



Additional General Information Booklet 2011-2012

SECONDARY SCHOOL ADMISSIONS

Applying for a Place

Babcock International Group PLC manages the admissions process for schools in Waltham Forest. Applications to Secondary Schools for September 2011 can be made online at <https://www.eadmissions.org.uk/eAdmissions/app> OR by submitting the application form in 'Moving On - a guide to applying for a secondary school place for September 2012'. This guide was distributed to all year six students via their primary school in July. Note: Residents of the London Borough of Waltham Forest ONLY must use this form. Residents of other areas must use the form provided by their own education authority. If prospective parents have not received a copy of the brochure from their daughter's school or if parents have any queries regarding secondary admission please contact the School Admissions Service at WFSecondary.admissions@babcock.co.uk or phone 0845 877 0031.

Summary of the Admissions Criteria

Prospective parents/carers should consult the full guidance that can be found at:
<http://www.babcockwf.co.uk/waltham-forest/General-Admissions-Information>

If the number of applicants is more than the school's admission limit of 120 students then the Waltham Forest school admission criteria are used to find out who should be given a place. They are listed in order of priority:

1. Students with statements under the Education Act 1996 Section 328 specifying designated provision at a mainstream school.
2. Children in Care and children subject to a Child Protection Plan as advised by the council's Child Protection services.
3. Children who for strong medical reasons acceptable to the authority should be admitted to a particular school.
4. Children who will have a sister or brother on roll at the school at the time of admission. *(Note: A sibling connection will be recognised between Connaught School for Girls and Norlington School for Boys)*
5. Other children's places will be allocated in relation to the distance from the child's permanent place of residence to the school. *(Note: The distance is measured as a straight line from the child's home to the centre point of the school, as defined by the Local Authority)*

If any information given on the application form is found to be false, the Local Authority will withdraw the offer of a school place if the school is over-subscribed.

THE SCHOOL DAY, ATTENDANCE AND PUNCTUALITY

The Timings of the School Day

Mondays, Tuesdays and Thursdays

8:25am	Arrival to tutor rooms
8:30am	Registration
8:40am	Lesson 1
9:40am	Lesson 2
10:40am	Break
11:00am	Lesson 3
12:00pm	Lesson 4
1:00pm	Lunch
2:10pm	Registration / Assembly
2:30pm	Lesson 5
3:30pm	End of day

Wednesdays and Fridays

8:25am	Arrival to tutor rooms
8:30am	Registration
8:40am	Lesson 1
9:40am	Lesson 2
10:40am	Break
11:00am	Lesson 3
12:00pm	Lesson 4
1:00pm	Lunch
2:10pm	Registration
2:20pm	Lesson 5
3:20pm	End of day

- A breakfast club is available from 8:00am.
- A wide choice of hot and cold meals is available at lunch time and the dining room also accommodates those girls who wish to bring a packed lunch.
- Students are expected to stay on the school premises for the entire lunch break

Attendance and Punctuality

Attendance at Connaught School for Girls was judged as outstanding by Ofsted in our most recent school inspection. We expect 100% attendance and punctuality from all our students because:

- Students with high levels of attendance are more likely to succeed
- Employers and colleges ask for evidence of good attendance and punctuality
- A student cannot learn effectively if she is not in school
- Missed work must be made up and this can lead to difficulties

We telephone parents/carers on the first day of any student's absence. Parents/carers must send a note to the form tutor on the first day of their daughter's return to school, explaining the reason for any absence. Medical and dental appointments should be made out of school hours. We strongly adhere to the local authority policy that family holidays should not be taken in term time and such absence would not be authorised by the school.

Students are expected to be in their tutor rooms by 8:25am. Registration by form tutors is at 8:30am. If a student is not present in the tutor room on time, they are recorded in the register as late. If a student comes in later than 8:40am, she must sign in at the office. If a student arrives after 10:00am, this is counted as a morning absence. In years 7, 8 & 9, the form tutor and Head of Year deal with lateness and detentions are issued accordingly. In Years 10 & 11, thirty-minute late detentions are issued for the same day as the lateness occurred. These detentions are supervised by the Heads of Years 10 & 11 and senior staff.

SCHOOL UNIFORM

All students are expected to wear school uniform each day. All uniform items must be bought from our supplier: **Henry Taylor Ltd, 119 – 121 Hoe Street, Walthamstow, London E17 4RX**. Tel: 0208 521 2413 e-mail: henrytaylorltd@btconnect.com

<u>Skirt</u>	Kilt, box pleated or flared. Shortest length – on knee. Longest length – midway between knee and ankle.
<u>Trousers</u>	Tailored, navy blue, straight leg trousers with a waistband. Two styles available.
<u>Blouse</u>	Plain white cotton/polyester with long or short sleeves. No embroidery or fancy edging. No fitted, 'shirt-type' blouses except Connaught summer fitted blouse available from supplier. No tee shirts with collar or tee shirts to be worn underneath the blouse.
<u>Jumper</u>	Years 7, 8 & 9 - navy blue with school logo. Years 10 & 11 – royal blue with school logo
<u>Socks/Tights</u>	Socks or tights must be navy blue, white or black and not patterned. Pop socks are to be worn under trousers only.
<u>Tie(optional)</u>	Navy with gold stripes, to be worn at the correct length.
<u>Shoes</u>	Plain black shoes with low heels, not above 2.25 inches/5.5cm. No platform shoes, slingback shoes or sandals. Shoes must not come above the ankle bone. Trainers must not be worn.
<u>Shalwar Kameez</u>	Navy blue material bought only from supplier and made to the design given at the shop. Round neck with either short or long sleeves. Trousers need to be straight. Length of kameez must not be longer than halfway between ankle and knee.
<u>Headscarf</u>	Plain white cotton or polyester, not shiny & no scarf pins. Must not have any embroidery, fancy trimmings or edgings.
<u>School Bag</u>	Students must have a sensible school bag large enough to hold books and equipment. Small handbags are not allowed.
<u>P.E. / Drama Kit</u>	Plain, white polo shirt (with collar). Trainers and white socks. Plain, navy blue jogging bottoms or shorts, sweatshirt material not nylon. No stripes or piping. Optional plain, navy sweatshirt.
<u>Purse</u>	A navy purse belt is recommended to keep money safe.
<u>Hair Accessories</u>	Navy blue, royal blue, black or white (small and discreet).
<u>Jewellery</u>	The following <u>may</u> be worn: One pair of small, plain gold or silver sleepers or studs. No gem studs. A simple, plain watch. A Sikh bracelet. The following <u>may not</u> be worn: Necklaces. Rings. Nail extensions. Nose rings or any other form of facial piercing, including the tongue. Make-up. Nail varnish.

Note: The school does not have insurance cover for property and clothing brought to school by students. For this reason the school does not allow students to bring expensive coats onto school premises. It is important that all items of clothing and other equipment are clearly marked with the students' names.

SCHOOL CODE OF BEHAVIOUR

Our behaviour policy is based on mutual respect and support in which all students **have a positive attitude**, are **considerate and supportive of others** and **work hard**:

Have a positive attitude



- Be respectful in the way you speak to others
- Arrive to school and your lessons on time
- Be organised and have the right equipment with you
- Wear the correct uniform and wear it correctly
- Always have your diary on your desk in tutor time and lessons
- Listen
- Follow instructions without complaining or arguing

Be considerate and supportive of others



- Be aware of how your behaviour can affect how others feel and behave
- Tell a member of staff if you know someone is being bullied
- Help others with their learning
- Allow others to express their opinions
- Play your part and do not let others do all of the work
- Do not distract others from learning
- Try your best to understand how others feel

Work hard



- Always work to the best of your ability
- Do not chat when you should be working
- Ask for help if you do not understand the work
- Finish tasks wherever possible
- Concentrate on the work you have been asked to do

If students do not keep to the Connaught behaviour policy they will...






...be given a warning.



...have a red comment written in their diary.



...be asked to stand outside the classroom for 5 minutes.

If ,  and  do not resolve the situation then students will be sent 'on call' to a member of the Senior Leadership Team. 'On call' incidents are recorded formally and may lead to further investigation followed by either internal or external exclusion.

REWARDS

Connaught School for Girls has an established system to recognise and reward the effort and achievements of all students, regardless of ability. Rewards and recognition happen in a number of ways:

Verbal praise

This is given to an individual or a group, either in the classroom or in whole-school or year assemblies.

Credits

In the lower school, a 'credit' system operates. Students can gain credits for good work, effort or some action beyond what would normally be expected. Each term these are added up and bronze, silver and gold credit postcards are awarded. Students who achieve three gold awards in one year receive a gold star award. Awards are also made per term to the individual and tutor group with the highest number of credits. At the end of the academic year, there is an award for the tutor group with the highest number of credits over the year.

Attendance

At the end of each term, students with 100% attendance are given a certificate and the tutor group with the highest attendance is awarded a shield. In July, a silver cup is awarded to the tutor group with the highest attendance over the academic year. Every term, all students with 100% attendance have the opportunity to win a £50 voucher in a prize draw.

Postcards

If a student has achieved well in a particular subject or put a great deal of effort into a piece of work, her subject teacher will send home a postcard congratulating her. Similarly, if a Student demonstrates helpfulness around the school or a particular commitment to Connaught life, a postcard is sent home. When a Student has collected ten postcards, she may bring them into school and exchange them for a £5 voucher.

Prizes for participation

All students are issued with a Connaught 'Clubcard', enabling students to collect points every time they attend an activity outside of lesson time. When the card is full, it can be added to the total of postcards. Participation in school assemblies is rewarded with a small gift.

Celebration Evening

At the end of every academic year we host a formal celebration evening to recognise the successes of our students. We award many prizes and cups to students that have demonstrated:

- High achievement in each subject area
- Significant effort in subject areas
- Special effort in Learning Support
- Commitment and service to the school

SANCTIONS

The majority of students meet our high expectations. However, on occasion, some students need support and guidance to maintain good behaviour. We have a graduated system of sanctions aimed at helping students to get back on track:

- A message in the diary from the teacher for parents to sign.
- A student may be referred to the appropriate Subject Leader who may contact parents.
- A student may be referred to her form tutor and then Head of Year who will often contact parents.
- A student may be referred to a member of the Senior Leadership Team (Headteacher, two Deputy Headteachers and one Assistant Headteacher) and parents will be informed.

Detentions

Detentions are one of the most widely used sanctions and a student may receive detentions from any member of staff, usually to be completed after school. Students may be kept behind after school for up to 10 minutes without prior notice. Detentions are noted in the diary giving 24 hours notice and are for a maximum of 30 minutes once the student has arrived in the detention room. Lateness detentions are given in the upper school.

Serious incidents

For the very rare occurrence of a serious incident of inappropriate student behaviour, one member of the Senior Leadership Team is always available "on call". If a classroom teacher calls for the "on call" school leader, the student who has disrupted the lesson will be removed from their teaching group. The student may be excluded from lessons until the incident is resolved, following discussion and interview with appropriate staff. In this case the "on call" school leader will sign the student's diary so that parents are aware of the "on call" incident.

Exclusions

The exclusion of a student is very rare at Connaught School for Girls. The decision to exclude is taken by the Headteacher or, in her absence, a Deputy Headteacher. The length of exclusion is linked to the severity of the incident. Most school exclusions are for one or two school days. However, if a student repeats an offence the exclusion may be longer. Parents are notified that a serious incident is being investigated and that it may lead to exclusion. After a full investigation has taken place, the parents are contacted again about the exclusion. School work should be completed during the exclusion period. An exclusion letter is given to the student to take home and a second copy is posted home. Parents have a right to appeal against exclusion if they feel there have been grounds for unfair treatment. Such appeal procedures are included in the letter. A return-to-school interview occurs at the end of the exclusion prior to re-admission.

HOMEWORK

Homework is an important and integral part of the learning process. We place strong emphasis on homework and the contribution it makes to successful achievement because it enables/encourages students to:

- consolidate skills they have learned in their lessons at school
- memorise facts, vocabulary, spellings
- engage with individual problem solving at their own pace
- understand the need for work outside the school day so that they can cope more easily with the demands of coursework in Years 10 & 11
- read for love of reading and reading around subjects
- find information from a variety of sources, for example in libraries, in newspapers, from other people, from television and from safe use of the internet

Homework is set every day throughout the school. Homework timetables are given to students by their Head of Year at the beginning of the Autumn Term and are also available on the school website. The amount of homework per evening increases with each year.

Year	Homework time per night
7	1 hour 30 minutes
8	1 hour 30 minutes
9	1 hour 30 minutes - 2 hours
10	2 hours – 2 hours 30 minutes
11	2 hours – 2 hours 30 minutes

In addition to this set homework every student is expected to do at least 30 minutes reading every night.

Homework is meant to be done at home although at some stages students may attend homework 'clubs' held during the lunchtime at school. Research tasks may require homework to be done in the learning resource centre or in libraries. The school learning resource centre (library) is open and supervised from 8:00am, at lunchtime and after school to 4:00pm.

Students are issued with a homework diary at the beginning of the Autumn Term in which to record work set. The diary should be checked and signed by parents weekly so they can monitor their daughter's workload, and parents should contact the Form Tutor at an early stage if they have any general queries concerning homework. Any subject specific queries should be directed to the subject teacher or Subject Leader concerned.

EQUIPMENT LIST

It is vital that students bring the correct equipment to school every day:

- Blue or black writing pens
- Personal reading book with bookmark
- Pocket dictionary
- 30cm ruler
- Pair of compasses with a small pencil
- Protractor
- Pencil
- Pencil sharpener
- Scientific calculator (please keep instruction booklet)
- Set of colouring pencils
- Glue stick
- Scissors
- Pencil case

STUDENT RESPONSIBILITIES

Form Captain

In the lower school, each tutor group has an elected form captain and vice form captain who serve for one term. Their duties include helping with form administration.

Prefects

Prefects are chosen by students in Year 10 and by staff. They assist around the school with regular duties and some are attached to lower school tutor groups.

School Council

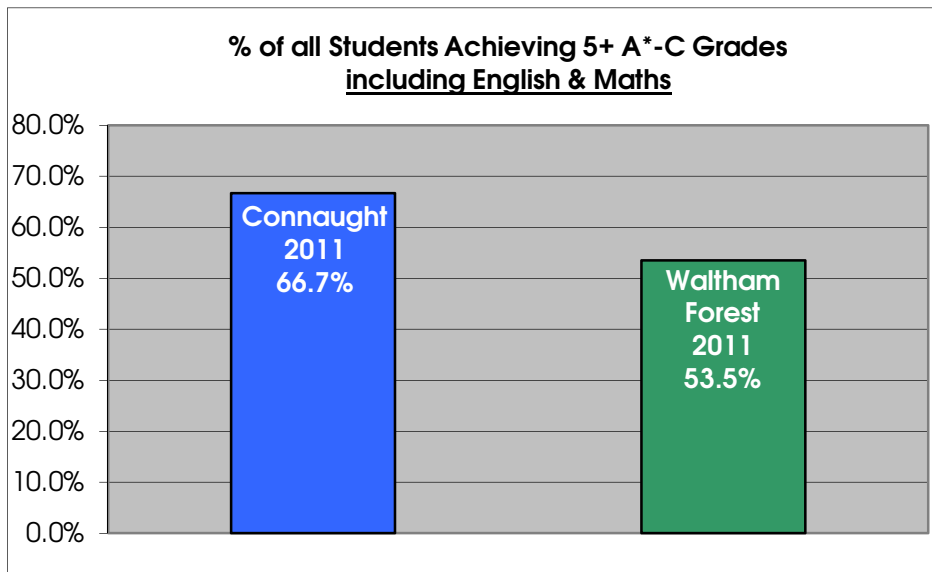
Upper school students are chosen to act as Chair, Vice-chair and secretary of the School Council. Elected representatives from each tutor group discuss items that affect students and staff.

Peer Mentors

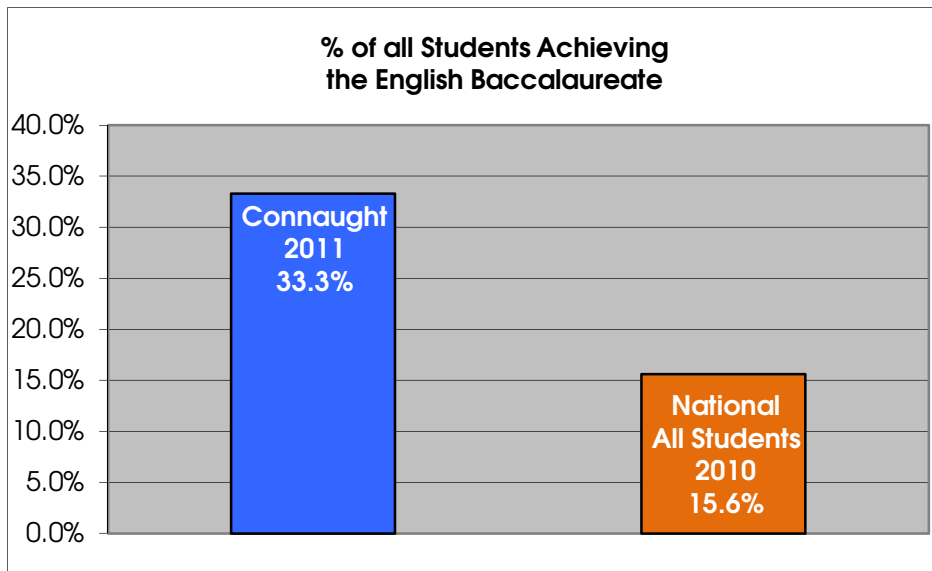
Each year a group of Year 9 students are elected to be peer mentors. They receive training from Childline and are involved in helping younger students to settle into secondary school life and resolving conflict.

EXAMINATION RESULTS 2011

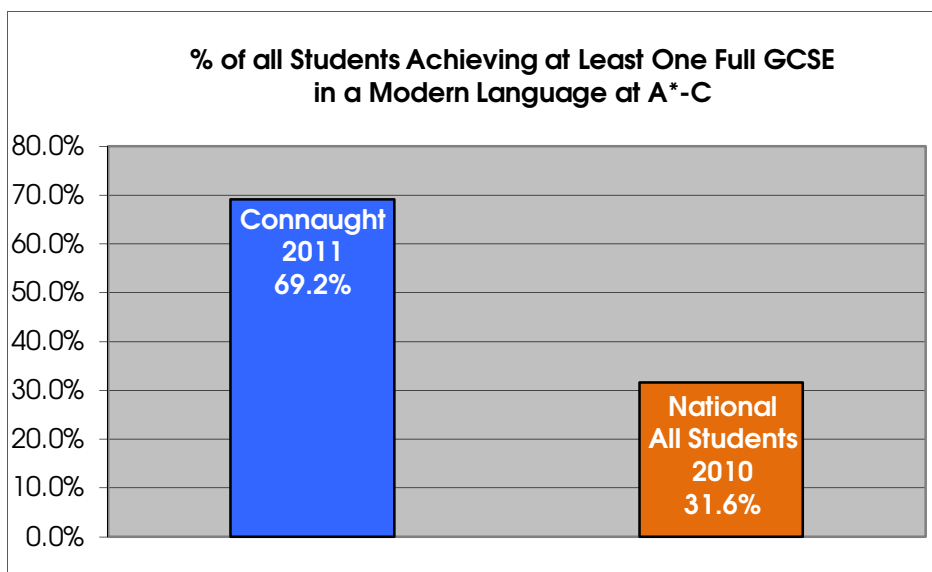
Summary of GCSE Results 2011



The figure of 66.7% for Connaught students is entirely for GCSE passes. The figure **does not** include any 'equivalent' courses.

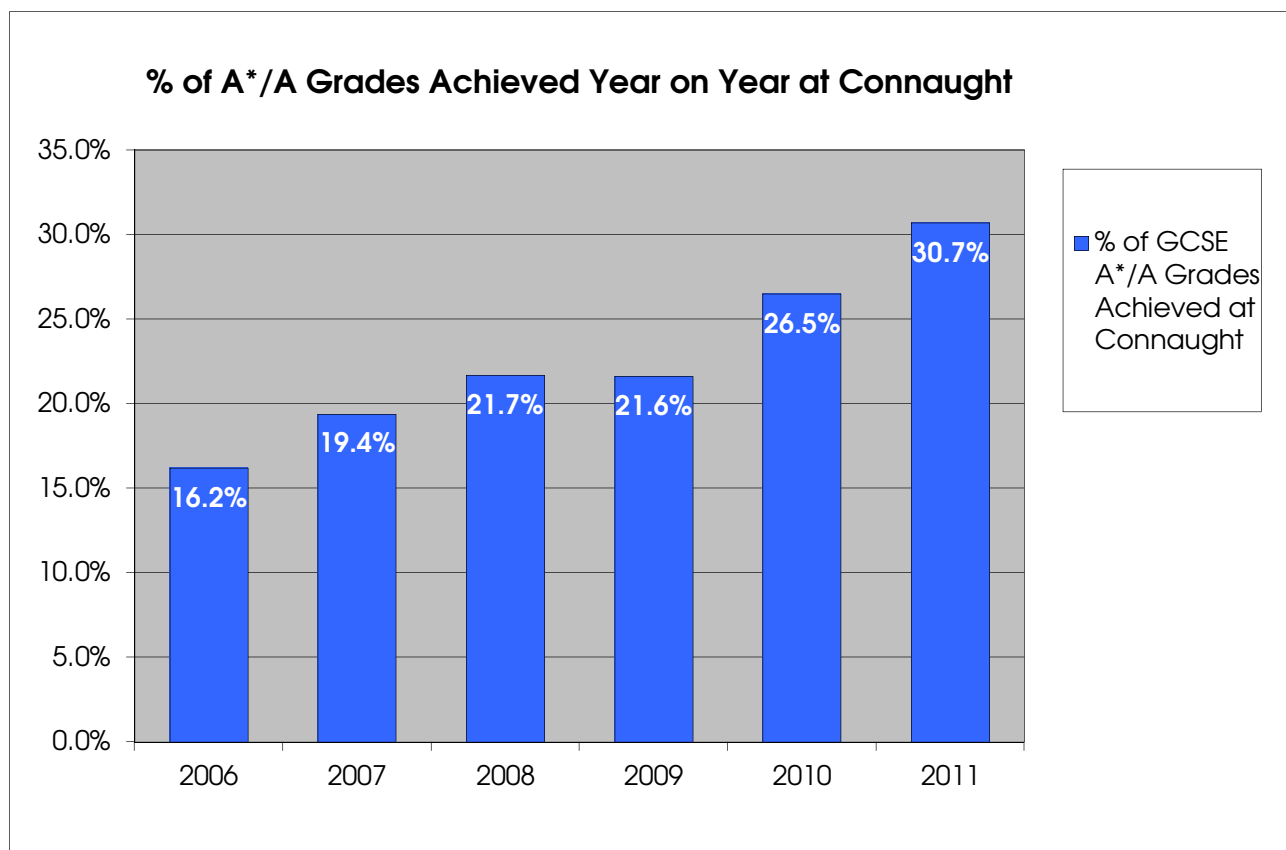
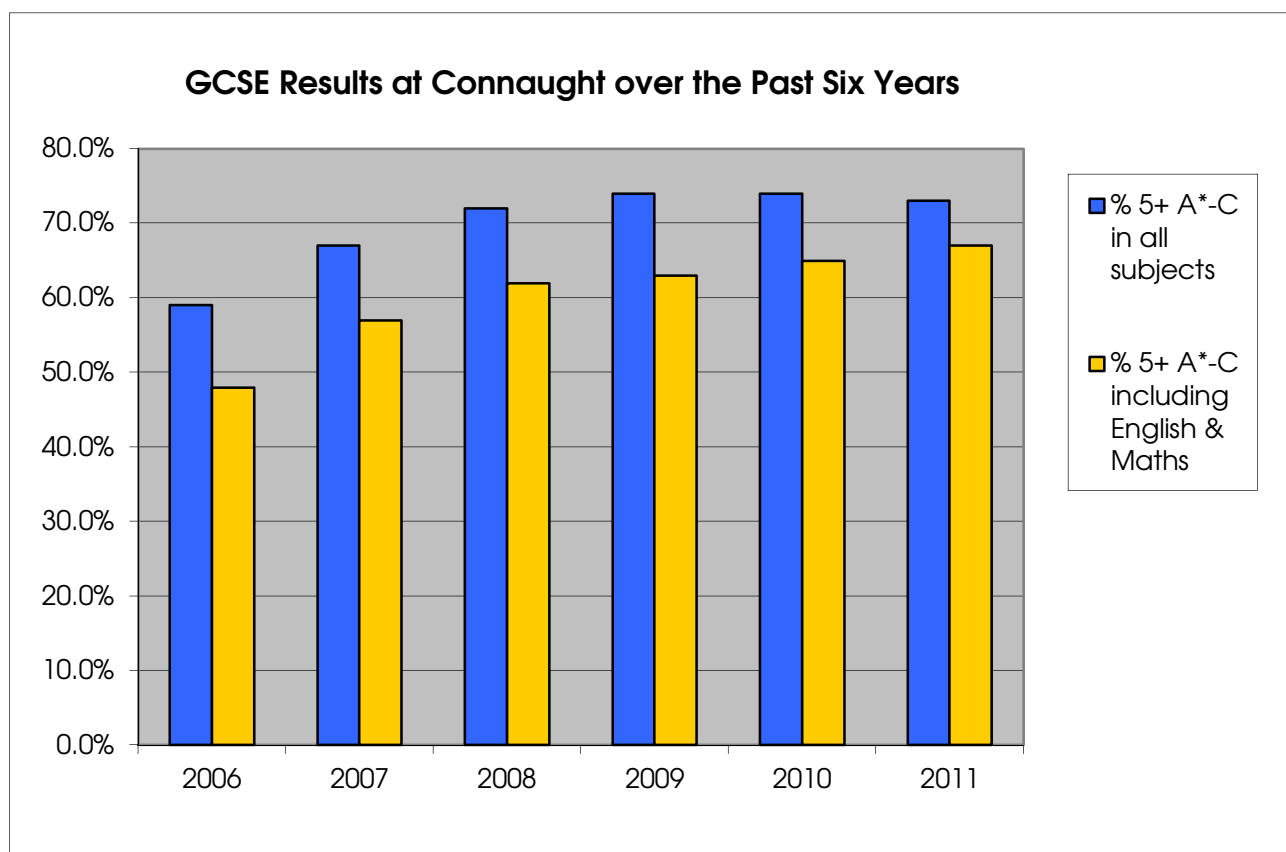


The English Baccalaureate is achieved by students that secure **GCSE** A*-C grades in **all** of the following subjects; English, maths, two sciences, a language and a humanity (history or geography).

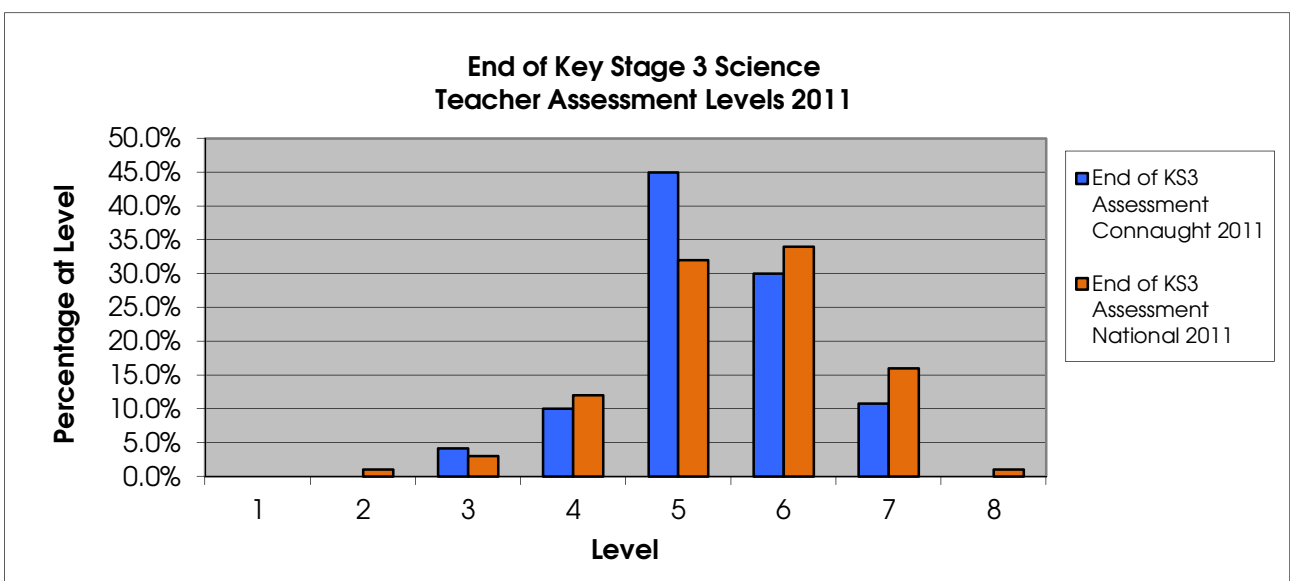
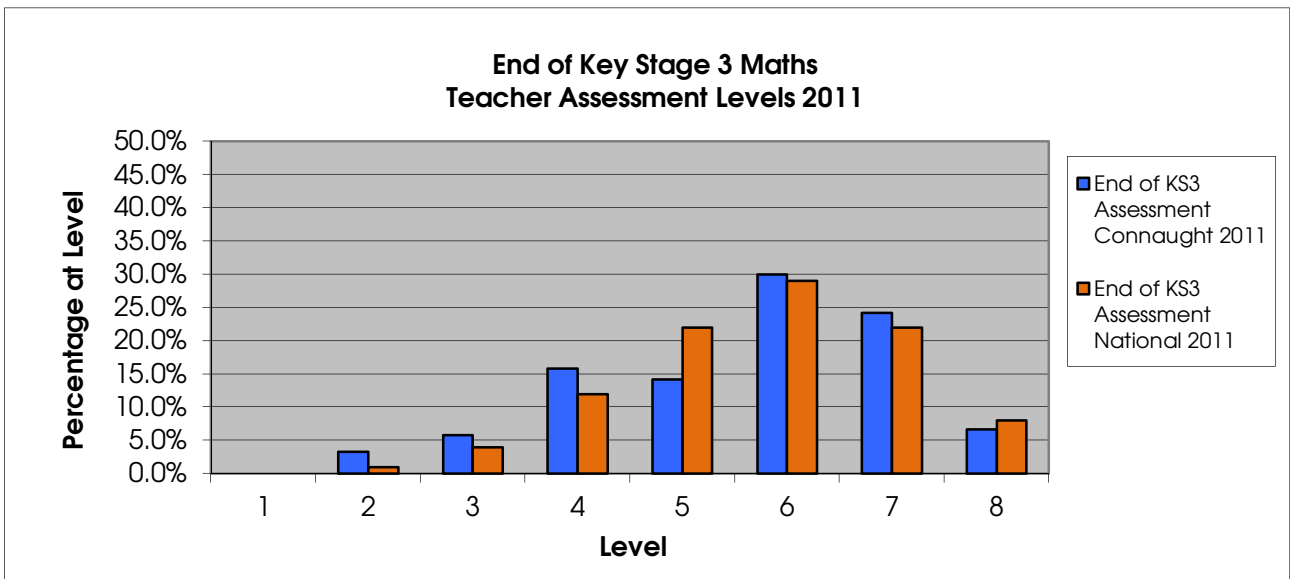
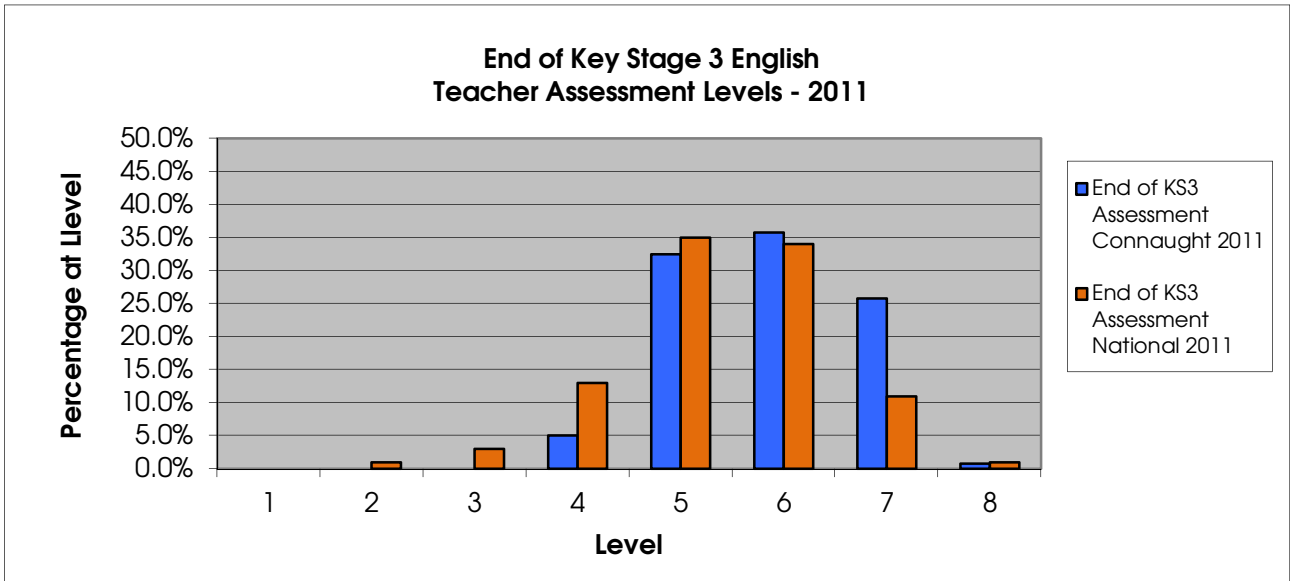


All students at Connaught study languages in **all** their **five years** at the school. Recent surveys show that over a third of employers are looking for language skills (CBI, 2010).

GCSE Results (Comparisons)



KEY STAGE 3 - RESULTS 2011





Connaught

School for Girls

Connaught Road, Leytonstone, London E11 4AB

Tel: 020 8539 3029
Fax: 020 8558 3827
Email: school@connaught.waltham.sch.uk
www.connaught-school.co.uk

STOP PRESS

"Achievement is outstanding. The percentage of pupils attaining five GCSE A* to C grades, including English and mathematics, is significantly above average, as is the percentage attaining A* and A grades." (Ofsted, 2011)



"Pupils' behaviour in lessons is excellent ... they are happy and safe ... are keen to do well and work hard." (Ofsted, 2011)

