



SET  
SAXMUNDHAM  
SCHOOL

*Providing a foundation for life*

# INDUCTION GUIDE

# Introduction

Welcome to SET Saxmundham School. We are delighted that you have chosen us. This booklet has been designed to help answer any questions that you may have regarding the transition to our School. We hope that you find it useful and that you enjoy your time here.

## School Ethos

Members of the Seckford Education Trust family are all founded on the 6Cs to Success:

### Co-operation

Students are expected to:

- Work with teachers and other adults to help them to understand what they need to do to achieve their targets;
- Work appropriately with other students during learning activities to maximise progress and minimise wasted time;
- Co-operate when given instructions that are for the benefit of their learning, achievement and progress.

### Commitment

Students are expected to:

- Attend School to learn, achieve and make progress;
- Be punctual to lessons and meet deadlines e.g. for coursework and homework when given;
- Take responsibility for their own learning, achievement and progress;
- Have (a) long-term life goal(s) and focus every day on what they need to do to achieve it/ them;
- Know and understand the grades and levels that they need to achieve their daily, weekly, termly and yearly targets and overall life goal(s).

### Confidence

Students are expected to:

- Develop confidence in their abilities and belief in themselves and what they can achieve with the help of the appropriate staff;
- Have high aspirations and the confidence that they can achieve those aspirations;
- Have the confidence to ask questions, find out more and report anything which is stopping them learning, achieving or making progress.

### Community

Students are part of a learning community and are therefore expected to:

- Set themselves and others high expectations and hold each other to them;
- Care just as much about others being able to achieve their life goals;
- Get fully involved in the life of their School, including enrichment and extra-curricular activities;
- Get fully involved in the life of their local community;
- Understand the four different scales of community: local, regional, national and international;
- Understand differences in others and value the importance of diversity.

## Challenge

Students are expected to:

- Meet each challenge presented to them with confidence and positivity;
- Undertake challenges as a means of making faster progress and achieving more;
- Provide each other with appropriate learning challenges and support each other to achieve them;
- Appropriately challenge any behaviour that is preventing them from learning, achieving and making progress.

## Celebration

Our students are expected to:

- Celebrate the successes they have experienced in School and out;
- Support others to be successful and celebrate when they do achieve and make progress;
- Display behaviours that encourage themselves and others to strive to achieve greater success;
- Have pride in the achievements of the staff, fellow students, School and wider community.

## The Trust's Vision

We have high aspirations for our students. We expect them to make above average progress and achieve to the very highest level in all that they do.

We believe in each and every young person.

We will play our part in your success in the relay of life.

So join us and take up the baton.

You might run.

You might walk.

You might stumble and fall.

Whatever you do we will empower you to enjoy running your best race.

We believe in each and every young person, providing a foundation for life, so that you will proudly pass the baton to the next generation.



# School Day

<b>8.00 - 8.25am</b>	Breakfast Club
<b>8.30 - 8.50am</b>	Tutor
<b>8.50 - 9.50am</b>	Period 1
<b>9.50 - 10.50am</b>	Period 2
<b>10.50 - 11.10am</b>	Break
<b>11.10am - 12.05pm</b>	Period 3
<b>12.05 - 1.00pm</b>	Period 4
<b>1.00 - 1.55pm</b>	Lunch
<b>1.55pm - 2.05pm</b>	Tutor
<b>2.05 - 3.00pm</b>	Period 5
<b>3.00 - 3.55pm</b>	Period 6

## Uniform

SET Saxmundham School is a uniformed School. All of our students, without exception, wear the same uniform. We believe this fosters a strong sense of unity and identity. We would ask that parents/carers to support us by ensuring their child attend the School each day in the correct attire with the necessary equipment to learn.

A detailed Uniform Guide and Price List can be found at the end of this document.

### School uniform

- A white shirt or blouse with either short or long sleeved (not  $\frac{3}{4}$  length)
- Clip-on School tie (therefore, blouses must have a top button to allow a tie to be worn at all times)
- Black blazer with the School's logo on the breast pocket
- Charcoal grey trousers (non-flared and non-tight for boys and girls)
- SET Saxmundham School charcoal grey skirt (optional for girls)
- Black socks
- Black tights (70 denier)
- Shoes should be flat and black leather (high heels, trainers, boots, sandals and canvas are not permitted)
- Coats must be plain back or navy

### PE Kit

- School hoodie with logo
- White sports polo with logo
- Rugby shirt with School logo
- Athletic black skort or shorts
- Navy hockey/football socks/White ankle socks
- Trainers (non-marking soles)
- Football boots
- Shin pads
- Towel

We would also draw your attention to our uniform expectations (including nail varnish, hairstyles and piercings), details of which may be found on the School website <https://www.ixworthSchool.org.uk/life-School/uniform/>.

*At SET Saxmundham School we expect students to wear their uniform with pride!*

# Curriculum

The SET curriculum is a knowledge-rich curriculum. This means that we offer all our Key Stage 3 and Key Stage 4 students the opportunity to study a variety of academic subjects on the basis that these will equip students with the knowledge of the culture which will empower them to have sustained success and to be flexible in an ever-changing world (the 'providing a foundation for life' principle). Our clear focus on vocabulary acquisition reflects our belief that independent thought can only follow once key terminology is understood.

The SET curriculum takes a broader view of curriculum beyond that which results in SATs and GCSE results alone. The National Curriculum forms one part of the School curriculum. Whilst, as academies, (free) Schools are not formally required to follow the National Curriculum, our curriculum do take account of the National Curriculum. The curriculum is the progression model and curriculum across all phases and settings is at least as broad and ambitious as the national curriculum.

The SET curriculum is therefore based on four key principles:

1. subject knowledge;
2. vocabulary;
3. social equity and building cultural literacy;
4. personal education plans for every student.

# Enrichment

This is an integral part of the curriculum and is one of the 5 underpinning elements of the Trust vision for our students. We believe that enrichment can extend the range of educational experiences for our students, broadening horizons, helping them to discover hidden talents, try new things and to promote their growing love of learning.

As a compulsory part of the School day, enrichment takes three forms. The first is the enrichment which takes place as part of the School's curriculum timetable. These two lessons take place on a Wednesday afternoon and consist of a whole range of sporting, art, performance, crafting and other activities. Some activities for students to choose from are:

- o Duke of Edinburgh award;
- o British Sign Language;
- o Sports Leaders Award

Qualification courses, such as GCSE Computer Science or Latin (dependent upon demand).



The second are the two enrichment days that take place on the last days of the Michaelmas and Lent Terms. At Michaelmas, fun educational School trips and activities take place off-site wherever possible. At the end of the Lent Term, the whole School comes together to take part in an activity which has an learning challenge, enterprise, work-related learning, citizenship or PSHE theme. Such examples of past Lent Term enrichment days have been 'Tournament of the Minds' and 'Battle of the Bands'.

The final element of compulsory enrichment is Enrichment Week, which takes place at the end of the Trinity Term in the summer. This week provides an opportunity for deep immersion in enrichment activity or activities on or off-site and is an opportunity for students from all Schools in the Trust to opt into activities together.

As well as compulsory enrichment, our Schools also have opt-in extra-curricular activities at lunchtimes and after School in 'Lesson 7'. A whole range of activities are available for students to continue to demonstrate their commitment to the '6Cs to Success'.

## Form Tutors

Our Form Tutors are the main point of contact between School and home. Students meet with their tutor group each morning for registration and a 20 minute tutor time. They then meet again in the afternoon for a 10 minute registration. During that time the group might attend an assembly or take part in PSHE. Form Tutors are there to help and support the students throughout their transition and as they face new challenges at secondary School. For parents/carers the tutor will be the first point of contact in the School for educational or pastoral issues.

## Homework

Given the length of the School day, we focus on quality of homework and not quantity. The majority of homework set will be project or enquiry based. Homework is allocated through [www.showmyhomework.co.uk](http://www.showmyhomework.co.uk). Students will receive a login and password within the first days of joining.

## Go4Schools

At SET Saxmundham School we use Go4Schools, which is an online communication system between the School and parents/carers. It allows those at home to see both positive and negative behaviours within School and, in addition, the child's latest report is accessible on Go4Schools. Parents/carers have constant access to this to check up on how the student is progressing.

## Pastoral

We are always focused on putting the student first even when life throws up many various issues and circumstances. We work hard to give everybody the opportunity to take advantage of the many experiences the School offers and to limit the impact of those that can stop students learning. We do have a School code and behaviour policy but this always tries to give everybody an equal chance to be themselves and work with others. Our pastoral team is non-teaching and always on hand to tackle any issues during the School day. Please see final page for contact details.

# Attitudes to Learning

1*	Exceptional	<ul style="list-style-type: none"><li>• I am an extremely effective independent learner</li><li>• I use reasoning and learning tools effectively. I am very self-motivated and resilient.</li><li>• My work is outstanding. I am always ready to learn.</li></ul>
1	Excellent	<ul style="list-style-type: none"><li>• I am determined to achieve. I always aim to learn effectively.</li><li>• I complete tasks to a high standard. I am adaptable.</li><li>• I show initiative. I am a motivated and responsible learner.</li></ul>
2	Good	<ul style="list-style-type: none"><li>• I complete work to match my ability.</li><li>• I am developing a range of skills to improve my learning.</li><li>• I am a hardworking student. I show some resilience and responsibility.</li></ul>
3	Requires Improvement	<ul style="list-style-type: none"><li>• I usually complete the tasks I have been set, but I do not always try hard enough to make progress.</li><li>• My commitment to work is inconsistent.</li><li>• My work generally matches my ability.</li></ul>
4	Unacceptable	<ul style="list-style-type: none"><li>• I do not complete class work or homework well.</li><li>• My learning is not effective because I do not always pay attention.</li><li>• I could be doing better. I could be learning much more effectively.</li></ul>



# Lunches


At the Seckford Education Trust we believe that healthy eating plays a central role in supporting attainment, learning and progress of our students. We expect all our students to eat with us for a number of reasons:

- Good food provides students with the ability to concentrate on learning in the classroom, particularly after lunchtime;
- A greater appreciation for cultural, fresh and seasonal ingredients;
- Learning the enjoyment of dining over a meal with both peers and teachers.

All the Schools within our Trust have an extended School day, so eating nutritiously helps keep our students feeling healthy, alert and energised throughout the day. Within the price paid for lunches, breakfast club and break-time snack are included.



Below is an exemplar menu that is available for viewing on our website:

		MENU Week Commencing 24 February 2020		
	Hot Meal	Vegetarian	Salad Bar	Dessert
Monday	Beef & Oregano Meatballs with Tomato Sauce, Pasta, Lemon & Thyme Roasted Courgette Salad & Garlic Bread	Root Vegetable Wellington with Roast New Potatoes, Sugar Snaps & Green Beans	Rainbow Slaw Baby Gem, Radish & Boiled Egg Mixed Charcuterie Smoked Mackerel	Steamed Chocolate Sponge with Thick Chocolate Custard
Tuesday	Turkey Korma, Coriander Basmati Rice, Chutneys, Naan Bread & Poppadum's	Roasted Vegetable Paella with Rocket & Sun Blashed Tomato Salad	Potato & Spring Onion Salad Panzanella Lemon Poached Chicken Seared Salmon Fillets	Apple & Blackberry Crumble with Pouring Cream
Wednesday	Chicken, Pancetta & Leek Pie, with Lyonnaise New Potatoes, Buttered Carrots & Broccoli	Thai Yellow Quorn & Vegetable Curry with Sticky Jasmin Rice	Heirloom Tomatoes Garlicky Mayonnaise Savoy Cabbage Ribbons with Toasted Seeds Mixed Charcuterie Smoked Mackerel	Cranberry & Apricot Fruity Flapjack
Thursday	BBQ Pulled Pork & Bean Wrap with Herby Rice, Guacamole, Sour Cream & Charred Cob Salsa	Vegan Sausage Casserole with Parsley & Thyme Dumplings and Champ Potatoes	Caesar Salad Charred Fajita Cob & Avocado Salad Lemon Poached Chicken Seared Salmon Fillets	Sticky Toffee Pudding with Butterscotch Sauce

Once each half term we have Kitchens of the Globe where the restaurant provides a meal from a specific region from around the world. We invite parent/ carers to join us for these lunches on a rota. Cultural education at lunch!



## Transport

Seckford Education Trust Schools, where they are established, are additional to the existing pattern of Schools in an area. In the case of such Schools no catchment areas are in place and therefore the local authority will provide transport to the School as set out below. **This entitlement is in accordance with the statutory age and distance criteria.**

All children aged between 5 and 16, reception to Year 11, qualify for free home School travel if they attend their nearest suitable School with places available and live at least 3 miles from the School if they are aged 8 years or older. *Distances are measured by the shortest route along which a child may walk, accompanied as necessary.*

## Minibus

If you are not within the transport priority area, but you need help with getting transport, we do offer some minibus routes. We offer transport from the Felixstowe, Woodbridge, Wickham Market, Leiston, Westleton and Walberswick areas at a charge of £237, £177 or £148 per term depending on the route. This would need to be paid in advance, the initial payment being due before the start of the Michaelmas term. Payment may be made via ParentMail. If you have any queries do not hesitate the School office on 01728 633910.

## Absence

It is the responsibility of parents/carers to contact the School on a daily basis during a period of absence due to illness. This may be done by telephone, email [saxmundham@seckfordeducation.org.uk](mailto:saxmundham@seckfordeducation.org.uk) or via ParentMail, providing a clear reason for the absence.

As a Trust, we are unable to authorise term-time holiday so please be mindful that a series of eight sessions (four days) may trigger a fixed penalty notice from Suffolk County Council.



# Purchasing

The SET Schools use ParentMail as a payment system for dinners, transport, trips etc. and you will be asked to register to create an account. The School will email you a registration link (see image below). This may go into your junk/spam folder. If so, please mark ParentMail as a safe sender.



- Click 'Register'.
- Click 'I don't have a ParentMail PMX account'
- Check your details are correct and create a password
- Now click 'Complete Registration'.

Success! You have now completed your ParentMail account!

If you have registered previously, you should click 'I already have a ParentMail account' and enter your details.

There is also a **ParentMail app**. We strongly recommend downloading it to your phone and allowing notifications so that you don't miss important messages from the School.

You can top up your child's dinner money via the app:

Your child's daily dinner cost will be deducted from their overall balance when they have a School meal and you will receive a reminder when the balance is low.

Other items may also be available to purchase by clicking on the 'shop'.

# Staff

The senior designated staffs responsible for child protection are:



Miss Marsden  
Designated Safeguarding  
Lead (DSL)



Miss Coles  
Assistant Designated  
Safeguarding Lead (ADSL)



Miss Howes  
Assistant Designated  
Safeguarding Lead (ADSL)

Key members of staff are:



Mr Phillips  
Year 7 Tutor -  
7A Shingle



Mrs Kirk  
Year 7 Tutor -  
7B Orford



Mrs Stevens  
Year 7 Tutor -  
7C Walberswick



Ms Sheehan  
SENCO



Miss Bevan  
Pastoral Officer



Miss Hicks  
Pastoral Officer



Mrs Fox  
Attendance and  
Admissions Officer



Mr Friston  
Senior Administration  
Assistant

**Email:** [saxmundham@seckfordeducation.org.uk](mailto:saxmundham@seckfordeducation.org.uk)

**Telephone:** 01728 633910