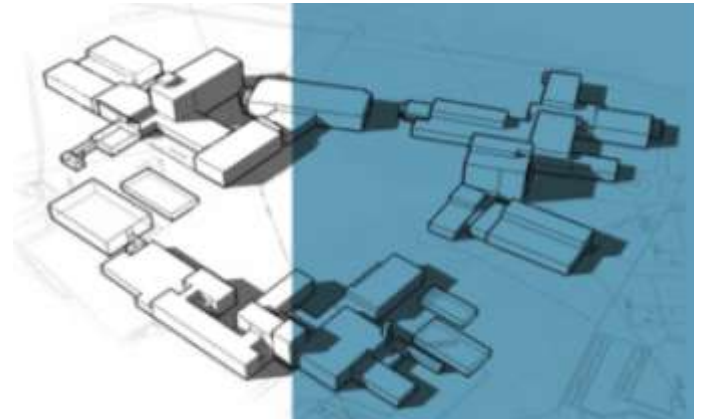


The International
school & community college

Unlocking Potential

Parents Handbook

September 2009



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Parents Handbook

September 2009

Dear Parent/Carer

This booklet has been produced to give you important information about the school.

It will also give you information about key dates during the year. Please keep it safe so that you can refer back to it during the year.

We are a Business and Enterprise College. We are also a Phase 1 School in the Building Schools for the Future Programme. By February 2012, we will have brand new facilities, which will provide outstanding opportunities for learning.

We appreciate the interest and support of our many parents and carers, and we would be very grateful if you would take the time to read through this booklet with your child, and discuss the information in it with him/her.

Colin Bateman
(Head teacher)

The Leadership Team



The Leadership Team is responsible for a wide range of roles and initiatives, and these titles give a broad outline of their responsibilities.

Mr C Bateman Headteacher

Mr M Garside Deputy Headteacher

Mr M Hall Assistant Headteacher (Professional Development & Curriculum)

Ms A Heath Assistant Headteacher (Student Welfare & Progress)

Mr D Lycett Assistant Headteacher (14-19 Curriculum & Specialist School)

Miss A Wiltshire Joint Director of Post 16

Mr A Witherington Assistant Headteacher (Assessment, Reporting & Data Analysis)

Mr J Fear Bursar

September 2009



All students start the new term on Monday 7th September 2009. Friday 4th September Year 7 Induction will take place, morning only.

Thursday 3rd September

Training Day for Staff

Friday 4th September

**Training Day for Staff
Year 7 Induction, morning only**

Monday 7th September

Term starts for all Years at 8.45 am.

Times of the School Day

08.30 – 08.40	Arrive at school
08.45	Gates locked
08.45 – 09.20	Tutor time/registration/assembly
09. 20– 10.20	Period 1
10.20 – 11.40	Period 2 (plus 20 min break)
11.40 – 12.40	Period 3
12.40 – 14.20	Period 4 (plus 35 min lunch)
14.20 – 15.20	Period 5 includes pm registration

Once students have been given their timetable, they should copy it into their planner, and keep it with them at all times. It is advisable to keep a copy in the home where it can be easily seen. Please make a note of the day/s when your child has PE so that you can ensure that the PE kit is brought into school.

School Term and Holiday Dates



Autumn Term 2009

Thursday 3rd September
to
Friday 18th December

Spring Term 2010

Monday 4th January
to
Thursday 1st April

Summer Term 2010

Monday 19th April
to
Friday 23rd July

Half Term

Monday 26th October
to
Friday 30th October

Half Term

Monday 15th February
to
Friday 19th February

Half Term

Monday 31st May
to
Friday 4th June

Training Days:

Thursday 3rd September
Friday 4th September

Monday 4th January
Friday 30th April

One other Training Day to be confirmed

Uniform

Blazer:	A black blazer with school logo on pocket. (Compulsory)
Shirt:	A white long or short -sleeved cotton shirt suitable to wear with a tie. No fashion blouses to be worn. (Compulsory)
Tie:	Key Stage 3: A red tie with blue and silver stripes. (Years 7-9) (Compulsory) Key Stage 4: A grey tie with blue and red stripes. (Years 10-11) (Compulsory)
Trousers/Skirt:	Plain black tailored trousers (ankle length) or plain black skirt. (Compulsory) NB: No denim, cords, tracksuit, combats, cut-offs or shorts
Jumper	A plain black jumper may be worn but this is not compulsory.
Footwear	Must be plain black with no logos and suitable for school. Outdoor footwear must <u>NOT</u> be worn for PE
PE KIT	Plain white t shirt/polo shirt Plain Black shorts, plain Black track suit bottoms Black socks and trainers School sweatshirt (Optional)



Parents must send a note with their child to explain any uniform problems otherwise students may be sent home to change.

Our Uniform Suppliers:

Mansuri: 62-64 Poolway Shopping Centre, Garretts Green, Birmingham, B33 8ND (Tel: 0121 784 4230)
Clive Marks: 2286 Coventry Road, Sheldon, Birmingham, B26 3JR (Tel: 0121 722 2286)
Midland Schoolwear: 1160 Warwick Road, Acocks Green, Birmingham, B27 6BP (Tel: 0121 707 2033)

Equipment

We need to ask for the support of parents in encouraging your child to come to school fully equipped and ready to learn. We have high expectations of our students, and we are concerned that when students fail to bring the correct equipment to school, vital learning time is lost while teachers provide it. We expect our students to take responsibility for their learning, and we also realise that future employers would expect workers to arrive at the workplace with the correct equipment.

Your child should leave home each morning with the following equipment:

A School Bag

Vital to keep the planner, pencil case, books and other equipment safe. ***Students arriving at school without a bag may be sent home to collect it.***

Planner

This has details of each student's timetable, and a record of homework and coursework set with deadline dates. ***We would like you to check your child's planner and sign it each week. Form Tutors will monitor that this is happening.***

Pencil Case

Students need more than a pen. They also need pencil, ruler, eraser and sharpener. A calculator is also useful. The best way to look after this equipment is to keep it in a pencil case.

Cashless Catering

The school uses a “Cashless System” for paying for school meals. This system offers considerable benefits to parents, pupils and the school. It speeds up service and ensures that students are not carrying money all day.

Each student has been issued with his/her own personal swipe card.

Money can be added to the card in the following ways :

- from a cheque made payable to ISCC, and with full name and address on the back;
- paying cash into one of the top up loaders which are placed in Student services and next to the restaurant.

Pupils who are entitled to Free school Meals have exactly the same card, but the re-valuing is done centrally by the school. (These students can top the card up if they wish to purchase food above the value of the free school meal).

Students hand the card in to the canteen till where it is swiped and given back to the student. A display shows the student’s name, photograph, form and current cash balance. The purchases will then be entered via an itemised keyboard and the amount spent and the new cash balance will be displayed

IT IS VITAL THAT YOUR CHILD BRINGS HIS/HER CARD TO SCHOOL EVERY DAY

Your Cashless Card

It is your child's responsibility to :

- Bring his/her card **EVERY** day
- **Bring cash** to load onto the card
- Check how much he/she is spending each day
- **Do not OVERSPEND !**



The Card MUST be carried by all students, whether or not they eat at lunchtime. A lost or damaged card must be replaced at a cost of £2.

IT IS VITAL THAT YOUR CHILD BRINGS HIS/HER CARD TO SCHOOL EVERY DAY.

A regular reminder at home is a really good way to ensure the card is carried each day.

Breakfast and Lunch



At The International School, we operate a Continuous Day, which means that we split break and lunchtime into a number of 'sittings'. This cuts down the amount of time that students have to spend queuing for food, and makes the day more pleasant for students and staff. We created a brand new restaurant in September 2004, and we have also decorated and carpeted a Social Space where students can talk, read and play games during the lunch break. There will be three sittings for breakfast and lunch, and your child will be told by his/her teacher in September which sitting to go to for breakfast and lunch on each day. This information will also be recorded in a homework planner.

Breakfast sittings

- 1 10.20 – 10.40**
- 2. 11.20 – 11.40**

Lunch sittings

- 1 12.40 – 13.20**
- 2 13.40 – 14.20**

Faculty Teams



Heads of Faculty and Subject Leaders:

Head of English Faculty

Mr N Morris

Head of Maths Faculty

Ms P Jones

Head of Science Faculty

Mr S Allen

Head of ICT Faculty

Mr G Gerber

Head of Business & Enterprise Faculty

Mr I Littlehales

Head of Humanities Faculty

Mr P Mann

Subject Leader: Geography

Mr R Franklin

Subject Leader: RE/Citizenship

Ms L Humphries

Head of Art and DT Faculty

Mrs L Wells

Subject Leader: Art

Ms E Jobling

Head of Expressive Physical Education

Mrs J Bowden

Head of Inclusion Faculty

Mrs H Seickell

Subject Leader: MFL

Ms K Reid

Subject Leader: Drama

Mr R Eriksen

Subject Leader: Music

Ms P Pinnock

Learning Support (SENCo)

Mr R Beresford

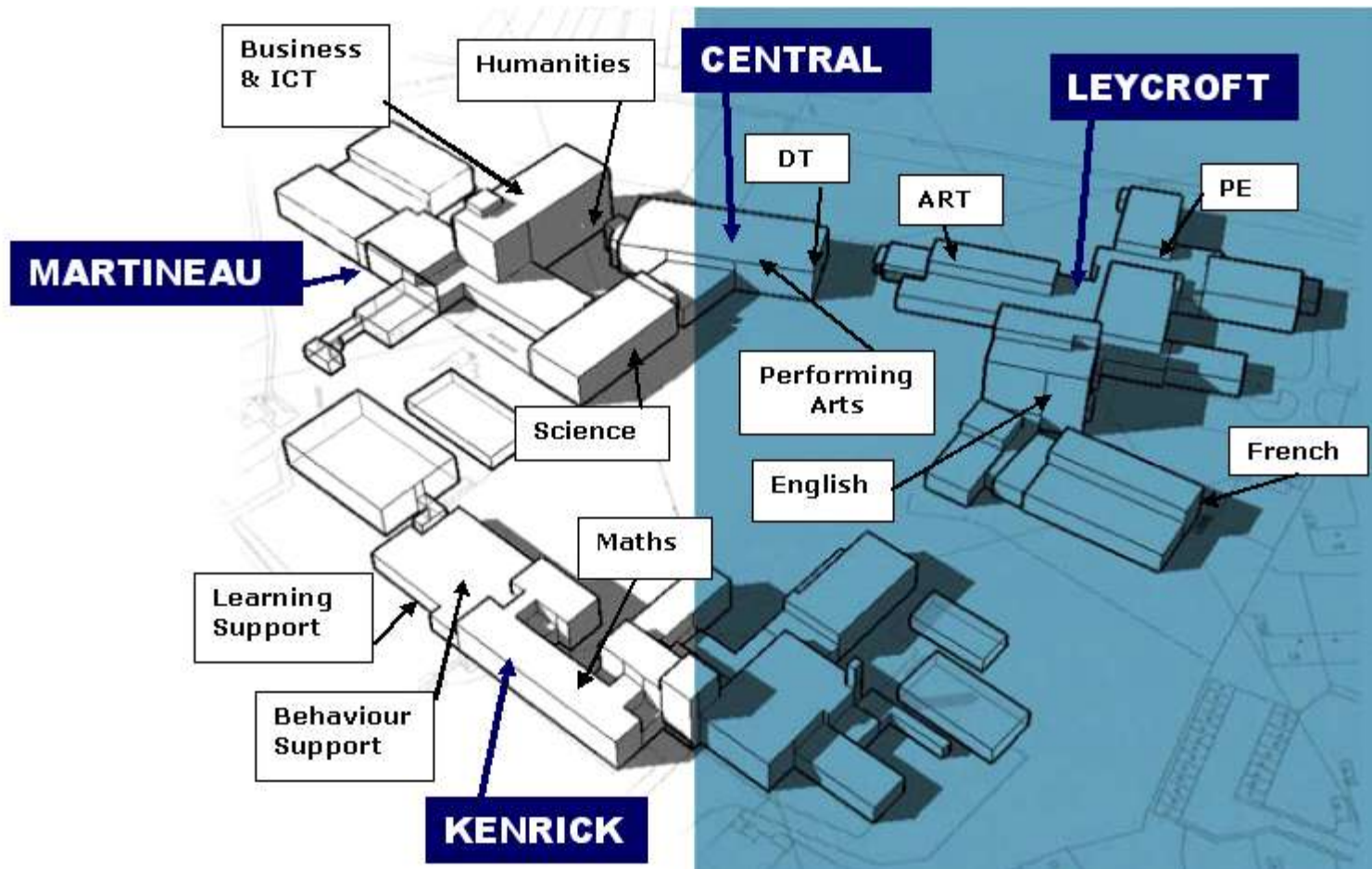
Behaviour Support (EBDCo)

Ms C Swift

Faculty Locations

The International
school & community college

Unlocking Potential



Year Teams

We have created 5 Year Teams and a Post 16 Team. The Year Teams are led by a Head of Student Progress, a Learning Mentor and a team of Form Tutors. The Heads of Student Progress are led by Mrs M Hensher, Head of Learning. Each student will be a member of a Tutor Group, and will meet with his/her Form Tutor twice a day for registration.

Head of Progress

Key Stage 3 Mrs Howell

Key Stage 4 Mrs Hensher

Year	Head of Student Progress	Learning Mentor
Year 7	Ms H Smith	Mr E Dias
Year 8	Mr J Stedmon	Mr M Brown
Year 9	Mr J Kitchen	Mrs P Balson
Year 10	Mr R Franklin	Mrs T Walters
Year 11	Mrs F Kauser	Ms G Allcock
Post 16	Ms Wiltshire & Ms Stanley (Joint Directors)	Learning Mentor - Ms M Ottey

Exams



We believe that students benefit from regular feedback about the levels and grades they are achieving at school. Each Faculty has been working to produce a set of standardised assessments that they will use each half term to monitor the progress each student makes throughout the year. We have also agreed a programme of examinations for each student in the school. The dates are as follows:

Year 7 and 8 Exam / Assessment Week	Monday 10 th May – Friday 14 th May
Year 9 Exam / Assessment Week	Tuesday 4 th May – Friday 7 th May
Year 10 Exam Week	Monday 26 th April – Thursday 29 th April
Year 11 Mock GCSEs	Monday 14 th December – Thursday 17 th December
Year 11 and Year 9 GCSE exams begin	Monday 17 th May (to be confirmed)
Post 16 Exams	November: GCSE resits – English, Maths January: AS/A2 Modular Exams April onwards: AS/A2 Exams

Students taking BTEC courses do not take formal exams – they are assessed on coursework only. To ensure all work is completed in Year 11 and Post 16, BTEC lessons continue until the end of June.

Year 10 or 11 students taking modular GCSEs may have exams at times other than those shown here.

It is important that parents do not arrange holidays during exam periods.

Monitoring of Progress



Ensuring that every student achieves the best possible qualifications is our priority. It is vital that the school and parents work in partnership to ensure that each child fulfils their potential at the end of Key Stage 3, 4 or 5. We monitor attainment regularly and will keep you informed of the progress that your child is making, and ask you in return to keep us informed of any concerns you may have about your child's progress and attitude towards their studies.

At the International School, we assess student against national standards and each term we issue a 'Working at Grade'(WAG) at KS4/5 or 'Working at Level' (WAL) at KS3. This grade/level tells students and parents the grade a student would achieve if they sat the exam today, based on the work completed so far.

We set challenging targets for students. At Key Stage 3, we expect all students to make two levels of progress (e.g. from level 4 to level 6) from the time they enter the school to the end of Year 9. Each year, students are given an end-of-year target based on this expected progress.

WAGs and WALs are shown on Interim Reports and Full Annual Reports.

Reports

Parents receive termly updates on the progress being made in each subject.
Interim reports give grades for each of the following:

Working at Level (Y7-9) or Grade (Y10 – 13)
Attitude and commitment to learning in class
Attitude and commitment to learning outside the class
Bringing the correct equipment for learning
Behaviour in lessons
End of Key Stage target grade or level

Attainment
Classwork
Independent Learning
Organisation
Behaviour
Target

The Full Annual Report also includes a written comment on progress in each subject.

<i>Timetable for the issue of reports</i>	Autumn Term (Issued on Progress Review Day)	Spring Term	End of Summer Term (by post)
Year 7 and 8	Interim Report*	Interim Report (issued at Parents Evening)	Full Annual Report
Year 9	Interim Report*	Full Annual Report	Interim Report (End of KS3 Teacher Assessments)
Year 10	Interim Report*	Interim Report (Issued at Parents Evening)	Full Annual Report
Year 11 & Post 16	Interim Report*	Full Annual Report (Issued at Parents Evening)	Interim Report (Exam results summary in August)

Parents Meetings



We believe that the partnership between school and home is a vital ingredient in a student's success at school. We offer at least two formal opportunities for parents to come in to school discuss your child's progress and achievement. Of course you are welcome to contact the school at any time to discuss concerns you may have.

Progress Review Days

The school will close on **Monday 23rd November** and all parents will be invited to come into school with their child to discuss progress in the first term with the Form Tutor. The form tutor will provide a range of information about each student's attitude and progress in each subject.

Parents Evenings

During the Spring Term there will be a Parents Evening for each Year Group. This will be an opportunity for Parents to meet Subject Teachers individually to discuss attitude, behaviour and progress.

Year 11 and Post 16 Parents Evening:

Thursday 28th January 2010

Year 10 Parents Evening:

Tuesday 9th March 2010

Year 8 Parents Evening:

Monday 15th March 2010

Year 7 Parents Evening:

Thursday 25th March 2010

Year 9 Parents Evening:

Wednesday 31st March 2010

"Wise Up" to Attendance

The school is working closely with the Education Welfare Service to ensure an improvement in our pupils school attendance. **We would like to congratulate** the many parents who ensure their children attend school regularly. However, there were a considerable number of pupils who were absent from school last year **without good reason** and we will be contacting parents where there are attendance concerns. It is also school policy to prosecute parents whose children have a poor record of attendance without good reason.

Pupil attendance will be monitored under the following headings.

- GOLD :** **Your child's attendance is above 97%, having less than 6 days absence a year. We say they are "WISED UP" on attendance**
As well as being an "excellent" attender they will almost certainly achieve the best grades for their ability and have real opportunity in further education or the world of work.
- SILVER:** **Your child's attendance is 95%, plus, having less than 10 days absence in the year.**
We know they are "WISE" regarding attendance. They are likely to achieve the grades that will give them real opportunities to continuing their studies or in the world of work.
- BRONZE** **Your child's attendance is 90% to 95%, and he/she is missing up to 20 days school a year. A full month lost !**
We think they "SHOULD BE WISER "
Their absences will make it difficult for them to achieve their best.
- RED:** **Your child's attendance is between 80-90% and he/she is missing up to 40 days each year! Eight weeks! They need to "WISE UP!"**
They are missing so much time from school that it will be very difficult for them to keep in touch with lessons or work.
- WISE UP NOW !** **Your child's attendance is below 80%.You could be found failing in your duty as a parent or carer regarding your child's attendance.**
Your child's attendance needs to "WISE UP NOW !"
They are missing so much time from school that it will be almost impossible for them to keep in touch with lessons or work.

“Wise Up” to Attendance

As a school we place a very high priority on good attendance. We expect all of our students to attend school regularly. All of our evidence proves that it is students with the best attendance records that go on to enjoy the greatest success at GCSE and Post 16.

We hope your child will achieve an attendance record of 97% plus next year. (A note of warning – if you take your child on a 2 week holiday in term time, the attendance for the year immediately drops to 95%)

For your information, this is how your child’s attendance percentage is affected by each day of school they miss:

days absent	weeks absent	% attendance
1		99.5%
2		99%
3		98.5%
4		98%
5	1 week	97.5%
10	2 weeks	95%
15	3 weeks	92.5%
20	4 weeks	90%
25	5 weeks	87.5%
30	6 weeks	85%
35	7 weeks	82.5%
40	8 weeks	80%.

“Wise Up” to Attendance

Holidays in Term Time

The Local Authority and the school wish to make it clear to all parents that **holiday should not be taken in term time.**

Parents must request leave of absence **a term in advance** before making any travel arrangements. Please remember it is a request to the Head Teacher and **not** a right (forms are available from Student Services)

Students must have excellent attendance – over 97% before any request will be considered.

Students of parents who take holiday without permission of the Head Teacher will receive unauthorised absence marks. The Local Authority will be informed of all unauthorised holiday absence and the Educational Social worker may issue Fixed Penalty Fines.

Please be assured your child’s progress is our first priority.

Over 97% attendance (less than 6 days absence a year) is a MUST for children to learn the best they can.

Would you like to talk to somebody about your child's attendance or punctuality?

Ring Ms Karen Ryan Attendance/Student Services Manager on **0121 464 9622** any time (answer phone always available) or Mrs Julie Twomey, Attendance Support on **0121 464 9555** or Text on **0845 355 8184**.

OR

Contact the school Educational Social Worker, Vanessa Coleman on 0121 303 8900

Email: ewshelpcentral@birmingham.gov.uk

Be 4 Learning



Be 4 Learning is the name we give to our whole school Behaviour and Discipline policy.

We believe that students make conscious decisions about how to behave in school. We make clear that there are consequences for poor behaviour. We operate a sequence of consequences which include 2 verbal warnings, detention, or day in isolation. If the behaviour is more serious, a student may be sent home to return with their parents, or they may receive a fixed term exclusion.

A copy of the Be 4 Learning Policy will be sent home during the first half term 2008. If you do not receive a copy please contact Mrs Welch on 464 9562.

The Be 4 Learning rules are regularly explained to students. They are displayed in classrooms and corridors. Staff and students have a shared understanding of the standard of behaviour expected in school.

Students, teachers, support staff, governors, visitors, OFSTED inspectors and LEA advisers all agree that there has been a marked improvement in behaviour since the introduction of Be 4 Learning in October 2003.

Be 4 Learning is here to stay. However, we constantly review the policy, and from time to time we make changes to it. We always welcome the views of parents about the system, and we may seek your opinions by questionnaire at some time in the coming year.

The following pages set out our rules and expectations.

Be 4 Learning

Classroom Rules

In lessons:

- 1 Arrive on time for lessons, within 5 minutes.
- 1 Be fully prepared for the lesson. (Including equipment.)
- 1 Listen carefully when any adult is talking.
- 1 Use all equipment appropriately and safely (including all ICT equipment)
- 1 Stay in your seat.
- 1 Put up your hand and wait for the teacher to ask you to speak.
- 2 Allow others to get on with their work

Be 4 Learning

Rules Around School There are no warnings for these misbehaviours. A (C3)detention is given if these rules are broken:

1. Always wait quietly in single file outside a classroom if you cannot enter.
2. Always walk quietly on the left in school buildings
3. Always respect other people's property
4. Treat others with respect and in away that you would want to be treated yourself
5. Speak to people politely and courteously (abusive language is not acceptable)
6. Follow the instructions of all adults
7. Keep the school environment clean and tidy
8. Only eat and drink in the Restaurant
9. Always be in the correct place, especially at break and lunchtime (Martineau)
10. Remove your hat/hood/cap on entering any school building
11. Always attend lessons (Persistent internal truancy can lead to an exclusion)
12. Always switch off your mobile phone/MP3 player in the school buildings
13. Avoid 'Playfighting' inside or around the school buildings

Be 4 Learning



The following behaviours mean you may be sent home / possible exclusion/parental meeting

- 1 Verbal or physical abuse of a member of staff
- 2 Fighting
- 3 Possession or use of alcohol or drugs on the school site.
- 4 Possession of a weapon/dangerous item on the school site
- 5 Maliciously setting off of the fire alarm
- 6 Deliberate damage to or theft of school property
- 7 Smoking in school
- 8 Bullying/racist behaviour towards another student
- 10 Walking out of a lesson without permission
- 11 Making a false allegation against a member of school staff.

NB: Some of these offences may lead to permanent exclusion.

School Praise and Rewards

- Students can receive Learning Praise Slips in every lesson for their progress in learning and achievement.
- Subject Teachers and Heads of Faculty will present certificates regularly in lessons for every 5 Learning Praise slips.
- Students can receive School and Community Praise Slips for meeting expectations in regard to uniform, planner, attendance, punctuality and tutor time work.
- Students can also receive these Praise Slips for acts in school or out of school that contribute to the wellbeing of the school and wider community.
- Tutors and Heads of Student Progress will present these certificates regularly in assemblies for every 5 School & Community Praise Slips achieved.
- Faculties may also have their own incentives and rewards to also encourage learning and achievement.

Reward trips

- Half Termly rewards trips are organised by Heads of Student Progress. Students need to meet Punctuality, Attendance, Behaviour and Learning targets to go on the reward trips.

Head Teacher's Termly Award

- The Head Teacher awards 2 prizes in each year group for outstanding learning and progress.

Attendance Rewards - Easter & Christmas

- Students will receive badges, certificates and be eligible for Prize draws for achieving high attendance.