



Colton Hills Community School

Confidence. Happiness. Courage. Success.

Admissions

**Information for parents
and carers**



Colton Hills Community School Our 2020 Vision

We believe that in our world origins should be no obstacle to opportunities.

At our school, a child can change their family's destiny by being the first to attend a university, or having a life-changing career.

At our school, a child can arrive from a country far away, not yet speaking our language, and leave with the confidence to thrive.

At our school, a child can turn away from disaffection and defiance, towards dedication and determination.

We exist to make these differences to young lives that need us, even if they don't know it yet.

When our children show us ignorance, we will patiently shine a light on truth.

When our children make mistakes, we will show them forgiveness, but then we will demand that they do better next time.

And when they do good, we will tell them that good is just not yet good enough.

Colton Hills Community School is a confident, successful, aspirational school, connected to its community and immensely proud of its diversity.

Our school will be a sanctuary to all who need it, but we will not love children into material poverty or the poverty of low aspirations.

Instead, we will ask them to rise to meet challenges with courage – and there is no greater courage than to be kind.

We believe that there is nothing more heart-breaking than wasted potential.

Our students will leave as happy, well-rounded young adults with purpose and drive, resilient to life's challenges, open-minded and knowledgeable about the world around them.

At Colton Hills Community School, our values are in our name.

C.H.C.S: Confidence. Happiness. Courage. Success.

The Colton Hills Success Pledge

Teachers promise to:

- Have excellent subject knowledge
- Prepare interesting and engaging lessons that make students think
- Set interesting homework and mark my book regularly
- Provide opportunities to reflect on my work and improve it with DIRT
- Provide a list of useful websites or books to complete extra reading and research
- Model the skills I need to progress
- Upload revision materials and other useful resources onto Microsoft Teams
- Make sure students know that they have to do to make more progress
- Ensure students are prepared for exams
- **Believe in the students**

Students promise to:

- Be respectful to staff and students
- Ensure my attendance is over 96%
- Ensure my behaviour contributes to the positive learning environment
- Take care of my books and make sure my work is as neat as possible
- Download the Microsoft Teams app and check it everyday
- Be aware of my target grades and what I need to do to improve
- Complete work and hand it in on time
- As for help when I need it – in person or through Teams
- Come prepared - right equipment, appropriately dressed
- **Believe in the yourself**

How can I support my child at Colton Hills?

- CheckClass Charts regularly
- Encourage my child to check Microsoft Teams everyday
- When my child brings their books home, look at the feedback from teachers
- Attend Parents Evenings
- Make sure my child knows exactly what to do to improve in each subject—specific next steps
- Contact the school immediately if I have any concerns or questions
- Support my child with the completion of homework and revision

Students, parents and teachers:
Outstanding Community

Child protection and safeguarding

Summary of Child Protection Information for Parents, Visitors and Volunteers

Colton Hills Community School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school will support all children by:

- **Promoting a caring, safe and positive environment**
- **Encouraging self-esteem and self-assertiveness**
- **Effectively tackling bullying and harassment**

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse. Staff working with children are well placed to identify such abuse.

At our school in order to safeguard our children, we aim to:

- Adopt a school child protection policy
- Create an atmosphere where all our children feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of suspected abuse, which may involve a referral to the local authorities Multi-Agency Safeguarding Hub (MASH).
- Recruit staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Support our students and their families through interventions in school or by opening an early help assessment (EHA) that is led by a lead professional.

Staff are aware that a child may disclose information to them at any time and that they must make it clear that if they tell them something that they feel puts them at risk, they must share that information immediately with a member of the safeguarding team.



Mr Hazell is the School's Designated Safeguarding Lead (DSL)

Everyone working with our children, their parents and carers should be aware that their role is to:

Listen and note carefully any observations which could indicate abuse

Not to attempt to investigate once the initial concern is raised

Refer to the Designated Safeguarding Lead (DSL) immediately

Contact the Head or the Deputy DSL if the DSL is not available

Remember disclosures of abuse or harm from children may be made at any time

If anything worries you or concerns you, report it straight away

Times of the school day

Students should be in school for 8.20 am ready to begin the first lesson at 8.30 am

8.30 – 9.30 – Period 1

9.30 – 10.30 – Period 2

10.30 – 10.50 – Break

10.50 – 11.50 – Period 3

11.50 – 12.50 – Period 4

12.50 – 1.40 – Lunch

1.40 – 2.40 – Period 5

2.40 – 3.00 – Form Review

3.00 – End of the school day

How we communicate with you

Depending on the nature of information or issue being discussed, we typically communicate with parents through the following means:

1. Electronic communication using Class Charts, In-touch and Parent App
2. Student Planner
3. The school website (where the information is relevant to all parents)
4. Letters (in writing) sent by post or email
5. Phone calls
6. In person (through a face-to-face meeting)

Class-Charts for Parents

You will be able to use Class Charts to keep track of your child's achievements, access behaviour reports, view assigned homework tasks and track scheduled detentions. If you have more than one child at the school, or multiple schools, you can use the same parent account to view achievement data for all your children. Class Charts for parents can be accessed via the website, or by our iOS and Android apps. Further details and information is available on the school website www.coltonhills.co.uk

Text and email – Sims in-touch

The school is working towards increasing the use of electronic communication using sims in-touch. This electronic system will send text messages and school documents by email. **To make sure you are receiving up to date information, please ensure the school has the correct mobile number and email address for you.**

SIMS Parent App

This free app is available to parents and carers. It is a convenient way for you to access, review and request changes to the data held on you and your children direct from your phone. You will be able to access our new parent app and website at your own convenience via smartphone, tablet or PC – anytime, anywhere. School will send an activation email to your home email. Simply click on the link. Further details and information is available on the school website www.coltonhills.co.uk

Student Planner

Planners are an important part of the communication between staff, students and parents. Planners contain important information such as your child's timetable, homework timetable, attendance, parents evening appointment sheet, restorative conversation meetings and much more. **It is expected that students bring their planner to school every day**

A note to and/or from parents regarding any concern should be written in the relevant week of the planner. Planners are also used to report reasons for absence.

We expect planners to be kept neat and graffiti free.

Please take time to have a look at the planner with your child every week and sign that you have checked that they have completed their homework.

How we use your personal information

On the Admission Form we ask parents and carers to provide a National Insurance Number and Date of Birth. We use this information to ensure the school secures the correct funding from the Government and to check on your behalf to see if your child is eligible for Free School Meals, Flexible Meals or extra funding for the school.

Pupil Premium Funding

Extra funding is awarded to schools to make provision and raise attainment for students. We receive this additional funding for students from low income families.

We want to make sure Colton Hills Community School receives the correct funding to support such children. We can use the extra funding in any way we choose to improve the quality of education that we provide. This could include, for example, additional training for our staff, investing in partnership working with our colleagues in the area to further our expertise or supporting our staff in working on specialised areas such as speech and language.

Wolverhampton City Council are supporting us by checking on the Government website to see if families from Colton Hills Community School fall into this category.

Free Meal Entitlement and Flexible Meal Entitlement

Children from low income families may be eligible for free school meals or flexible meals. In partnership with Wolverhampton City Council we can check if you fall into this category. If your child is eligible for Free Meals, they will be awarded up to £2.20 each day to purchase a meal. If they are eligible for Flexible Meals, you will need to pay £1.00 per day and the school will top up to £2.20 to purchase a meal.

To help us, all you need to do is provide the information and we can then do the rest.

Please complete the information required on the admission form. This information will only be used for checking purposes and will not be shared with other organisations and we will comply with the Data Protection Act 2018.

This is a private and confidential service to support you and your family.

Attendance and punctuality

Attendance and Absence

At Colton Hills we care about our students and we want them to be able to achieve the very best that they can during their time with us. This provides them with the best opportunities in their chosen career path and in their lives in general. The easiest way to learn and achieve is to attend school every day. By having a good attendance record they will not fall behind with their learning, will be happier socially, will increase their chances of achieving good grades and will develop positive and consistent relationships.

By not attending school they are automatically putting themselves at a disadvantage academically, socially and emotionally.

Reporting Absence

Parents must phone school each day before 8:20 am, giving the reason for any student absences along with their name and contact details.

Text Message to: 07860055239

Email to: chcs_attendance@coltonhills.co.uk

Answerphone message to: (01902) 558455

Medical needs

We appreciate that some students have genuine health issues and occasionally students may become unwell. We work hard to support all families that have genuine medical needs but we would strongly recommend that you keep all medical letters and appointment slips and that appointments are made after school where possible. Please do not hesitate to contact your House Leader or students services at school to discuss any medical needs.

Punctuality

In order to prepare all our students for the “real world” we expect students to be punctual. Students are expected to be at school for 8.20 am in preparation to start their lessons. Failure to do so will lead to a detention, please see the punctuality pathway (Appendix 1 in the Attendance Policy).

Rewards

Students will be rewarded for good attendance weekly by their Tutors and by their House Leaders in assembly. Good attendance over a term is also recognised with certificates/letters and reward activities.

Poor Attendance

Those students that do not attend school without a valid reason will be monitored closely by the school and the Education Welfare Officer. Failure to respond to warnings may sadly lead to fines and court appearances and this is something that we would rather avoid for all our families.

All tutors are responsible for monitoring and supporting students with their attendance. The staff that are responsible for attendance across the school are House Leaders and Assistant House Leaders, as well as the Attendance Officer and the Education Welfare Officer.

Please feel free to contact these staff at any time to discuss your child's punctuality and attendance.

At Colton Hills we adopt the “WISE UP” scheme to raise awareness about attendance and the impact it has on the young people both academically, socially and emotionally. The chart below indicates what is regarded as “outstanding” to “poor” attendance according to our ‘WISE UP scheme’

Colour	%	Meaning
Gold	97% and above	Excellent
Silver	95-97%	Good
Bronze	92-95%	Requires Improvement
Purple	90-92%	Not good enough
Red	Below 90%	Unacceptable – must improve

Holidays and Exceptional circumstances

The Government has renewed appeals to parents not to take their children out of school during term time. The Governors and Headteacher of Colton Hills Community School follow these guidelines. This means the Headteacher can only give permission for parents or carers to take their child out of school during the term for very exceptional circumstances.

Anyone requesting time off during term time for very exceptional circumstances should contact the Attendance Officer in the first instance.

If the request is not agreed and the absence occurs the dates will be recorded as unauthorised. Parents will be notified of any decision in writing. This notification may be hand delivered directly to the parent, posted to the parent’s home address or emailed to the parent.

We are asked to inform you that, in line with Wolverhampton Council Policy, unauthorised absence due to holidays may be subject to a penalty notice fine of £60 payable per parent, per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings

For more details please see the [Attendance policy](#) on the school's website.

Classroom expectations

NEW HOPE

Nice to others
Enjoy your lessons
Wear correct uniform
Homework completed to a high standard
On task in lessons and do not distract others
Punctual to all lessons and tutor time
Equipped correctly for all lessons every day

Mobile phones and electronic devices

Students may bring mobile phones and/or electronic devices to school, these are brought to school at their own risk. The school cannot take responsibility for loss or damage. If students bring these items to school they should be turned off and remain in their bag out of sight, unless given permission by the teacher to use this as their 'bring your own device', whilst in the classroom. Students and parents must abide by the user agreement policies signed as part as admission to being a student at Colton Hills Community School.

If students are using these items at other times in school or inappropriately when given permission, they will be confiscated and returned to the student at the end of the day. If confiscated for a third time, the item(s) in question will be required to be collected by parents or carer. Items will only be given to those stated on school system.

These rules also apply to headphones.

Homework

Homework is one of the principal ways in which pupil achievement can be raised. The benefits of doing homework needs to be instilled in all pupils in order that independent home study becomes routine.

In Year 7 homework will be set once per week for English, Mathematics and Science and once per fortnight for all other subjects. Each piece of homework should last approximately 30 minutes.

Homework will be set on Class Charts with additional resources being accessible via our online Office 365 portal and Microsoft Teams. Students record homework tasks physically in their folders. Parents will also be able to monitor this through their Class Charts account.

A homework club operates for one hour every day after school in the school library to support children having difficulties with work, no internet, no printing facilities or those that require a quiet place to work.

School library

The library is a well used and appreciated resource for all students whether it is to access new reading material, research homework projects, take part in the extra curricular activities on offer or simply as a quiet place to sit and read or study.

With this in mind there are some conditions of use for the library including behaviour and care of the actual books. The school has also invested in a reading scheme called Accelerated Reader to increase student's reading level in years 7, 8 and 9.

Unfortunately failure to return or replace lost or damaged books will hamper progress through this reading scheme and affect other student's access to the books and the school's attempts to raise reading levels.

It is the student's responsibility to look after their library book and return or renew it within two weeks. If a book is overdue a reminder will be sent via their form tutor and in some cases English teacher. If the student persistently fails to address the matter of an overdue book they may receive a detention.

Please be advised that lost or damaged books must be replaced at a charge of £5 each.

Lunch and breaktime arrangements

At Colton Hills school we offer a morning break and lunchtime service for all our students.

The canteen is run on behalf of the school by Miquill, a catering company specialising in providing fresh, healthy food in our school. They only ever serve food that we would be happy to be served ourselves and several staff use the catering facilities daily.

Everything is cooked fresh and you can see dishes being freshly prepared, such as home-made pizza served fresh from our pizza oven and a wide variety of main meals, salads, sandwiches, fruit pots and desserts, as well as mouth-watering homemade muffins and cakes. They provide a wide range of morning break items such as muffins, bagels, waffles, bacon rolls, cheese on toast, etc.

All the food is prepared in an environment where nuts and other food allergens are present, so if your child has special dietary requirements on a daily basis, they should speak to our Chef who will be happy to let them know what they are able to eat and if nothing on the menu is suitable, he will find an alternative! The school and the catering company work together and consult with the Pupil School Board to review and consider any improvements or suggestions.

Cashless Cafeteria

The school operates Cashless Cafeteria which provides a fast and hygienic method of payment in the school canteen. Please be assured that the students will be shown what they need to do when they start at Colton Hills Community School.

Each student will be issued with an "account", which they will access by entering their PIN number. Funds can be put on the account either through the Parent Pay system or putting cash in the kiosks in school.

On-Line Payments: Parent Pay

Making secure payments online using your credit or debit card

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view later; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away. More information is available later in this document.

Cash Kiosks: There are two kiosks where students enter notes and coins and have the corresponding value added to their account. There are also two additional kiosks where students can check the balance on their account.

Purchasing food: When the students pay for their food at the point of sale the total amount is calculated and deducted from the value previously credited to their account. It is essential that the students remember their PIN number as it will be necessary for the pupil to input this number for payment. A photograph of the student is also displayed on the system to ensure the student is using the correct account.

At break-time the canteen offers a range of snacks for students. At lunchtime there is an option of hot and cold food, all individual priced. There is always a set meal currently costing £2.20. This set meal includes a main meal, desert and soft drink.

Free School Meals: Students entitled to free school meals have their account credited daily and this is accessed at the point of sale using their PIN. Additional credits can be added by the student at the kiosks and can be used to purchase additional items not included in the free school meal allowance, or to buy items at break time. Students should be aware that only the money they have put on their account will show on the balance at the kiosk, but the free meal allowance is available to them at the point of sale.

Flexible Meal entitlement: Students who are eligible for the Flexible Meal entitlement (discounted meal where they pay £1.00 towards the £2.20 meal) will need to make sure they have £1.00 available on their account when they purchase their lunch. For the system to work students must have at least £1.00 on their account each day and must spend at least £1.00 for the discount to be applied.



at
Colton Hills Community School

What does ParentPay do?

- enables you to pay for school meals and other items such as school trips.
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders.

How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date
- you will never need miss a payment, or have insufficient credit, with automated email/SMS alerts
- ParentPay is quick and easy to use.

How does ParentPay help your school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- payments do not bounce
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises
- helps us improve school-home communication with its integrated email/SMS messaging centre.

How do you get started?

We will send you an activation letter containing your activation details to enable you to set up your ParentPay account.

If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools.

For more information contact the school office on 01902 558420 or visit www.parentpay.com

Behaviour Standards and Expectations 2020/2021

Establishing high standards of classroom behaviour through an agreed behaviour pathway

The successful management of behaviour and rewards is central to the our school ethos to provide an environment where pupils and adults can develop good relationships, showing care, respect and consideration for each other within the school and the community.

Rewards

Our Rewards Policy encourages and rewards pupils who apply themselves, behave in a commendable way as role models to support the ethos of the school and to develop their own potential. A range of rewards are used to encourage positive participation in education, focusing on two main areas that are essential to ensure students develop into successful well rounded citizens who contribute to the community.

Area 1: Academic

The Rewards Policy recognises academic achievement, for example, excellent progress in lessons or in a subject, outstanding homework, attendance to revision sessions, leading activities in lessons, answering questions, excellent engagement.

Area 2: Pastoral

The Rewards Policy recognises pastoral achievement, for example, 100% attendance or improved attendance, 100% punctuality or improved punctuality, attendance at extra-curricular clubs or representing the school, representing the tutor group/house in inter-house competitions.

Examples of the Rewards include:

- Achievement points for excellent academic progress, excellent attendance and exhibiting the school values; Commitment, Fairness, Respect, Happiness, and Teamwork.
- Receipt of Good news cards from class teachers.
- Nomination as Star of the lesson
- Letters sent to parents or carers for academic progress, attendance and behaviour.
- Telephone conversations with parents or carers about positive academic progress, attendance and behaviour.
- Text messages to parents or carers about positive academic progress, attendance and behaviour.
- Tutor group prizes for excellent attendance, behaviour and punctuality.
- Tutor and House Certificates and Prizes awarded in assemblies each half term to recognise individual for "Most improved" or Superstar.
- Awarded with the House colours badges for going above and beyond and taking part in inter-house and extracurricular activities.
- Receiving awards at the Annual Celebration Evening for all years
- Being eligible to participate in the Reward days/trips.

At the end of each term students are invited to a rewards day/trip if they meet the criteria which is based on achievement points, behaviour points, attendance and punctuality.

Behaviour

Teachers work hard to prepare their lessons and have the right to deliver them successfully. Equally, students have the right to consistency in their lessons, which enables them to reflect on and understand the impact of negative behaviour choices.

All corrections of a student's behaviour should be clear, fair and focussed on restoring learning. This pathway provides a tool for teachers to manage behaviour in the classroom constructively, whilst enabling students to reflect on their actions before a next sanction is applied.

The Classroom Standards and Expectations are based on the acronym NEW HOPE.

These are:

- N**ice to others
- E**njoy your lessons
- W**ear correct uniform
- H**omework completed to a high
- O**n task in lessons and do not distract others
- P**unctual to all lessons and tutor time
- E**quipped correctly for all lessons everyday

The Behaviour Pathway is based on 'Restorative Practice' (RP) and Restorative Conversations (RCs)

As a restorative school, Colton Hills Community School emphasises the importance of relationships for supporting emotional wellbeing, resolving conflict and preventing harm. Our Behaviour Pathway focusses on restorative conversations at all stages to provide opportunities for students to talk with staff, for them to reflect on their poor behaviour and the consequences of such negative behaviour. Please see the flow diagram (appendix 1) which explains each stage of the Behaviour Pathway.

The Punctuality Pathway

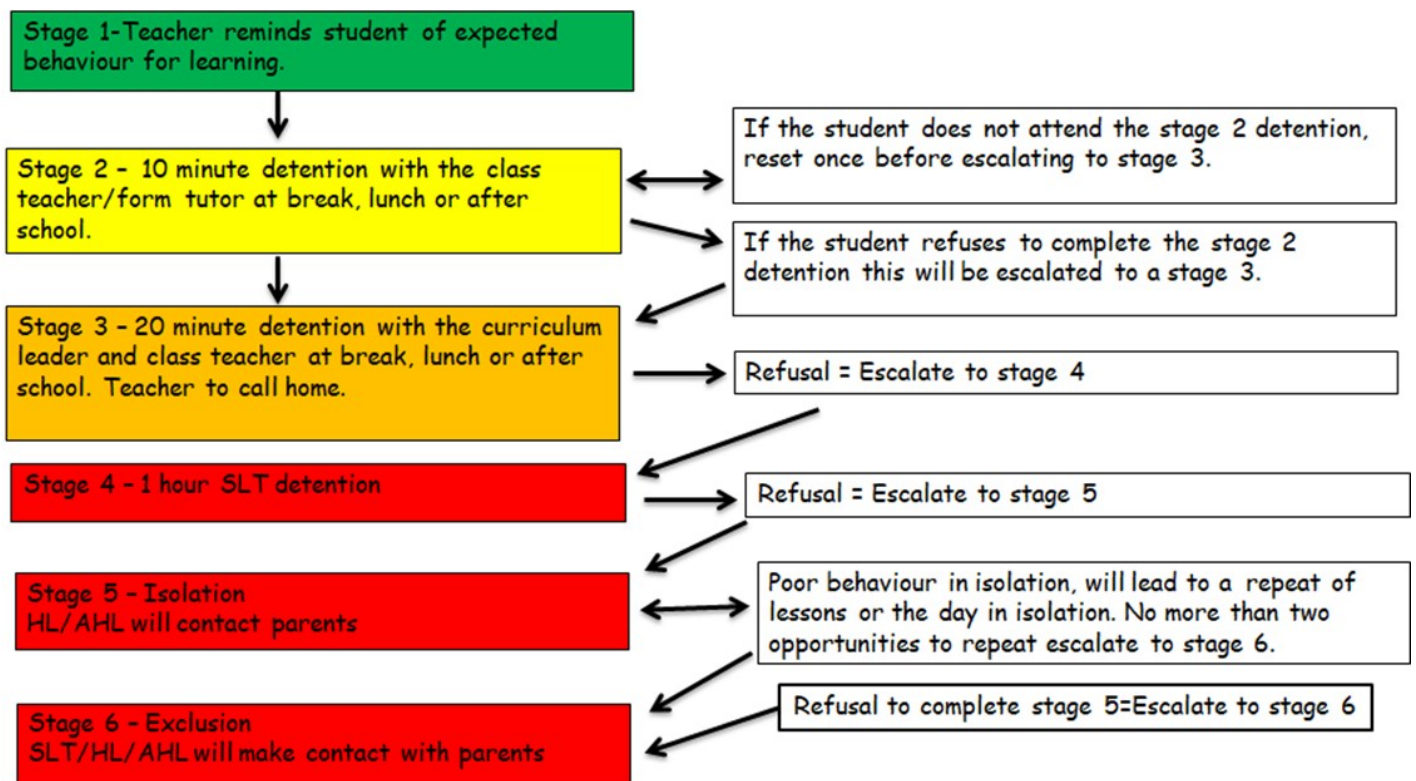
When students are late to school they miss out on valuable learning time which cannot be replaced. Being punctual to school is also an essential life skill to prepare student for the world of work.

When students are persistently late there will be further investigation and sanctions applied. It may be necessary to meet with parents or carers.

Failure to comply with the behaviour or punctuality pathway will lead to a further consequence as this will not be tolerated.

The full [behaviour for learning policy](#) is available on the school website. You are welcome to call your son/daughter's TUTOR to discuss their behaviour, attendance and/or academic progress.

Behaviour pathway (appendix 1)



Uniform, Appearance and Equipment Policy and Expectations 2020/20201

Introduction

The school believes that uniform plays a valuable role in contributing to the ethos, setting an appropriate tone and instilling pride in our students. The uniform also plays an important role in:

- Supporting positive behaviour and discipline, encouraging identity with, and support for, the school ethos
- Promoting a strong, cohesive school identity that supports high standards and a sense of identity among students. If some children look very different to their peers, this can inhibit integration, equality and cohesion
- Ensuring students of all ethnic and religious backgrounds feel welcome
- Protecting children from social pressures to dress in a particular way
- Nurturing cohesion and promoting good relations between different groups of students.

All our students must wear the full school uniform as laid down in the uniform and dress code while attending the school and when travelling to and from the school, unless other instructions have been given. All items should be clearly labelled with the student's name. (see Appendix 1)

Non-compliance with the School uniform policy

Staff can discipline students for breaching the school's expectations on appearance or uniform. This will be carried out in accordance with the sanctions identified below.

- The Headteacher or a person authorised by the Headteacher, may instruct a student to go home briefly to rectify a breach of the school's expectations on appearance or uniform.
- Parents/carers will be contacted and the student will only be sent home during school hours if accompanied by parent/carer or if the parent/carer gives explicit permission for the student to go home unaccompanied.
- When making this decision consideration will be taken of the student's age, journey time and cost.
- Students who are unable to rectify the issue or go home, will not be allowed in normal lessons and will be educated in isolation in the behaviour support room. Parents/carers will be contacted as soon as possible and asked to address this issue immediately or within a set timescale as agreed by SLT.
- Parents will be informed that their son/daughter will not be allowed to return to normal lessons until uniform is compliant with the school rules. This may lead to a number of days in isolation.
- Items of clothing that are not uniform will be confiscated and returned at the end of the day. If students persist in wearing items of incorrect uniform then parents will be required to collect the item/s.

The school uniform policy is fair and reasonable and is in line with DFE guidance on school uniform and fulfils the

Uniform and Dress Code Policy	
Named Responsibility of Policy	Mrs K Fox (Assistant Headteacher of Pastoral and Inclusion)
Date of Policy	September 2016
Reviewed	June 2017 by members of the School Board June 2019
Date of next Review	June 2020

School uniform

BOYS	GIRLS
<p>Trousers - Black smart ankle length trousers (No denim or jean-style trousers) <i>see appendix 1 for photos of acceptable trousers.</i></p>	<p>Trousers - Black smart ankle length trousers (no skin-tight trousers or leggings, denim or jean-style trousers)</p> <p>Skirt - Black smart knee length skirt <i>see appendix 1 for photos of acceptable trousers and skirts.</i></p>
<p>White School shirt (to be worn tucked in and top button fastened) with a school tie (minimum 6 golden stripes).</p>	
<p>Blazer - A black blazer with three pockets and the embroidered school badge on the breast pocket (Mandatory)</p>	
<p>Jumper - V' neck black jumper worn with the school blazer (It is optional to wear a jumper with a blazer but not instead of a blazer)</p>	
<p>Shoes - Sturdy plain black leather or leather type shoes (no trainers, canvas plimsolls/pumps, boots (long or ankle), high heels or sandals) <i>See appendix 1 for photos of acceptable shoes.</i></p> <p>Socks – Black or white socks are acceptable. Brightly coloured and patterned hosiery (socks or tights) is not acceptable.</p>	
<p>Jewellery - Only a watch and/or a small pair of plain stud earrings (to be worn in the lower lobe only, one in each ear) are allowed, which are worn at the owner's risk. No other earrings, jewellery or badges to be worn. No facial or body piercing allowed. Exceptions to these rules may be considered for health, religious or cultural reasons.</p>	
<p>Appearance - No nail varnish or false nails. Natural make-up only. If it is noticeable it is too much.</p>	
<p>Hairstyles - Hair ribbons, slides etc should be plain black or white. No bandanas or headscarfs. No extreme unkempt hairstyles. Shaved heads or patterns are not allowed in hair or eyebrows. Hair to be natural colour only, smart and business like.</p>	
<p>Headwear – No headwear is permitted to be worn inside the school building unless for religious or medical reasons. In these cases, written confirmation is required from the parent/carers which will be kept in the students' file. During hot weather, plain sun hats or white cricket hats may be worn for outdoor activities.</p>	
<p>Outdoor Coats, Jackets and Rainwear – Outdoor clothing is not permitted to be worn inside the school building. All coats, jackets, scarves, hats and gloves should be removed and put away once inside the building. Outdoor coats and jackets must not have offensive or oversized logos. No denim, leather, fluorescent or bright colours. No hoodies or multi-coloured jackets allowed.</p>	
<p>School Bag – A school bag; robust, with no offensive or oversized logos. Bags should be large enough to carry all items e.g. PE kit, folders books, equipment etc.</p>	
<p>All personal equipment should be clearly marked with sewn-in name tape or indelible marker.</p>	
<p>Items of school uniform can be purchased from Lads and Lasses, 50a Warstones Road, Penn, Wolverhampton, WV4 4LP, Telephone 01902 334650 or online from www.ladsandlassesschoolwear.co.uk</p>	

PE Kit and equipment

BOYS	GIRLS
Black collared T-Shirt embroidered with school badge *	Black collared T-Shirt embroidered with school badge *
Black sweatshirt embroidered with school badge (optional) *	Black sweatshirt embroidered with school badge (optional) *
Black shorts embroidered with school badge OR black tracksuit bottoms embroidered with school badge *	Black shorts embroidered with school badge OR black tracksuit bottoms embroidered with school badge *
Swimming: Swimming trunks, a towel swimming cap – must be worn for long hair, goggles (optional)	Swimming: Swimming costume, a towel, swimming cap – must be worn for long hair, goggles (optional)
Trainers (not fashion pumps)	Trainers (not fashion pumps)
Shin pads (football, hockey)	Shin pads (football, hockey)
No form of jewellery to be worn	No form of jewellery to be worn

Performing Arts kit (Dance)

Year 7-8 Boys & Girls	Year 9-11 Boys & Girls
Black collared T-Shirt embroidered with school badge *	Black collared T-Shirt embroidered with school badge purchased *
Black sweatshirt embroidered with school badge (optional) *	Black sweatshirt embroidered with school badge (optional) *
Black tracksuit bottoms embroidered with school badge *	Black tracksuit bottoms embroidered with school badge * OR plain black sports leggings (these should not be patterned or see through)
No form of jewellery to be worn	No form of jewellery to be worn
<p>All personal equipment should be clearly marked with sewn-in name tape or indelible marker.</p> <p>*Items of school PE and Performing Arts Kit can be purchased from Premier Sports, 104 Lord Street, Wolverhampton, West Midlands WV3 0Q OR from the PE department</p>	

School equipment

Each student must always carry at least:-

- A Strong School Bag
- A Pencil case
- 2 Pens (Black)
- 2 Pencils
- 2 Green pens
- Eraser/Rubber (not on the end of a pencil)
- Sharpener
- Ruler
- 2 Highlighters
- A reading book (Year 7-9)
- Calculator (Scientific)
- Optional - A pocket dictionary.

A strong bag (without offensive or oversized logos) should be used to carry books, equipment and PE kit to and from school as homework is given on a regular basis.

The form tutor will perform equipment checks and if students do not have the correct equipment, a stage 2 detention for up to 10 minutes will be arranged. Form tutors will then contact a parent/carer.

If students fail to bring correct subject equipment such as an exercise book, PE kit or cooking ingredients, a stage 2 detention for up to 10 minutes will be arranged.

A stationery shop is open at break and lunchtimes every day.

Uniform, Appearance and Equipment Policy and Expectations (Appendix 1)

Examples of acceptable shoes

The following examples show what types of shoe styles are acceptable and suitable to be worn with school uniform. They should be entirely black and leather or a leather style in appearance. They should not have any logos or writing on them.

Trainers, canvas plimsolls/pumps, boots (long or ankle), high heels or sandals are not acceptable. Shoes should not be adorned with metallic trims or decorations.



Examples of acceptable shoes (continued)



Examples of acceptable trousers

Trousers should be smart in appearance. Hipsters, cargo style, skin tight trousers and leggings are not permitted. They must not be denim or have any coloured external labelling.



Examples of acceptable skirts

Skirts should be knee length and certainly no more than 5cm above the knee. They should be loose fitting and plain in design.

