the school before the appointment time.

Please be aware if you do not inform the school of any absence and your child is marked absent, you will receive a text or phone call.

After 5 days of absence we may require medical evidence from your GP.

If a student's attendance becomes a concern, you will be contacted by phone or letter to discuss ways in which we may offer support.

Medical Issues

If your child feels ill in school or suffers an injury, their teacher will contact our first aid officer to visit them in the classroom.

If a student feels ill between lessons we ask that they make their way to the next class in order for the teacher to report the matter to the first aid officer. This way, we can be certain that the student is where they should be and receives a mark on the class register.

In the case of a student needing to use crutches or where there is a mobility issue, parents should bring the student along to reception to meet with the first aid officer who will discuss health and safety and put together an adapted timetable.

If your child has medication that needs to be taken during the school day, please send this to the first aid officer with your child's name and form clearly labelled. The student will be given a pass to allow them to go to take the medicine at the appropriate time. It is the responsibility of parents to notify the school of any medical conditions or changes to the medical care your child requires.



Positive Discipline

Positive Discipline is centred on three very simple concepts:

- that all young people enjoy being effectively rewarded for their effort;
- that most young people need clear guidelines in terms of what constitutes acceptable behaviour;
- that effective communication between teachers, parents/carers and students is essential for effective schools

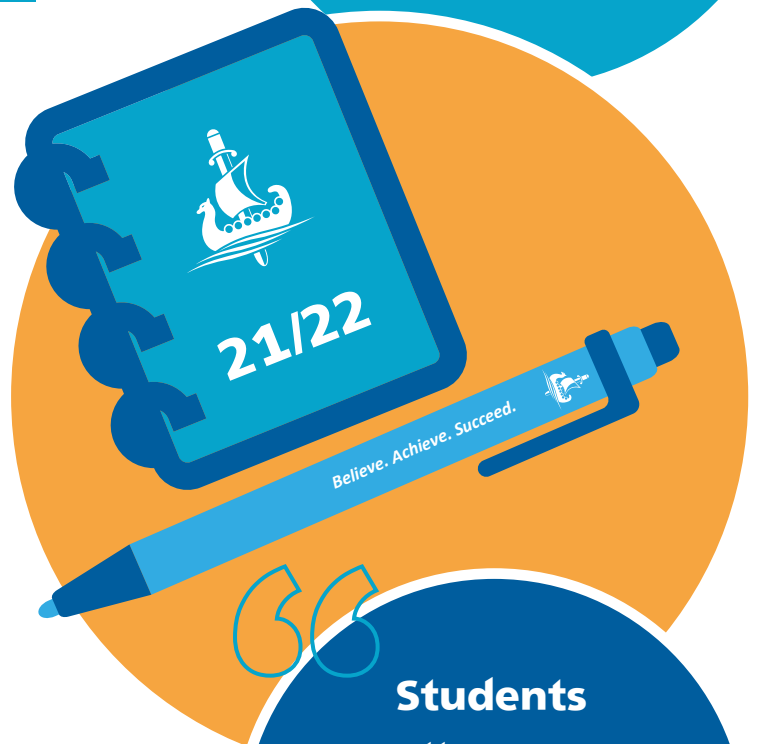
The Student Planner

Central to success is the Student Planner.

This forms the centre of communication between school and parents/carers and gives an immediate snap shot of a student's week.

Achievement Points/Stamps

- Students will receive stamps for positive engagement in the classroom
- Planners should always be open on the desk
- Stamps can be used to purchase prizes from the Rewards Shop
- Certificates are awarded for various levels of achievement



What is your attitude to learning?

Lessons

Organisation

Focus

Contribution

Homework

Equipment

1 Excelling

You **fully engage** in all lessons, demonstrating a real **appetite for learning** and a willingness to **grapple** with problems. You are resilient and **do not give up**, enjoying and rising to the challenges you are set, and attempt **more difficult routes regularly**.

1 Excelling

You are **always keen** to take an active part in lessons, **stretching your own and others'** learning. You often lead or play a very active role in group work.

1 Excelling

Your homework is **always completed to an excellent standard** and you go **beyond expectations** with the quality and quantity of it.

1 Excelling

You always have all expected equipment.

2 Engaging

You **engage** in lessons and complete work to a **consistently high standard**.

You **always attempt** appropriately challenging work and **routes that are suited to your targets**.

2 Engaging

You are usually **willing to take an active part** in class discussion and are a **key participant** in any group work.

2 Engaging

Your homework is **always completed** to a **good standard**.

2 Engaging

You always have all expected equipment.

3 Coasting

You are **occasionally distracted** in lessons and **sometimes** only complete the **minimum amount of work**.

You **do not always attempt** appropriately **challenging work**.

3 Coasting

You will **sometimes take part** in class discussion, and in group work you will take part but **rarely lead**.

3 Coasting

You **usually hand in** your homework but it is often **rushed or incomplete**.

3 Coasting

You usually have the basic equipment expected **but do not always have subject specific equipment**.

4 Disengaging

You are **not focussed** on your learning and **rarely complete work** to an acceptable standard. You **give up easily**.

4 Disengaging

You **do not take part** in class discussion or group work in an effective way.

4 Disengaging

You **regularly receive H codes** for missing homework.

4 Disengaging

You **regularly receive E codes** for failing to have the correct equipment.

What will my child study in Year 7?

The Key Stage 3 curriculum is designed to build on the learning experiences that children had in their primary schools and, in addition to the specialised subject knowledge, gives students a chance to develop learning and thinking skills alongside subject specific skills.

In Year 7 students have lessons in core subjects of English, Maths and Science. They also study PE, Modern Foreign Languages, Art, Technology, Geography, History, RE, ICT, Drama and Music.

Year 7, tutor groups are organised as mixed ability groups in which we try to get a mix of children from different primary schools to help us achieve a cohesive and inclusive environment.

What if my child has special educational needs/disabilities?

To determine support, we use information that is sent from primary schools, information and guidance from other professionals (for example, external agencies) and our own baseline testing which is done within the first month. Based on the information gathered, we will decide on any appropriate intervention.

For more information, please contact Mr Clement, our Special Educational Needs Coordinator, Miss Haiselden or Mrs Cassidy, Year 7 Pastoral Manager.



Believe. Achieve. Succeed.



Develop learning and thinking skills alongside subject specific skills.



Inclusion

The health, safety, happiness and well-being of our students is paramount. We work with parents/ carers and the wider community to protect and support all students throughout their time with us.

An open, caring and supportive environment:

We strive to make sure that our school is a safe, happy and supportive place for all our students. We are always here to listen and talk about any fears, worries and concerns you or your child(ren) might have about the transition process. In addition, we have a staffed Peer Mentor Room which is open to students before school, at break times and during lunch and we offer homework support which students can access by attending the Peer Mentor Room, the library or the Homework Club.

There are four main elements to our Child Protection Policy:

Prevention: We promote a positive school atmosphere and provide strong pastoral care and support to children and young people, through safe and appropriate working practices.

Protection: We follow agreed procedures and make sure our staff are fully trained and supported to respond appropriately and sensitively to child protection concerns.

Support: We offer support, advice and guidance to students, parents/carers and staff in situations where there are safeguarding concerns around a child or young person.

Collaboration: We work together with all our students, parents/carers, staff and external agencies to promote a safeguarding culture in order to ensure the well-being of all our students.

Students will become familiar with Miss Hill, our school Child Protection Coordinator, as she attends assemblies and is part of the pastoral team.

You can view/download our full Child Protection Policy on the school website.



The health, safety, happiness and well-being of our students is paramount.



Health

Safety

Happiness

Well-being



What can you do to help your child?



Meeting the needs of our High Starters

We identify our high-starter students as soon as they join us in Year 7. This helps our teachers to set appropriately challenging tasks for these students.

Where appropriate we will:

- Direct High Starters to most challenging routes or pathways
- Offer extra-curricular enrichment and enhancement activities
- Organise students into flexible groups
- Give High Starters the chance to work with others of similar abilities and not necessarily the same age
- Provide opportunities for open-ended problem-solving and investigative work
- Give students access to stimulating supplementary materials and publications
- Help to develop the students' study, thinking and personal organisation skills

- *Make time to discuss the move from primary to secondary school with your child and make a note of any questions you might have to discuss with a member of staff*
- *Ensure your child is properly equipped for each day. Talk through the timetable together*
- *Encourage your child to develop a routine, for example, asking them to pack their school bag the night before, checking homework is completed and signing the appropriate page in the planner*
- *Label all items of school uniform and equipment*
- *Make sure your child has a packed lunch or has credit on their account*
- *Avoid taking students out of school for holidays*
- *Attend the parents' evenings in school*
- *Encourage good attendance in school and inform us as soon as possible in the case of absence*



Assessment



In Key Stage 3, student progress is assessed in each subject area.

Students are assigned statements covering knowledge or skills, which they are assessed against. They can be given a **red** (novice), **amber** (developing) or **green** (secure) rating for each statement. The aim is for students to become secure or at least developing in each statement throughout the Key Stage.



Twice a year, your child's performance will be reviewed and collated to produce a written report, identifying areas of strength and areas for improvement in each subject. However, each subject area utilises regular internal assessments and progress meetings will be arranged if required.

An example of what the written report might look like for three subjects is shown below.



Subject	Most challenging topic or skill mastered recently	Most recent areas for improvements
English	G9 I can write sentences with an adverb at the beginning.	O1 I can organise my ideas. O2 I can write ideas in an order or sequence.
Maths	N39 I can round decimals to one or any given number of decimal places.	GM26 I can measure and draw acute and obtuse angles. S1 I can calculate and interpret the mean of a set of discrete data.
Science	ES13 I can explain the importance of control variables.	PM6 I can explain changes of states of matter with reference to energy levels of particles. SA1 I can state that scientific methods and theories develop to take into account new evidence and ideas.

If you want to discuss your child's progress, please contact Mrs Mounks, KS3 Progress Leader.

Communication between home and school.



The majority of our correspondence is emailed to parents and carers. You may also wish to communicate with us via email using office@cottinghamhigh.net

To ensure effective communication, please ensure that we have a current email address, telephone number and home address. Please use the email address above to update your contact details at any time or call the school on **01482 847498**.

We operate a texting service for school reminders, details of detentions and emergency communication, i.e. in cases of school closure due to adverse weather.

Regularly checking the school website will allow you to remain up to date with information regarding the school. The school menu, extra-curricular activities and school events are available via the website:

www.cottinghamhigh.net

For pastoral queries, please contact Mrs Cassidy, Year 7 Pastoral Manager on cassidy.c@cottinghamhigh.net

For progress queries, please contact Mrs Mounks via the main school number.



The majority of our correspondence is emailed to parents and carers.



Frequently Asked Questions:



Will I get lost?

This is one of the main worries for new students. The simple answer is that yes, you will probably get lost, CHS is a big site, and we know that you don't know your way around the school yet so 'Blue Coat' staff, teachers and Peer Mentors will be on duty at break times and during lesson changeover to ensure that there is always someone to ask for help.

Will I have PE on the first day?

You may have PE on the first day, however you will not need your PE kit. Your first lesson of PE will be spent talking you through the department rules and routines.

What should I do if I lose something, for example, my coat or my pencil case?

If you happen to lose something, you should go back to the last place you remember having it, such as your last class room. If you cannot find what you are looking for, you should ask at the main school reception. If you still have no luck, you should contact your tutor or Head of Year and they will email staff with details.

What should I do if I feel ill?

We are lucky at CHS to have a full-time First Aid Officer on site. If you do feel ill you should report it to your teacher who will call for the First Aid Officer to come and see you. If you feel ill at home, your parent or carer should call the attendance hot line at the earliest opportunity with an explanation.

What if my pack-up drink leaks on my lunch or I have no money for lunch?

We will hand you a lunch loan slip if you go to Student Services before you buy your lunch. This is a loan and the account must be credited by the loan amount as soon as possible.

What do I need to do if I cannot take part in PE?

Ask your parent/carers to write a note in your planner, but still come to school with your PE kit.



Get in touch



THE CONSORTIUM
ACADEMY TRUST

**Cottingham High School
and Sixth Form College**
Harland Way
Cottingham
HU16 5PX

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