



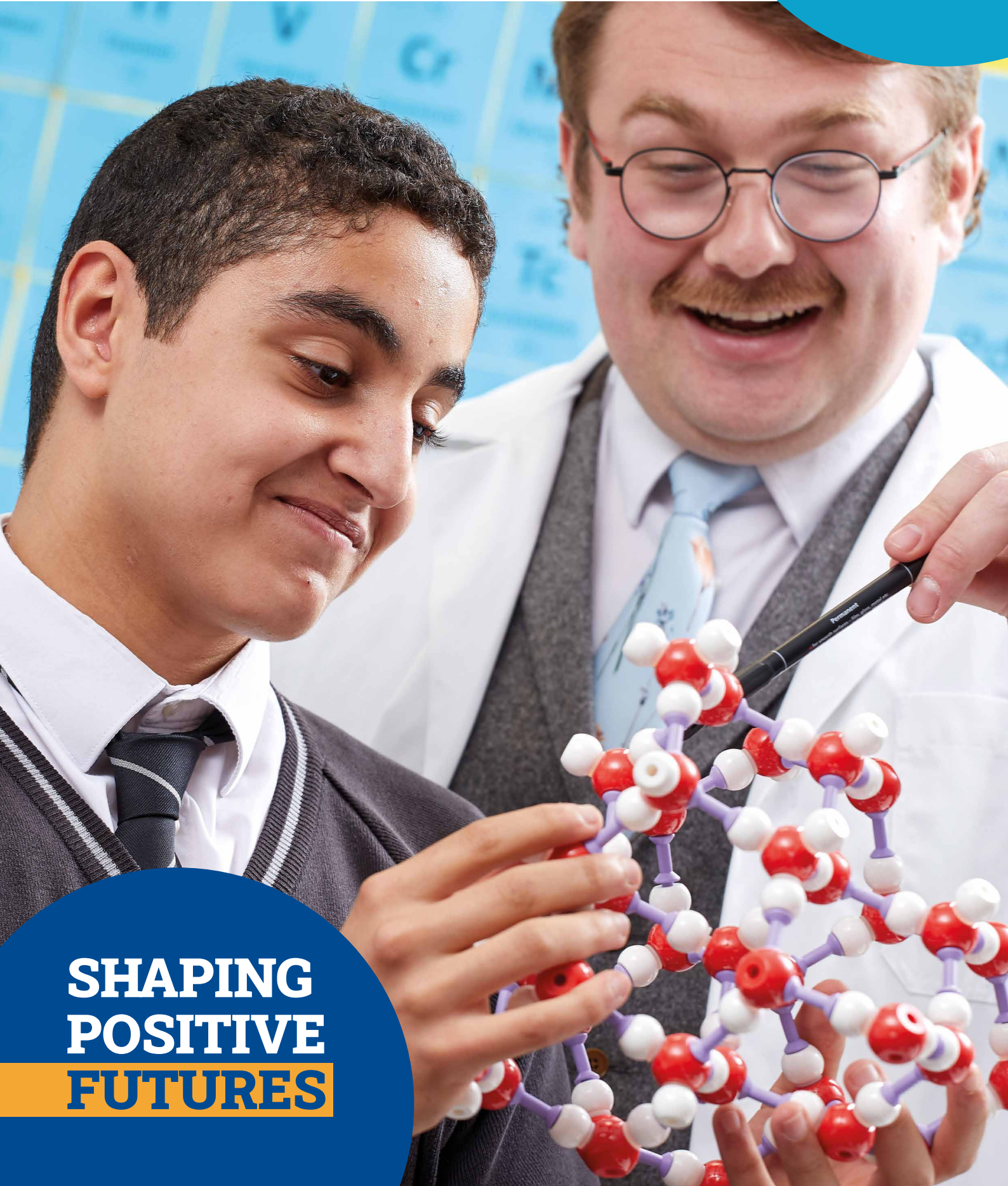
THE CONSORTIUM
ACADEMY TRUST



Cottingham High School

Parent Guide

Transition
2025/26



**SHAPING
POSITIVE
FUTURES**



Contents

04	Welcome to Cottingham	17	Attendance
06	Our Vision and Values	18	Learner Well-being
08	Key People	19	Equipment
10	Transition & Induction	20	Our Uniform
11	Communication	21	Our PE Kit
12	Curriculum	22	Extracurricular and Enrichment
13	Assessments and Outcomes	24	School Payments
14	Aim to Excel	25	Catering
15	Rewards & Sanctions	26	Frequently Asked Questions
16	Daily Routines	27	Term Dates 2025-26



Shaping Positive Futures



Welcome to our new Cottingham learners.

Cottingham High School is part of The Consortium Academy Trust. At The Consortium Academy Trust, we are ambitious about the future - creating learning environments and excellence in teaching and learning that provide our children and young people with the best chance at a successful future.

Our vision is Shaping Positive Futures as we strongly believe our sole purpose is supporting children and young people to achieve their ambitions. This vision gives us a shared sense of purpose and direction and is something we are all proud to be a part of.

Across our community of nine schools our people are doing remarkable things by being fully engaged in work that transforms lives, supporting children and young people to grow in confidence and develop into citizens we are proud of.

We are ambitious to shape positive futures so each young person can excel and achieve their goals in education and beyond and we welcome you as you begin to explore and develop your interests and passions at the start of your education journey with us.

Lizann Lawson,
CEO



As a Trust we share resources and expertise, to ensure our young people experience inclusive learning opportunities alongside a challenging, fun and aspirant education."





Welcome to Cottingham



We are delighted to be welcoming you and your child to Cottingham High School in September.

We would like to take this opportunity to welcome you to our school and the community that we serve. Though the transition to secondary school can be a big step, we are here to support you and your child every step of the journey.

The success of all learners is built upon a strong working relationship between school and home, we are keen to work with you to ensure that our learners are excited, happy and proud to attend Cottingham High School and staff are proud to work here.



Our aim is to be the school of choice for our community based on our care, standards and outcomes. We believe that this approach will empower our learners and staff to excel in education and beyond and they are embedded in our school culture."





Believe. Achieve. Succeed.

I am proud to lead a school that is built on our values, 'Believe, Achieve, Succeed', which is designed to shape our attitudes and actions in every situation, for every member of our school community.

Our aim is to be the school of choice for our community based on our care, standards and outcomes. We believe that this approach will empower our learners and staff to excel in education and beyond and they are embedded in our school culture.

We profoundly believe that success is not predetermined, and circumstances will never be a

barrier in our commitment to constant improvement and achievement.

Mr Jay Kerby, Headteacher

Cottingham High School celebrates its 70th anniversary in September 2025, a school that has served its community and their young people for seventy years and will continue to do so for many decades to come.



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





Our Vision and Values

At Cottingham High School we are all members of a friendly and supportive community.

We respect each other; we take responsibility for placing learning at the heart of everything we do; we have the confidence to embrace innovation and we are inspired to achieve our very best.

**Believe.
Achieve.
Succeed.**

Key People

If you have any queries regarding your child's transition process into Year 7 please do not hesitate to contact us via email: CHSTransition@cottinghamhigh.net



Mr Kerby
Headteacher



Mrs White (DDSL)
Trust Leader



Mr Aird
Assistant
Headteacher



Mr Clement (DDSL)
Assistant
Headteacher



Mr Wort
Assistant
Headteacher

SENDCo Team



Mrs Cassidy (DSL)
Designated Safeguarding
Lead



Mr Clement
SENDCo



Marlowe & Sherlock
Well-being
Dogs



**Year 7
Pastoral
Team**



The whole Pastoral Team is really looking forward to meeting all our new learners."



**Assistant
Headteacher**



**Year
7
Pastoral
Manager**

**Year
7
Progress
Leader**

Pastoral Care

We have high expectations of all learners at Cottingham High School and believe that all our learners will achieve with us and go on to be successful, well rounded young people.

Your child is starting the next stage of their school journey in good hands. The whole Pastoral Team is really looking forward to meeting all our new learners. The Pastoral Team is here to help your child settle into life at secondary school and welcome them into the Cottingham High School family.



Transition & Induction

**Induction Evening for
parents and carers:
Wednesday 2 July 2025
at 16:30.**

We work closely with primary school staff to ensure a smooth transition to secondary school for your child.

We have been gathering information on how your child has progressed during their time at primary school, so we can thoroughly plan to meet all their needs as they start their journey at Cottingham.

This year, our Year 6 Transition Event will be held on Wednesday 9 July to Friday 11 July 2025. We look forward to meeting your child then.

Primary staff will further support your child's transition by grouping learners into twos or threes as they know who will work well together. All the information collated is used to inform how we create our tutor and teaching groups.

A key aim of the event is that learners familiarise themselves with our buildings, routines and staff so that they are well prepared for their first day in September. They will have sample lessons, take part in team building activities and start to make new friendships, making it a smoother transition for them.



Communication

A strong and effective partnership between home and school is highly valued by everyone.

Achieving this ensures that we can all support your child as they progress through school and develop into confident and successful young adults. You will receive a home school agreement which outlines our expectations and how you can support your child at Cottingham High School.

We recommend that you regularly check our school website to remain up to date with information regarding the school. Any updates such as key events, latest news, reminders and notices to parents and learners are available via our website: www.cottinghamhigh.net The school also posts regularly from a number of X accounts, with our main school account being [@Cottingham_High](https://twitter.com/Cottingham_High) and Facebook ([Cottingham High School](https://www.facebook.com/Cottingham_High_School)).

Direct communications are sent home through our parent portal app Arbor, which negates the need for traditional letters. You will receive a fortnightly report by email which will update you on attendance, behaviour and rewards data.

To ensure effective communication, please ensure that we have a current email address, telephone number and home address. The school telephone is **01482 847498**. Details of our Data Protection Policy are available on our website.

Please email office@cottinghamhigh.net with any enquiries and it will be directed to the most appropriate member of staff including the Headteacher, Leadership Team and Pastoral Staff.

You can help by:

- Ensuring you have the Arbor App
- Being available 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
- Regularly checking the school's website, X accounts and Facebook.
- Attending the Parent and Carers' Evenings in school
- Encouraging good attendance in school and informing us as soon as possible regarding any absences



Our curriculum is designed sequentially so that new knowledge and skills build on what has been taught before through a mastery approach.”



Curriculum

Everything we do at Cottingham High School will help shape a positive future for life beyond school.

Our curriculum intent is built around our school values:

Believe, Achieve, Succeed.

Believe: Shaping positive futures in the development of personal characteristics.

Achieve: Shaping positive futures by helping our learners to achieve.

Succeed: Shaping positive futures so that learners can contribute to wider society and life beyond school.

All learners at Cottingham High School are entitled to an engaging, broad, balanced, rich, appropriately challenging and ambitious curriculum, with a strong academic core, delivered by specialists who are passionate about their subject.

Our curriculum clearly sets out the knowledge and skills that your child will gain at each key stage, how this will be taught and assessed, and how effectively they apply the knowledge and skills they have acquired. Our aims are to provide an effective and enjoyable education where your child achieves highly, as well as equipped with the knowledge and cultural capital they need to be confident and succeed in life.

Our curriculum is designed sequentially so that new knowledge and skills build on what has been taught before through a mastery approach. We have designed your child's curriculum to reflect their context and to combat social disadvantage by addressing gaps in their knowledge and skills. This includes an emphasis on reading and vocabulary-rich programmes of study and a focus on careers education in each curriculum area, which will raise aspirations.

Above all, we want your child to be enthusiastic about their studies and to instil in them, a self-belief, and an appetite for life-long learning.

A full copy of the curriculum will be available in a curriculum booklet on our school website.

Assessments and Outcomes

In Key Stage 3 learners are assessed in each subject area.

All learners will have aspirational targets generated using their prior academic data and through the cognitive assessment tests they will take as they begin their journey at Cottingham High.

Learners are assessed on the work they have completed throughout the year and awarded with a judgement of emerging, developing, meeting or exceeding. This judgment is based on their target grade and indicates the areas they are succeeding in and those they need to work on to achieve their true potential.

Twice a year learner performance will be reviewed and collated into a report that you will receive. Each subject area utilises regular internal assessments and if there are specific concerns, progress meetings will be arranged.

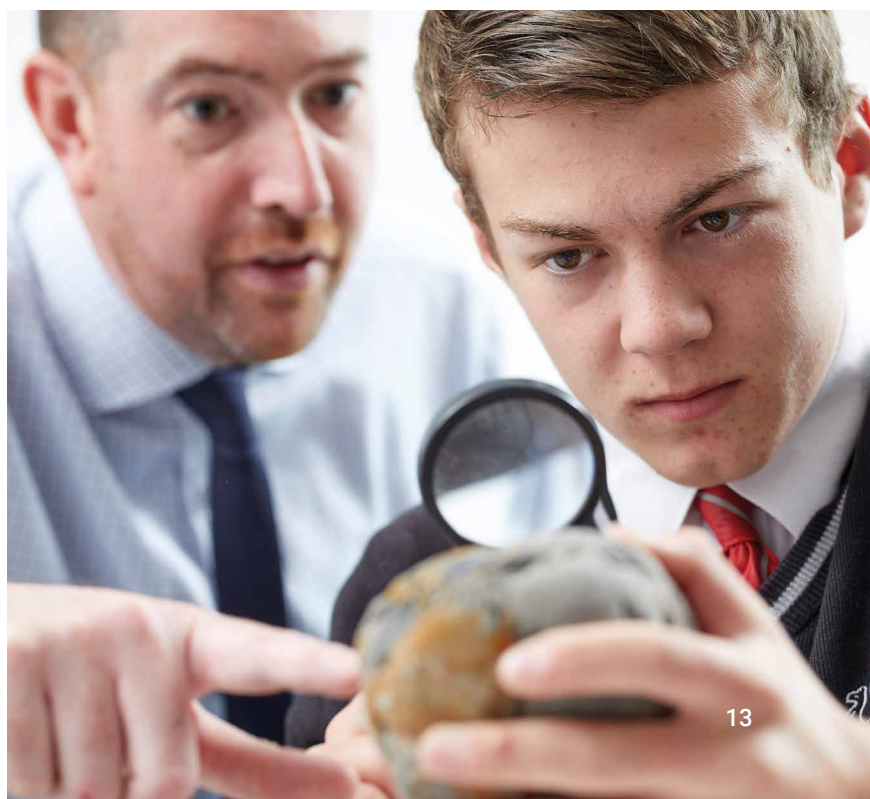
The role of parents/carers is crucial in ensuring a positive outcome for your child, particularly in supporting your child's attendance at school each day and in completing work outside of school including homework and coursework.

You can help by:

- By providing a quiet space to complete work at home
- Encouraging your child to speak to their class teachers or tutor if they have any concerns
- Providing help and encouragement when homework is being done, and regularly checking to ensure this is completed on time
- Reminding them that they are able to access the school ICT systems and the Library before and after school, and also at break and lunch times. There is a Homework Club after school that learners can attend if they need to



The role of parents/carers is crucial in ensuring a positive outcome for the learner, particularly in ensuring that your child attends school regularly and complete work outside school, including coursework and homework."





A HIGHLY MOTIVATED learner makes an **EXCELLENT** effort.

Excellent effort means being committed to getting the most out of all learning opportunities available. It is what all learners should aim for.

An **ENGAGED** learner makes a **GOOD** effort.

Good effort means being a responsible and hardworking learner who tries their best all of the time.

A PASSIVE learner makes an **INSUFFICIENT** effort.

Insufficient effort means that a learner is probably doing most of what they are supposed to do but is not pushing themselves or making the most of the opportunities available.

A DISENGAGED learner currently makes a **POOR** effort.

Poor effort means that a learner needs support or intervention to become a more responsible learner.

Aim to Excel

Engagement Grades (Attitude to Learning):

1 Highly motivated (Excellent effort)

- Excellent focus
- Seeks challenge
- Asks questions to extend thinking
- Approaches learning with active interest
- Invites feedback
- Reviews own progress, acting on the outcomes
- Seeks own solutions to problems
- Sets an example
- Often helps others

2 Engaged (Good effort)

- Good focus
- Responds positively to challenging activities
- Answers question
- Shows a desire to improve
- Takes action based on feedback
- Seeks help when needed
- Follows all instructions
- Listens carefully
- Sometimes helps others

3 Passive (Insufficient effort)

- Not always focused
- Avoids challenging tasks
- Not always working hard
- Minimal attempts to act on feedback
- Requires close supervision to ensure tasks are attempted and instructions followed
- Misses some deadlines

4 Disengaged (Poor effort)

- Shows little or no focus
- Work often incomplete or inadequate
- Does not attempt to act on feedback
- Does not engage unless closely monitored
- May refuse support
- Misses most deadlines
- Does not listen



Rewards & Sanctions

The Cottingham Culture takes into account that:

- All young people enjoy being effectively rewarded for their effort
- Most young people need clear guidance in terms of what constitutes acceptable behaviour
- Effective communication between teachers, parents/ carers and learners is essential for an effective school

The Student Planner

The Student Planner is central to learner organisation access. Learners record their behaviour and attendance data each week and also use it to create targets for themselves during personal development time.

Rewards

Your child will receive positive points which are recorded on Arbor for positive engagement in the classroom and around school.

Points can be used to purchase prizes from The Rewards Shop.

Certificates and other rewards will also be awarded for various other achievements across the school.

Classroom Sanctions

The following stepped consequences or stages will be applied when learners fail to follow expectations.

Consequence codes are issued when a learner does not demonstrate the expected behaviour.

Expectations will be displayed clearly around the school and in classrooms. A learner will receive clear explanations at each stage.

Warn: Verbal warning - planner is removed.

Move: Behaviour is moved to the next level. Logged on Arbor.

Remove: Learner is removed from the classroom and taken to our 'on call' room for a period of time.

Serious Incident:

If your child has been involved in a serious incident, they will spend time in our Inclusion Unit.

Daily Routines

Travel

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

Please do not use the staff car park for learner drop off/collection. The entrance/exit barrier will be closed at **14:55 – 15:15** each day to allow for the safe departure of our learners.

If your child is travelling by bus, please see our website for the bus services we have available at: **www.cottinghamhigh.net**. If your child is cycling to school, we insist that they wear a suitable cycle helmet. We have bicycle sheds for learners to lock their bikes in, therefore, we ask that learners please bring a suitable lock with them.

At lunchtime

All learners must remain on the school premises unless a pass has been authorised to go home for lunch.

A wide range of food is available from Caterlink, our catering supplier, or learners may bring a packed lunch.

Signing Out

Appointments should be made outside of school hours wherever possible.

If your child must leave school during the day for any reason, then a note from a parent/carer in advance of the date is required in their planner. Learners must sign out at Student Services. If they return to school later that day, they must sign in again.

The School Day

Learners need to be on site and lined up in their registration groups on the KS3 playground for 08:30.

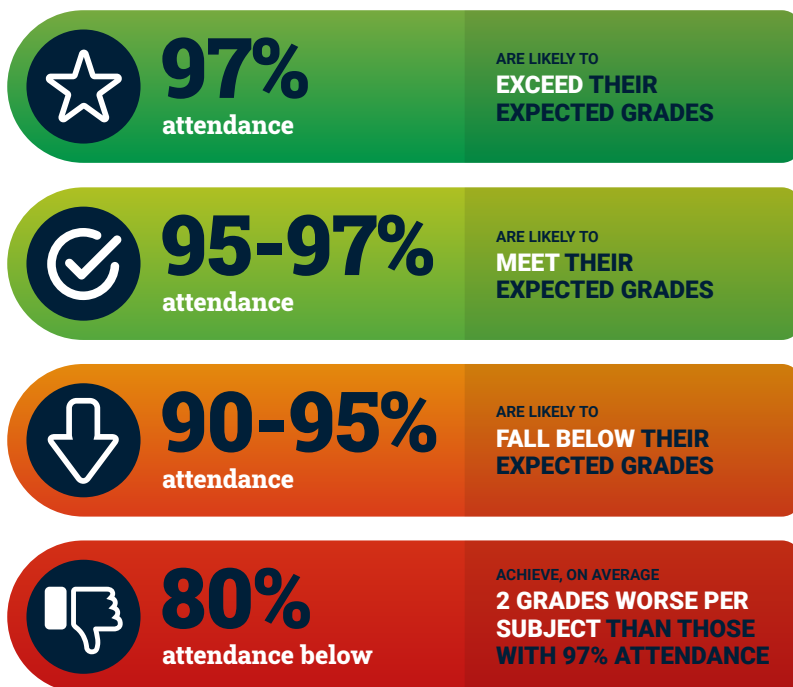
Please arrive at the entrance (top or bottom gate) by 08:25 to allow you to be punctual and lined up ready for 08:30.

Learners can go to the Peer Mentor Room, the Library, the Key Stage 3 playground or Key Stage 3 social area if they wish. **Additionally, there is a Free Breakfast Club from 07:30 to 08:30.**

The names of learners who arrive late to school are recorded and they will be issued with a 20 minute lunchtime detention. If a learner arrives to school without the correct uniform or equipment, Student Services will provide a replacement. A note should also be written in the planner by a parent/carer to provide an explanation.

Tutor Time/ Assembly	08:35 - 09:10
Period 1	09:10 - 10:10
Break Time	10:10 - 10:25
Period 2	10:25 - 11:25
Period 3	11:25 - 12:25
Lunch Time	12:25 - 13:05
Period 4	13:05 - 14:05
Period 5	14:05 - 15:05
After school sessions/enrichment	15:05 - 16:05

Moments Matter, Attendance Counts



Learners who attend school regularly have been proven to do better in school.

As a result of this, the minimum attendance target for all learners at Cottingham is 97%. There is a clear link between high levels of attendance and academic achievement. Research shows that learners do not achieve as well in their education and in public examinations, the more school absence they have. For example, 91% of learners with fewer than six days absences across a school year went on to gain at least five GCSEs. Of the learners who had more than twelve days absence, only 36% achieved at least five GCSEs.

However, if your child is absent due to illness you must contact the school first thing in the morning, informing them the reason for the absence and how long you expect your child to be absent for. It is also helpful if you let us know the nature of the illness to prevent it being spread to others in school.

Tel: 01482 847498

Email: office@cottinghamhigh.net

Alternatively, you can send a message through Arbor regarding your child's absence.

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.

You can help by:

- Encouraging your child to aim for 100% attendance
- Arranging holidays and medical appointments outside of school time
- Keeping in close contact with the school if there are issues at home which may affect your child's attendance



Learner Well-being

Supporting learners' emotional health and well-being has always been at the forefront of our pastoral package.

We realise that this offer is vital in providing learners with the care that they may require. We have put a diverse package of support in place to ensure we have the resources to effectively support and advise learners. If you are concerned about your child's well-being, please contact your child's Head of Year 7.



Our Trust well-being dogs, regularly attend the school to help improve learners' emotional, physical health and social interactions."



There are four main elements to our Child Protection and Safeguarding Policy:

Prevention: We promote a positive school atmosphere and provide strong pastoral care and support to learners 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 learners, parents/carers and staff in situations where there are safeguarding concerns around a child or young person.

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

Equipment

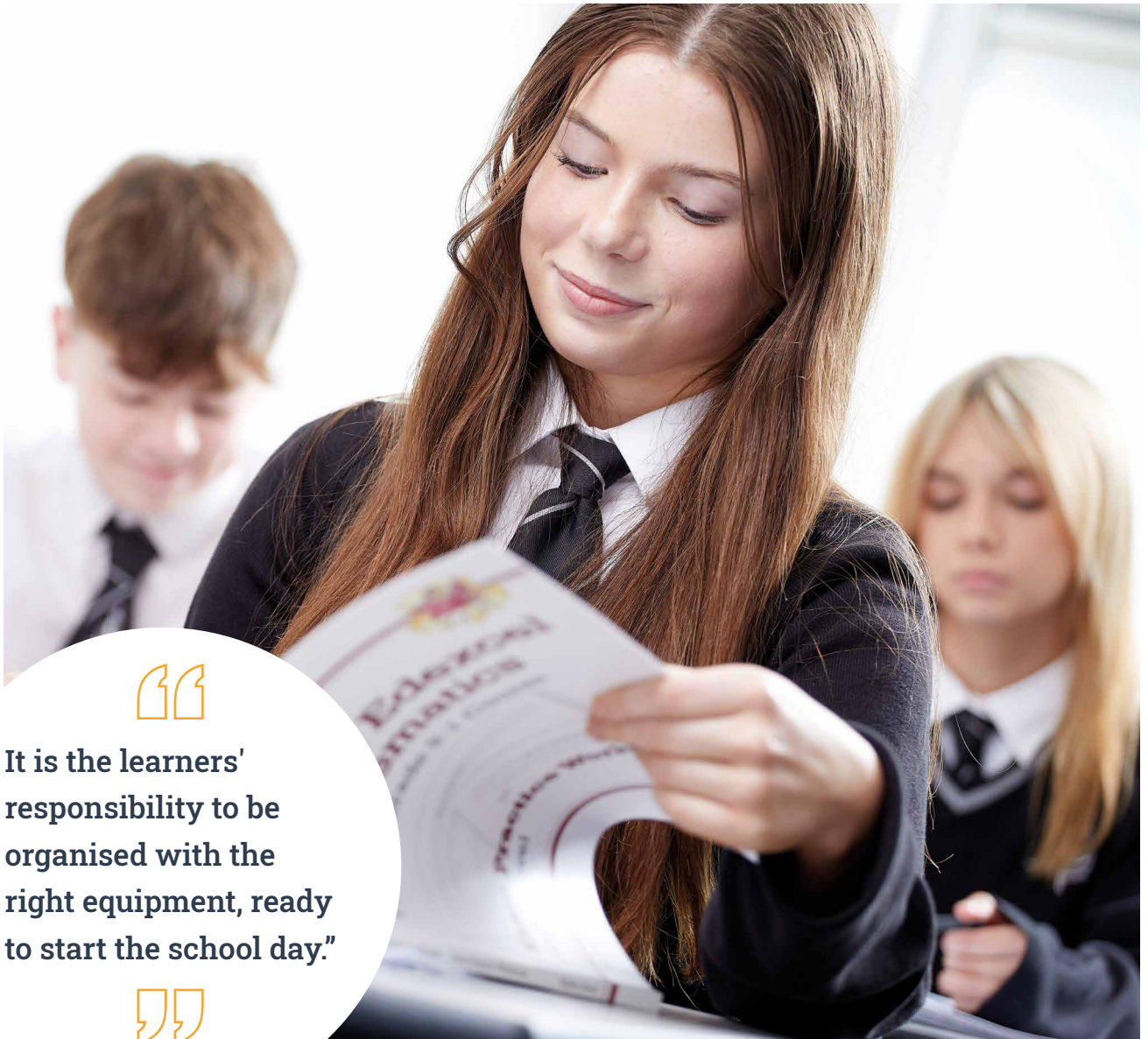
Learners are expected to arrive at school with the correct equipment each day.

A student planner will be provided to each learner free of charge at the beginning of the school year. Replacement planners are available at a charge.

It is the learners' responsibility to be organised with the right equipment, ready to start the school day.

You can help by making sure that your child has a weather-resistant bag, large enough to carry an A4 folder and the following equipment:

- Pencil case
- Black/blue pen
- Pencil
- Rubber
- Ruler
- Glue stick
- Purple pen
- Highlighters
- Scientific calculator
- Coloured pencils
- Sharpener
- Water bottle
- Reading book



It is the learners' responsibility to be organised with the right equipment, ready to start the school day."



Our Uniform



The wearing of uniform gives every learner a sense of identity, equality and discipline as a member of the school community.

The uniform encourages learners to feel a sense of pride and a sense of belonging to the school.

In addition, the uniform sets clear expectations, ensures health and safety and provides a conducive learning environment for all learners in preparation for their future working life.

If at any time there are any queries regarding permitted styles, parents/carers should contact the school, particularly prior to purchasing garments via email: CHSTransition@cottinghamhigh.net.

If any parents/carers are experiencing difficulties regarding the uniform, please contact the school without delay.

- **Blazer:** Black with official school logo.
- **Jumper:** Plain black v-neck, with or without school logo. (Optional)
- **Trousers:** Smart, tailored, plain black, formal uniform type. No Lycra, jean, cotton, or cord type material (worn with black socks).
- **Black Pencil or Box Pleated skirt:** Worn with black tights at least 60 denier or black socks. Skirts must sit no more than just above the knee. They must not be of jersey material.
- **Shirt:** Plain white, long or short sleeved, formal uniform type of standard length to tuck in and with standard shirt type collar.
- **Tie:** Red tie with the school logo (KS3). Black tie with the school logo (KS4).
- **Footwear:** Plain black, black laces, polishable leather or leather-look shoes or ankle boots with flat or low heels. Shoes with logos in contrasting colours are not permitted. No other type of shoe (e.g., fabric, sandals) is allowed.

Our PE Kit



- Black and red panelled polo shirt school logo.
- Black and red panelled zip up top/rugby shirt with school logo (optional)
- Plain black sports shorts or skort
- Black and red panelled Cottingham High School skort (optional)
- Black tracksuit bottoms or sports leggings (optional)
- Black base layer top and bottoms (optional)
- Black sports socks
- Trainers and football boots

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

Jewellery/Piercing: Not allowed. Skin coloured retainers (nose and ears only) are permitted.

Makeup: Must be discreet. Nail varnish, acrylic or false nails, false eyelashes and fake tan is not allowed.

Hairstyles: Including unnatural colour and patterns such as tramlines are not permitted.

Our uniform supplier is Steady Schoolwear.
www.steadyschoolwear.co.uk

Uniform items can be purchased from Steady Schoolwear, either online or in store.

29 Holderness Rd, Hull HU8 7NA.

Tel: 01482 322982

Email: sales@steadyschoolwear.co.uk



Extracurricular and Enrichment

We offer a wide range of extracurricular activities to our learners.

Our staff are very generous with their time in order to enrich learners' experiences and a large number of clubs and activities are available, covering a wide range of interests.

Extracurricular: The offer of extracurricular is continually developed and refined to meet the ever-changing needs of learners.

These include: Art, Athletics, Badminton, Basketball, Brass, Chess, Choir, Coding, Debating, Dodgeball, DofE, Fitness, Football, Homework, Netball, Orchestra, Percussion, Rock Band, Rounders, Rugby, Science, Softball, Soul/Woodwind, Spanish, String, Swing, Tennis and Volleyball.

Trips and Visits: Learners are given the opportunity to go on a variety of trips and visits which are both local and further afield. Learners are encouraged to engage with cultural opportunities which go beyond their day-to-day experience at school.

Enrichment Activities: Learners can take part in enrichment programmes, specific to their year journey within school. These may include Alternative Curriculum Days, Emergency First Aid and Prison Me No Way.

Cultural Opportunities: We believe it is important that every learner experiences a wide range of cultural experiences. For those learners who have had limited cultural experiences outside of school, we aim to go the extra mile for these learners.

Opportunities have previously included live theatre, cultural visits to art galleries, annual school productions/showcases, Duke of Edinburgh Awards and Camps International.

Learners at Cottingham High School also have the opportunity to perform music concerts at local community events.



“

Learners are given the opportunity to go on a variety of trips and visits which are both local and further afield.”

”





School Payments

Cottingham High School is cashless.

This means that we are unable to accept cash or cheque payments. Any payments parents/carers need to pay to the school (such as for dinner money and school trips) should be paid through the Arbor parent portal.

You will be given a login once your child starts at Cottingham High.

As part of our cashless catering system, Cottingham High operates a biometric registration process. For your child to obtain lunch from one of the catering outlets available, they will need to have been registered on the biometric fingerprint recognition system. Alternatively, your child can provide their name on the system.



For your child to obtain lunch from one of the catering outlets available, they will need to have been registered on the biometric fingerprint recognition system.”



Catering

Our school's catering provision is provided by our external catering contractor, Caterlink.

We are very proud of the service and standard of food provided and we receive regular feedback on our catering provision from learners, parents and visitors to the school.

A wide range of food is on offer at both morning break and lunch time. We also have a free breakfast club which includes a free slice of toast and a drink for all learners and staff. Weekly menus and further information on the catering available can be viewed on our website.

Free School Meals:

We encourage parents/carers to apply for free school meals as we know that this both saves parents money and encourages learners to eat healthy food.

Some parents may be reluctant to apply because they are concerned about any stigma attached to learners receiving free school meals. However, because this system is automatic, learners are not personally identified as receiving a free school meal and as such anonymity is ensured.

For more information, please visit our website, www.cottinghamhigh.net





Frequently Asked Questions

What should my child do if there is an issue with their uniform?

Learners should always be in the correct school uniform. If there is a problem, please inform the school and write a note for your child. They should then go to Student Services where, in most cases, we can supply a temporary replacement.

What should my child do if they feel ill during the school day?

We encourage all learners to stay in school as long as they are well enough. If they begin to feel unwell, they should tell a member of staff who can alert our First Aid Officer who will make contact with you if needed.

What should my child do if they are running late to school?

It is important that learners attend school and they are on time. If there is an issue, please contact the school to inform us of the reason for the late arrival.

What should my child do if they have not completed their homework?

All learners are expected to complete homework to the best of their ability and on time. Homework Club and the Library are available if learners need support. If they are having problems, they should tell their teacher before the homework deadline so that support can be given.



Term Dates 2025-26

Autumn Term

School re-opens for learners:
Wednesday 3 September 2025

School closes:
Thursday 23 October 2025

School re-opens for learners:
Monday 3 November 2025

School closes:
Friday 19 December 2025

Spring Term

School re-opens for learners:
Tuesday 6 January 2026

School closes:
Friday 13 February 2026

School re-opens for learners:
Monday 23 February 2026

School closes:
Friday 27 March 2026

School re-opens for learners:
Monday 13 April 2026

Summer Term

May Day Bank Holiday:
Monday 4 May 2026

School closes:
Friday 22 May 2026

School re-opens for learners:
Monday 1 June 2026

School closes:
Friday 17 July 2026



Cottingham High School
Harland Way, Cottingham, HU16 5PX
Tel: (01482) 847498, office@cottinghamhigh.net

All information is correct at time of printing and is subject to change without notice.